Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire for 2017/18 Academic Year

Document Details:

Status: 0.1

Date: March 2016

Document Location:
https://www.worcestershire.gov.uk/info/20099/school_admissions/1057/2016_to_2017_admissions_policies

Contact: School Admissions Team

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Introduction

Local Authorities are required, to operate a co-ordinated admissions scheme for Secondary Schools (i.e schools who admit children at age 11 or older). Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that only one offer of a school place is awarded to pupils. The Scheme outlined below applies to the academic year 2017/18, and is similar to the scheme implemented for the last few academic years.

The Application Process

ALL pupils, who reside **within Worcestershire**, who wish to apply to **any Secondary** School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an **application provided by their "home" LA.** (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates).

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates).

Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application.

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required. (The addresses and telephone numbers of all the neighbouring LAs can be found in the Information for Parents Admission Book.)

The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to **be treated as equal initially**, and sent out to other admission authorities (i.e Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be **31st October 2016.**

Initial Allocation Process

By 18th November 2016, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 25th November 2016, Worcestershire LA will send details to all of it's Academies, Foundation, Free and Voluntary Aided Schools, for initial consideration. This information may need to be updated if information regarding further applications is subsequently received by other Local Authorities. Late applications will be forwarded upon receipt.

By 16th December 2016, Worcestershire LA will receive a ranked list from each of it's Academies, Foundation, Free and Voluntary Aided Schools of all applicants. These lists will be compared to identify any pupils, who may have been offered more than one place. As **only the highest ranking school** will be offered, it may be necessary for Worcestershire LA to inform the Academies, Foundation, Free and Voluntary Aided school(s) that the place is not required, this will be notified to the school, as required.

This process will be ongoing (see section about late applications), along with exchange of information to neighbouring LAs – see timetable for dates.

Finalising the Allocation Process

By 10th February 2017, a final data exchange between Local Authorities neighbouring authorities, will take place, and any amendments to the listings for Academies, Foundation, Free and Voluntary Aided Schools will be notified as soon as possible.

On 1st March 2017, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the "home" LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made.

In the few cases, where it may be not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or after consultation with other relevant admission authorities, the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

Late Applications

Between 1st November 2016 and 31st January 2017, it is likely that a number of late applications will be received. The Council has agreed in it's co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this time-frame, and treat them as being on time, only in the following circumstances;

a) where a family have just moved address, (refer to Information for Parents booklet);

b) where it is agreed by the Directorate of Children, Families and Communities, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required**. In all other circumstances, or if the application is not received until after 31st January 2016, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

NB. If the late application is for an Academy, Foundation, Free and Voluntary Aided School, or a school outside Worcestershire, it will be necessary to refer to the late application policy of the school or the LA, in whose area the school is located.

All applications received after 1st February 2017 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

Waiting Lists

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. Parents will need to reapply at the start of each term if they wish to be included on the list for the following term.

Waiting lists for Academy, Foundation, Free and Voluntary Aided Schools are maintained by the individual schools and parents will need to contact the schools directly, in order to be included. Parents must consult the individual schools for details on the waiting list procedure.

Timetable of Admissions Process

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31st October 2016	**All applications must be received, either at current school, on-line or the HOME LA.**
1st November 2016	**All applications received at current schools to be sent to LA.**
18th November 2016	**Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.**
18th November 2016	**Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school**
25th November 2016	**Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered.**
16th December 2016	**Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.**
19th December 2016	**Further co-ordination required, to compare lists against parents' rankings (ongoing).**
13th January 2017	**Worcestershire and neighbouring LAs to exchange information of results (1st cycle).**
13th January 2017	**Worcestershire to check nominations against parents' rankings and adjust where necessary.**
27th January 2017	**Further exchange of data between neighbouring LA's detailing potential offers.**
31st January 2017	**Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).**
3rd February 2017	**Worcestershire and neighbouring LAs to exchange further information (2nd cycle).**
10th February 2017	**Worcestershire and neighbouring LAs to exchange final information.**
1st March 2017	**Offers of school places made to parents by Home LA.**

In-Year Admissions Policy (Casual Admissions)

Applications with a first preference for 'In Year' transfers into a Community or Voluntary Controlled School in Worcestershire, must be forwarded to Babcock Prime, School Admissions Section. All applications with a first preference for 'In Year' transfers into an Academy,

Foundation, Free or Voluntary Aided School in Worcestershire or a school in another Local Authority must be forwarded to the individual schools.

In line with the Code of Practice, all own admission authority schools must, on receipt of an in-year application, notify the Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

The procedure for in-year admissions for Worcestershire residents is as follows;

1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

- Child's current school (if in Worcestershire).
- School being applied for (if in Worcestershire)
- Worcestershire Hub Centre (Tel 01905 822700)
- Download form from website (www.worcestershire.gov.uk)

2) Parent/Carer to complete the application form and ensure form is counter-signed by current headteacher (if already attending a Worcestershire School).

3) In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the School Admissions Section to be processed.

4) In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.

5) The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.

6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

In Year Transfer Arrangements

Parents or Carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive the appropriate education in the interim.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' *(English)*

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস)-কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' *(Bengali)*

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121 *(Cantonese)*

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu we własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' *(Polish)*

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' *(Portuguese)*

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' *(Spanish)*

Bu dokümanõ kendi dilinizde anlamak için yardõm isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' *(Turkish)*

'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم Ethnic Access Link (ایتھنک ایکسس لنک) سے رابطہ کریں- ٹیلی فون: 01905 25121' *(Urdu)*