

## Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire Scheme for 2011/12 Academic Year

### SECTION A

#### 1) Introduction

Local Authorities are required, with effect from the September 2005 intakes, 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 2011/12, and is similar to the scheme implemented for the last few academic years.

#### 2) 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 a **Worcestershire LA Common Application Form**.

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 form 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 Voluntary Aided/Foundation Schools and Academies, 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 Voluntary Aided/Foundation Schools and Academies 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 form.**

**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 Booklet.)**

#### 3) The Application Form and Closing Date

Parents are invited to state three preferences on a common application form, which will also enable parents 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 Voluntary Aided/Foundation Schools, Academies or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of application forms will be **31<sup>st</sup> October 2010**.

#### **4) Initial Allocation Process**

By 15<sup>th</sup> November 2010, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 22<sup>nd</sup> November 2010, Worcestershire LA will send details to all of its Voluntary Aided/Foundation Schools and Academies for initial consideration, including all applicants from other LA areas. Late applications will be forwarded upon receipt.

By 13<sup>th</sup> December 2010, Worcestershire LA will receive a ranked list from each of its Voluntary Aided/Foundation Schools and Academies 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 Voluntary Aided/Foundation school(s) or Academies 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.

#### **5) Finalising the Allocation Process**

By 14<sup>th</sup> February 2011, a final list will be received from other neighbouring authorities, to be compared against previous listings.

On 1st March 2011, 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 a Voluntary Aided/Foundation or Academy 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 on the same date 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 form, 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 Foundation/Voluntary Aided Schools and Academies.

#### **6) Late Applications**

Between 1<sup>st</sup> November 2010 and 31st January 2011, it is likely that a number of late applications will be received. The Council has agreed in its 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's Services, 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 31<sup>st</sup> January 2011, 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 a Voluntary Aided/Foundation School, Academy 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 1<sup>st</sup> February 2011 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 Pupil Admissions and Transfers Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of the Autumn term. At that stage they will be discarded and parents will need to reapply at the start of the following term if they wish to be included.

Waiting lists for Academy, Foundation 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

<b>31<sup>st</sup> October 2010</b>	All applications must be received, either at current School, on-line or the <b>HOME LA</b> .
<b>1<sup>st</sup> November 2010</b>	All applications received at current schools to be sent to LA.
<b>15<sup>th</sup> November 2010</b>	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
<b>15<sup>th</sup> November 2010</b>	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
<b>22<sup>nd</sup> November 2010</b>	Information forwarded to Voluntary Aided/Foundation and Academy Schools for allocations to be considered.
<b>13<sup>th</sup> December 2010</b>	Voluntary Aided/Foundation Schools and Academies to return preferences, ranked by those schools in accordance with their admission criteria.
<b>14<sup>th</sup> December 2010</b>	Further co-ordination required, to compare lists against parents' rankings (ongoing).
<b>10<sup>th</sup> January 2011</b>	Worcestershire and neighbouring LAs to exchange information of results (1 <sup>st</sup> cycle).
<b>11<sup>th</sup> January 2011</b>	Worcestershire again to check nominations against parents' rankings, and adjust where necessary.
<b>24<sup>th</sup> January 2011</b>	Further exchange of data between neighbouring LA's detailing potential offers.
<b>31<sup>st</sup> January 2011</b>	Last date at which Late Applications can be considered in initial allocation (see section about Late Applications for limited circumstances).
<b>7<sup>th</sup> February 2011</b>	Worcestershire and neighbouring LA's to exchange further information (2 <sup>nd</sup> cycle).
<b>14<sup>th</sup> February 2011</b>	Worcestershire and neighbouring LAs to exchange final information.
<b>1<sup>st</sup> March 2011</b>	Offers of school places made to parents by Home LA.

### **SECTION B**

#### **In-Year Admissions Policy (Casual Admissions)**

Worcestershire C.C. Admissions Team will co-ordinate admissions for all Worcestershire residents, after consultation with other relevant admission authorities including all Voluntary Aided, Academy and Foundation Schools, and schools in other Local Authorities, **with effect from 1<sup>st</sup> September 2010**, in respect of applying for school places other than the normal time of entry to the school.

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](http://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) The parent should then forward form onto their Home Authority Admissions Team to be processed.
  - 4) The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
  - 5) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of 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.

### **Waiting Lists**

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the Pupil Admissions and Transfers Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the end of each term. At that stage they will be discarded and parents will need to reapply at the start of the following term if they wish to be included.

Waiting lists for Academy, Foundation 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.

### **In-Year Fair Access Protocol for Key Stage 2 (Years 3, 4, 5 & 6) Key Stage 3 (Years 7, 8 & 9) and Key Stage 4 (Years 10 & 11)**

As part of the Worcestershire Fair Access Protocol, all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number (PAN) by up to 2 places in each year group to admit pupils;

- a) Who have been or are at high risk of being permanently excluded from school
- b) Who are relevant "Looked After" children
- c) Who are recognised by the Local Authority as being 'hard to place' pupils within the Fair Access Protocol. This will apply to pupils who have had their case reviewed by the relevant 'Headteacher Fair Access Panel'.

### **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.