

D R A F T



CO-ORDINATED ADMISSION SCHEME

PRIMARY AND SECONDARY SCHOOLS
(Community, Voluntary Aided and Academies)

Includes: Applications for Primary Schools
Applications for Secondary Schools
In year transfer requests

2013/14

*The dates within this document could be changed depending
on the outcome of the consultation for the
School Admission and Appeals Code
in the Autumn Term 2011*

Introduction

1. The 1998 Act, as amended by the Education Act 2002, has introduced new statutory requirements for every Local Authority (LA) to draw up a scheme covering every maintained school in its area. Stockton-on-Tees LA has drawn up a full co-ordinated admissions scheme for the main rounds for Primary and Secondary applications and 'in year' transfer requests for the academic year 2013/14.

The scheme also complies with changes introduced to the new School Admissions Code through the Education & Inspections Bill 2006.

Interpretation

2. In this scheme:

"the LA" means Stockton on Tees Borough Council acting in their capacity as local education authority;

"the LA area" means the area in respect of which the LA are the local education authority.

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

"VA schools" means those schools which are voluntary-aided church schools;

"Academy" means a publicly funded independent school;

"admission authority" in relation to a community and voluntary controlled school means the LA and, in relation to a VA schools and Academies, means the governing body of that school;

"determination year" means the academic year (ie the period from 1 August to the following 31 July) immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements;

"admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

"in year" transfer requests mean any applications received for those primary or secondary schools whose normal age of entry is other than 5 or 11 received during the academic year 2013/14.

"nearest appropriate school" is defined as the school closest to the home address with places, unless your child is a baptised Catholic then a place would be offered at the nearest Roman Catholic School with places.

Applying for a school place

3. There will be a standard form known as the Common Application Form (CAF) which will be used for the purpose of admitting pupils into the reception class for primary school and the first year of secondary education in the determination year. In the main rounds for applications for primary and secondary places, an on line facility will be set up to enable parents to apply for places on line. A separate form (Transfer Request form) for any applications made for a "in year " into any year group, there is no on line facility as yet although a form can be downloaded from the Stockton on Tees website.

4. The CAF (or on line form) and Transfer Request Form must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area who wish to express a preference for their child –
 - (a) to be admitted to a school within the LA area (including VA schools and Academies).
 - (b) to be admitted to a school located in another LA's area (including VA schools and Academies).
 - (c)
5. The CAF (or on line form) and 'In year' Transfer Request Form will –
 - (a) invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA's area, in rank order of preference;
 - (b) invite parents to give their reasons for each preference.

The CAF will -

- (c) Specify a closing date (for the determination year) and where it must be returned.
6. The LA will make appropriate arrangements to ensure:
 - (a) that the CAF and on line form is available on request from the LA and the 'In year' Transfer Request Form will be available from the LA and schools; and
 - (b) that a written explanation of the scheme is available from the LA and on their website.
 7. All preferences expressed on the CAF and on line form are valid applications. The governing body of a VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required, this will be requested after the VA schools have received information from the LA about who has applied for their schools. Information requested on the supplementary form should be returned by the parent to the individual school by the due date specified by the school.
 8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Stockton on Tees CAF/on line form or, if resident in another area which has a CAF, their home area's common application form, and the school is nominated on it. Where supplementary forms are received directly by VA schools the school must inform the LA immediately so it can verify whether a CAF or neighbouring area's CAF has been received from the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary form if so requested. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
 9. Some voluntary aided schools governing bodies have opted out of the co-ordinated admissions scheme for in year transfers, a list of these schools will be made available for parents before September 2013 on the Stockton website. Parents are still required to complete an application form from the LA and schools need to inform the parents and the LA of the outcome of the request.

Processing of CAFs

10. Completed CAFs (on line or paper) should be returned to the LA:
 - (a) for secondary schools by the **31 October 2012***. The LA will enter information for all the schools within the Borough onto their system and forward information for applications to VA schools and other LAs at the latest by the **10 November 2012**.
 - (b) primary schools by the **15 January 2013***. The LA will enter information for all the schools within the Borough onto their system and forward information for applications to VA schools and other LAs at the latest by **4 February 2013**.
 - (c) **Online applications** – the facility to apply for a school place on line will be open during the time for application – **12 September to midnight on the 31 October 2012** for secondary and for primary **12 November 2012 to midnight on the 15 January 2013**.

**If the closing date falls on a Saturday or Sunday, any applications received through the post, which includes the post box in the Municipal Buildings, on the Monday morning after that date, will be classed as on time. Any others received after this will be classed as late.*

Allocation of places

10. Places will be allocated using the Equal Ranking Scheme* for Primary and Secondary by all admission authorities within Stockton on Tees.

**Equal Ranking means that all of the preferences written on the CAF or on line form will be considered as a separate application for each school.*

SECONDARY ADMISSIONS - Determining offers in response to the CAF

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.
12. **Closing date for return of CAFs – 31 October 2012**
13. **By the 10 November 2012** the LA will notify the voluntary aided and academy admission authorities for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.

VA schools and Academies to make arrangements to gather information required from parents and set up admission committees for allocation of places.
14. **By 11 January 2013** - VA schools, other LAs and Academies, exchange information with home LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first preference is refused, look to see where 2nd or 3rd preferences can be accommodated. The lists will be sent back to the VA schools, Academies and other LAs for their approval before finalising allocations.

Liaison will take place with VAs, other LAs and Academies until the allocation of places is resolved for each application, as required.
15. **By the 11 February 2013** - the LA will match ranked lists for all schools and:
 - where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference;
 - where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.
16. **On 1 March 2013** the LA will post letters (2nd class post) to parents to let them know which school has been allocated to their child. If they have applied on line they will receive an email on the 1 March. The letter will also tell them of their statutory right to appeal if they have been refused a place at their preferred school.

Parents will need to request an appeal form and return to Democratic Services, Municipal Buildings, Church Road, Stockton on Tees TS18 1XE. Appeals need to be returned within 20 school days of receipt of their letter.

PRIMARY ADMISSIONS - Determining offers in response to the CAF

17. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parents has nominated.

18. **Week commencing 12 November 2012** – Packs for admission to Primary School will be distributed to all parents. Applications are to be made on common application form and all applications returned to LA. The LAs system for online applications will become 'live' from the 12 November 2012 to midnight on the 15 January 2013.

19. **Closing date for return of CAFs and online applications – 15 January 2013**

20. **Week ending 4 February 2013** – the LA will notify the admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant authority/authorities.

After 4 February – All VA schools and Academies make arrangements to gather information required from parents and set up admission committees for allocation of places.

21. **12 March 2013** VA schools, Academies and other LAs inform the home LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first preference is refused, look to see where 2nd or 3rd preferences can be accommodated. The lists will be sent back to the VA schools and Academies for their approval before finalising allocations.

Liaison will take place with VA, Academies and other LAs schools until the allocation of places is resolved for each application, as required.

22. **By the 28 March 2013** - the LA will match ranked lists for all schools and:

- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference;
- where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

23. **On the 16 April 2013** the LA will post (2nd class) out a letter to parents informing them of their allocated school. The letter will tell them which school has been allocated and their statutory right to appeal if they have been refused a place at their preferred school. If an application has been made on line those parents will receive an email on the 16 April with the allocated school for their child.

Parents will need to request an appeal form and return to Democratic Services, Municipal Buildings, Church Road, Stockton on Tees TS18 1XE within 2 weeks of receipt of the form.

NO CAF RECEIVED BY THE LA

24. Where no CAF is submitted for primary or secondary school, the child will be offered a place at the nearest appropriate school with a vacancy or will receive a letter from the LA requesting that they make contact to discuss further.

LATE APPLICATIONS

25. CAFs received after the closing date will be dealt with after all the other applications have been looked at unless there is a good reason, e.g. if a family moves into the area. If that is the case, the application can be considered along with all of those that came in on time as long as the allocations have not been started.

The LA will continue to co-ordinate applications for admission in September 2013 for any late applications for primary or secondary, received eg after the closing date and post offer date up until the start of that school year.

WAITING LISTS

The LA will maintain a waiting list for all oversubscribed maintained Stockton on Tees Schools. The waiting list will be open for all Primary and Secondary schools for the duration of the next academic

year (September 2013 to July 2014). Places will be allocated, if they become available, in accordance with the LAs published oversubscription criteria.

VA schools and Academies are also required to keep a waiting list for at least the Autumn Term of 2013, if places become available at their school, the governing body will allocate places from their oversubscription criteria and inform the LA. The LA will write to parents informing them of the decision.

Where the LA is able to offer a place to a non-Stockton on Tees child from the Waiting List, we will liaise with the home LA., who will write to the parent to confirm the place.

SECONDARY AND PRIMARY CO-ORDINATED ADMISSIONS

TIMETABLE 2013/14

SECONDARY

Wc 10 September 2012	CAFs and other information to parents
31 October 2012	Closing date for return of CAFs and online applications
10 November 2012	Lists of applications sent to VA schools and other LAs received by home LA.
11 January 2013	Liaison between admission authorities to resolve offers
11 February 2013	Finalise allocations and further liaison as necessary
1st March 2013	Letters posted (2 nd class) to all parents of those resident in home LA area of allocated schools. Emails sent to parents who applied on line
May 2013	Appeal hearings arranged.

PRIMARY

WC 12 November 2012	CAFs and other information to parents
15 January 2013	Closing date for return of CAFs and online applications.
4 February 2013	Lists of applications sent to VA schools.
12 March 2013	Other LAs inform LA of preferences they can allocation and VA school return full list of applicants ranked according to their oversubscription criteria. Liaison between admission authorities to resolve offers
28 March 2013	Finalise allocations and further liaison as necessary
16 April 2013	LA post (2 nd class) out allocation letters sent out to all parent offering places and refusals giving reasons and right of appeal. Emails sent to parents who applied on line.
June 2013	Appeal hearings arranged.