

## Middlesbrough Co-ordinated Admission Scheme 2015/6

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

Each year all Local Authorities must formulate an admissions scheme in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools in their area. The scheme details how applications are made by parents and processed by the Local Authority.

All admission authorities (including Academies) have a duty to comply with the co-ordinated scheme. Relevant information must be provided to the Local Authority by the dates agreed in the scheme.

#### **1. APPLYING FOR A SCHOOL PLACE**

There will be a standard form 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 and a separate form (mid-year transfer form) for any applications made for a “mid year transfer” into any year group. Applications for entry into reception class and year 7 can also be made online.

The forms 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 –

- I. to be admitted to a school within the LA area (including VA schools and Academies).
- II. to be admitted to a school located in another LA’s area (including VA schools and Academies).

The application forms will –

- I. 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;
- II. invite parents to give their reasons for each preference.
- III. for entry into reception or year 7 will specify a closing date (for the determination year) and where it must be returned.

The LA will make appropriate arrangements to ensure that application forms are available on request from the LA. Mid-year application forms for primary school transfer will also be available in primary schools.

All preferences expressed on the application forms are valid applications. The governing body of a VA school can require parents who make a preference to their school, 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 school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Middlesbrough paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Supplementary forms should be returned directly to the school/schools to which the parent is applying. 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.

## **2. PROCESSING OF APPLICATIONS**

Completed online or paper applications should be made by :

- I. for secondary schools by the 31 October 2014.
- II. for primary schools by the 15 January 2015.

Online applications facilities will close at midnight on the above closing dates.

### **Secondary Admissions - Determining offers in response to applications.**

The LA will act as a clearing house for the allocation of places by the relevant admission Authorities. 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

- I. it is acting in its separate capacity as an admission authority; or
- II. an applicant is eligible for a place at more than one school, or
- III. an applicant is not eligible for a place at any school that the parent has nominated.

By the 14 November 2014 the LA will notify the voluntary aided and academy 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 admission authority/authorities.

By 12 January 2015 - VA schools and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy.

Between 12<sup>th</sup> January and 20<sup>th</sup> February 2015 - The LA compares lists and considers all preferences from the parent and if first preference is refused look to see where 2<sup>nd</sup> or 3<sup>rd</sup> preferences can be accommodated.

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

The LA will match ranked lists for all schools and

- I. where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
- II. 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.

On 2nd March 2015 letters will be posted 2<sup>nd</sup> class to all parents informing them which school has been allocated to their child. Online applicants will also receive an email on the 2nd March. Parents will also be advised of their right to appeal if they are unhappy with the place that has been allocated.

### **Primary Applications - Determining offers in response to applications.**

The LA will act as a clearing house for the allocation of places by the relevant admission Authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where

- I. it is acting in its separate capacity as an admission authority, or
- II. an applicant is eligible for a place at more than one school, or
- III. an applicant is not eligible for a place at any school that the parent has nominated.

By 31st January 2015 the LA will notify the voluntary aided and academy 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 admission authority/authorities.

6th March 2015 - VA schools, Academies and other LA's inform the home LA of allocation of places for all applications received in the priority order of their admission policy.

March 2015 - Liaison will take place with VA, Academies and other LA's schools until the allocation of places is resolved for each application, as required.

By the 27 March 2015 - the LA will match ranked lists for all schools and:

- I. where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- II. 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.

16th April 2015 - Letters posted 2<sup>nd</sup> class to all parents informing them which school has been allocated. An e-mail will also be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

### 3. LATE APPLICATIONS

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.

### 4. WAITING LISTS

Waiting lists for both reception and year 7 will be maintained until the end of the Autumn Term 2015. Any places that become available will be allocated in accordance with the published oversubscription criteria

#### **Summary Timetable for the co-ordinated admission arrangements 2015/16**

##### Secondary Schools

8 September 2014	Send out application information Online application website opens
31 October 2014	Closing date for receipt of online and paper applications
14 November 2014	Send application details to own admission authority schools and to other LA's as applicable
12 January 2015	Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria
12 January to 20 February 2015	LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible LA to inform other LAs of places to be offered to their residents
2 March 2015	NATIONAL OFFER DAY LA sends letters to all parents informing them of the allocated schools LA informs schools of final offers
27 March 2015	Closing date for appeal forms
April/May/June 2015	Appeals to be heard by Independent Panels
End of Autumn Term 2015	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>

##### Primary Schools

W/C 17 November 2014	<ul style="list-style-type: none"> <li>• Send out application information.</li> <li>• Online application website opens.</li> </ul>
15 January 2015	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications</li> </ul>
31 January 2015	<ul style="list-style-type: none"> <li>• Send application details to own admission authority schools and to other LA's as applicable</li> </ul>
By 6 March 2015	<ul style="list-style-type: none"> <li>• Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>• LA to exchange offer information with neighbouring LAs</li> </ul>
By 27 March 2015	<ul style="list-style-type: none"> <li>• The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible</li> </ul>
16 April 2015	<ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools</li> <li>• LA to inform schools of allocated pupils.</li> </ul>
20 May 2015	<ul style="list-style-type: none"> <li>• Closing date for appeals</li> </ul>
June/July 2015	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2015	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>