

## **Cabinet Member's Decision - Children and Families**

### **Wednesday, 18 March 2015**

### **Agenda**

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## **Cabinet Member Decision**

### **18 March 2015**

# **SCHOOL ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS, ACADEMIC YEAR 2016/17**

#### **Relevant Cabinet Member**

Mrs E A Eyre

#### **Relevant Officer**

Director of Children's Services

#### **Recommendation**

1. **The Director of Children's Services recommends that the Cabinet Member with Responsibility for Children and Families:**
  - (a) **approves the School Admissions Policy for 2016/17 as set out in Appendices 1a & 1b;**
  - (b) **approves the schemes for Co-ordinated Admissions for Primary/Middle and Secondary Schools for 2016/17 as set out in Appendices 2a & 2b; and**
  - (c) **notes the changes to the Published Admission Numbers for the intake year 2016/17 where consultation is not required, for those schools set out in Appendix 3.**

#### **Background Information**

2. In March 2014, Cabinet agreed that where no significant changes are proposed to the admission arrangements, the Cabinet Member with Responsibility for Children and Families has delegated authority for approving the Schools Admissions Policy for Community and Voluntary Controlled Schools and schemes for Co-ordinated Admissions in consultation with the Director of Children's Services.

#### **Admissions Policy for Community and Voluntary Controlled Schools 2016/17**

3. Since the arrangements were approved by Cabinet in March 2014, no additional suggestions for further amendments have come forward.

4. The Code of Practice Section 1.42 states:

"Where the admission arrangements have not changed from the previous year, there is no requirement to consult."

5. However, the School Admission Code, Section 1.46

## School Admissions Code

goes on to state:

"All admission authorities must determine admission arrangements..., even if they have not changed from previous years and a consultation has not been required."

6. The new Code on School Admissions received its approval in Parliament on 19 December 2014. This Code comes in with immediate effect and replaces the previous Code of February 2012.

7. A number of changes in the new Code are mandatory and as such admission authorities must make the necessary changes to existing policies and any proposed policies currently being consulted on. As these changes are to ensure the policy is in compliance with the mandatory aspects of the Code, no consultation is required and the changes must be made with immediate effect. The changes to the policy for Community and Voluntary Controlled Schools in Worcestershire are not significant. They provide further clarity as to how applications outside the normal age group are dealt with as well as adding a clear definition to what constitutes a Looked After and Previously Looked After Child.

The mandatory changes to the Code are as follows:

- a. *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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. **Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned;***
- b. *For admission arrangements determined in 2015/16 for entry in September 2017 (and thereafter), the Code brings forward the dates for admission authorities to consult locally on their arrangements and reduces the duration of such consultation from 8 to 6 weeks. It also requires correspondingly earlier dates for the annual determination and publication of admission arrangements and for objections to the Schools Adjudicator;*
- c. *The Code now also requires admission authorities to amend their admission arrangements to comply with a decision of the Schools Adjudicator within two months of a decision of the Adjudicator (or by 28 February following the decision, whichever is sooner)*

*unless an alternative timescale is specified by the Adjudicator;*

- d. *The previous Code gave priority to all those children previously Looked After, who were adopted under the Adoption Act 2002 or who became subject to a residence order or special guardianship order. However the new Code goes further in giving priority to all previously Looked After Children who were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.*

The Appendices 1a and 1b have been amended in line with the mandatory changes.

## **Co-ordinated Schemes for 2016/17**

8. The Code of Practice Section 2.20 states:

"Each year Local Authorities must formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is not substantially different from that adopted in previous years there is no requirement to consult."

9. It is proposed to adopt the same scheme for 2016/17 as was approved for 2015 and therefore consultation was not required. There are no changes to the closing and offer dates (see table below), with only minor amendments to the exchange of information dates with other admission authorities.

	<b>Closing Date</b>	<b>Offer Date</b>
<b>Primary/Middle</b>	15 January 2016	16 April 2016
<b>Secondary</b>	31 October 2015	1 March 2016

## **Recommendation**

12. It is therefore recommended that the Cabinet Member with Responsibility for Children and Families approves the Admission Policy for Community and Voluntary Controlled Schools 2016/17, attached as Appendices 1a & 1b, and approves the Co-ordinated Admissions Schemes for primary/middle and secondary schools for 2016/17 set out in Appendices 2a & 2b.

## **Published Admission Number (PAN) Changes**

13. The Council keeps under review the PAN of all community and voluntary controlled schools. The Council has to ensure sufficient places in an area for the number of pupils seeking to attend their local school.

14. Admission Authorities need no longer consult on an increase to the PAN if the school has the accommodation.

15. The Cabinet Member is asked to note the changes to PAN for the intake year 2016/17 that do not require consultation, for those schools set out in Appendix 3.

## **Legal, Financial, HR and**

16. The Equality Impact Assessment relevance screening,

## **Equality Implications**

completed when consulting and determining the Admission Policy for 2014/15, showed that the proposal did not have an adverse impact on rural children, the Gypsy, Roma Traveller community or any of the protected groups. There have not been any relevant demographic changes that require the assessment to be repeated. The assessment carries forward as no changes have been made to the Policy.

## **Supporting Information**

- Appendices 1a & 1b – Admission Policy for Community and Voluntary Controlled Schools for 2016/17
- Appendices 2a & 2b – Co-ordinated Schemes for primary/middle and secondary schools for 2016/17
- Appendix 3 – Published Admission Number changes for intake year 2016/17

## **Contact Points**

### **County Council Contact Points**

Worcester (01905) 763763, Kidderminster (01562) 822511  
or Minicom: Worcester (01905) 766399

### **Specific Contact Points for this report**

Alison Cartwright, Group Manager – Provision Planning and Admissions (01905) 766394  
E-mail: [acartwright@worcestershire.gov.uk](mailto:acartwright@worcestershire.gov.uk)

## **Background Papers**

In the opinion of the proper officer (in this case the Director of Children's Services) the following are the background papers relating to the subject matter of this report:

School Admissions Code of Practice

Agenda papers and background papers for the meeting of the Cabinet held on 6 March 2014

**COMMUNITY AND CONTROLLED SCHOOLS****FIRST/PRIMARY SCHOOL ADMISSIONS POLICY for 2015/16**

When there are more applications than places, in a Community or Voluntary Controlled school First/Primary, children are admitted in the following order of priority:

- i) Relevant \*'Looked after' and previously \*'Looked after' children.
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.  
  
In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vi) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

**The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who**

**are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.**

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

### **Late Applications**

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, 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 the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

### **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. At that stage parents will need to reapply at the start of the following term if they wish to be included.

### **Shared Catchment Areas**

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a **sibling connection** at the school at the time of admission;
- ii) children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
- ii) pupils living **nearer** to the oversubscribed school than to the alternative school.



If places still exist after consideration of i) and ii) above, they will then be allocated to other pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

### **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/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section.

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application 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 relevant 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.

### **Admission of Children outside of 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

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.

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**COMMUNITY AND CONTROLLED SCHOOLS**  
**MIDDLE/HIGH SCHOOLS ADMISSIONS POLICY for 2016/17**

When there are more applications than places, in a Community or Voluntary Controlled Middle or High school, children are admitted in the following order of priority:

- i) Relevant **\*'Looked after'** children and previously **\*'Looked after'** children.
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.  
  
In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Pupils who were attending a feeder school at the time of application;
- vi) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vii) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

**\*'Looked after'** means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be

decided in the following order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

**The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.**

In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

### **Late Applications**

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances;

- i) where a family have just moved address, (refer to Information for Parents booklet);
- ii) 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 the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

### **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. At that stage parents will need to reapply at the start of the following term if they wish to be included.

### **Wolverley CE Secondary School, Kidderminster**

In the event of oversubscription at Wolverley CE Secondary School up to a maximum of 10% of places will be awarded to children living in the Wyre Forest area whose parents have specifically asked for a place for reasons of religious affiliation.

The definition of religious affiliation would be in line with the criteria for other CE Voluntary Aided schools in the County:

- Active members of a Church of England church;
- Active members of another Christian church;
- Active members of another major faith and supports the ethos of a church school.

(Active members are those that have attended church at least once a month for a period of at least 12 months prior to the application. This would need to be supported in writing by the minister)

## Shared Catchment Areas

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i) pupils who would still have a **sibling connection** at the school at the time of admission;
- ii) pupils who were attending a **feeder** school at the time of application;
- iii) children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage;
- iv) pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) to iii) above, they will then be allocated to other pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

## Over-subscription for places in the Sixth Form

The County Council has agreed the following criteria:

- i) General Entry Requirements
  - for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5A\*-C grades at GCSE (or equivalent NQF 2 qualifications);
  - for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
  - for courses at NQF level 1 - 2 A-G grades at GCSE (or equivalent).

The above are general entry requirements for a Sixth Form course. Some subjects/courses will require more specific qualifications to have been achieved in order to study that subject/course;

- ii) in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.

## 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/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section.

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application 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 relevant 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.

## **Admission of Children outside of 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.

**Co-ordinated Admissions Scheme for  
First, Primary & Middle Schools in Worcestershire  
Scheme for 2016/17 Academic Year**

**SECTION A**

**1) Introduction**

Local Authorities are required, to operate a co-ordinated admissions scheme for First, Primary & Middle Schools (i.e schools who admit children below age 11). 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 2016/17, and is similar to the scheme implemented for the last few academic years for Secondary Schools.

**2) The Application Process**

**ALL** pupils, **who reside within Worcestershire**, who wish to apply to any First, Primary or Middle 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.)**

### 3) 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 **15<sup>th</sup> January 2016**.

### 4) Initial Allocation Process

By 25<sup>th</sup> January 2016, Worcestershire LA will send details to all of its 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 1<sup>st</sup> February 2016, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 4<sup>th</sup> March 2016, Worcestershire LA will receive a ranked list from each of its 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.

### 5) Finalising the Allocation Process

By 31<sup>st</sup> March 2016, 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 16<sup>th</sup> April 2016, 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.



## 6) Late Applications

Between 16<sup>th</sup> January 2016 and 28<sup>th</sup> February 2016, 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 28<sup>th</sup> February 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 28<sup>th</sup> February 2016 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.

## 7. 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

<b>15<sup>th</sup> January 2016</b>	All applications must be received, either at current school, on-line or the <b>HOME LA</b> .
<b>16<sup>th</sup> January 2016</b>	All applications received at current schools to be sent to LA.
<b>25<sup>th</sup> January 2016</b>	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered. Further applications to be forwarded asap.
<b>1<sup>st</sup> February 2016</b>	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
<b>1<sup>st</sup> February 2016</b>	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
<b>28<sup>th</sup> February 2016</b>	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
<b>4<sup>th</sup> March 2016</b>	Academy, Foundation, Free and Voluntary Aided Schools to return preferences, ranked by those schools in accordance with their admission criteria.
<b>7<sup>th</sup> March 2016</b>	Worcestershire and neighbouring LAs to exchange information of results (1 <sup>st</sup> cycle).
<b>18<sup>th</sup> March 2016</b>	Worcestershire and neighbouring LA's to exchange further information (2 <sup>nd</sup> cycle).
<b>31<sup>st</sup> March 2016</b>	Worcestershire and neighbouring LAs to exchange final information.
<b>16<sup>th</sup> April 2016</b>	Offers of school places made to parents.

### **SECTION B**

#### **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 Worcestershire County Council, 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](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) 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.

### **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 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, Free and Voluntary Aided Schools may be 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.

### **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.

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## Co-ordinated Admissions Scheme for Secondary Schools in Worcestershire Scheme for 2016/17 Academic Year

### Section A

#### 1) 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 2016/17, 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 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 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 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.**

**Parents are therefore advised to 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.)**

#### 3) The Application Form 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 application forms will be **31<sup>st</sup> October 2015**.

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

By 16<sup>th</sup> November 2015, Worcestershire LA will send all neighbouring LAs details of applicants for their schools, who will then apply their admissions criteria.

By 23<sup>rd</sup> November 2015, Worcestershire LA will send details to all of its Academies, Foundation and Voluntary Aided Schools for initial consideration, including all applicants from other LA areas. Late applications will be forwarded upon receipt.

By 14<sup>th</sup> December 2015, Worcestershire LA will receive a ranked list from each of its 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 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.

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

By 8<sup>th</sup> February 2016, a final list will be received from other neighbouring authorities, to be compared against previous listings.

On 1st March 2016, 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 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 Academies, Foundation, Free and Voluntary Aided Schools.

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

Between 1<sup>st</sup> November 2015 and 31st January 2016, 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 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 or 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 1<sup>st</sup> February 2016 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.

### **Timetable of Admissions Process**

<b>31<sup>st</sup> October 2015</b>	All applications must be received, either at current School, on-line or the <b>HOME LA</b> .
<b>1<sup>st</sup> November 2015</b>	All applications received at current schools to be sent to LA.
<b>16<sup>th</sup> November 2015</b>	Information received from neighbouring LAs of pupils, who have nominated a school in Worcestershire.
<b>16<sup>th</sup> November 2015</b>	Information supplied to neighbouring LAs concerning any Worcestershire children nominating an out-county school.
<b>23<sup>rd</sup> November 2015</b>	Information forwarded to Academies, Foundation, Free and Voluntary Aided Schools for allocations to be considered.
<b>14<sup>th</sup> December 2015</b>	Academies, Foundation, Free and Voluntary Aided Schools to return preferences ranked by those schools in accordance with their admission criteria.
<b>15<sup>th</sup> December 2015</b>	Further co-ordination required, to compare lists against parents' rankings (ongoing).
<b>11<sup>th</sup> January 2016</b>	Worcestershire and neighbouring LAs to exchange information of results (1 <sup>st</sup> cycle).
<b>11<sup>th</sup> January 2016</b>	Worcestershire to check nominations against parents' rankings and adjust where necessary.
<b>25<sup>th</sup> January 2016</b>	Further exchange of data between neighbouring LA's detailing potential offers.
<b>31<sup>st</sup> January 2016</b>	Last date at which Late Applications can be considered in initial allocation (see section about 'Late Applications' for limited circumstances).
<b>3<sup>rd</sup> February 2016</b>	Worcestershire and neighbouring LAs to exchange further information (2 <sup>nd</sup> cycle).
<b>8<sup>th</sup> February 2016</b>	Worcestershire and neighbouring LAs to exchange final information.
<b>1<sup>st</sup> March 2016</b>	Offers of school places made to parents by Home LA.

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**Published Admission Number (PAN) Changes  
for the Intake Year 2016/17**

<b>The schools below are community or voluntary controlled schools where the Local Authority is recommending PAN changes.</b>				
<b>Community/Voluntary Controlled School</b>	<b>Current PAN</b>	<b>Proposed PAN</b>	<b>Reasoning</b>	
Leigh & Bransford Primary	15	30	Subject to Public Notice	
Callow End Primary	12	15	Can be accommodated in existing accommodation	
Ashton Under Hill First	15	20 temp	Temporary to accommodate bulge year group	
Croptorne with Charlton First	18	20 temp	Temporary to accommodate bulge year group	

<b>Other Academy, Foundation and Voluntary Aided school issues for consideration</b>				
<b>School</b>	<b>Current PAN</b>	<b>Proposed PAN</b>	<b>Considerations</b>	
Holy Trinity Free School (Reception Intake)	46	50	Can be accommodated in existing accommodation	
Hollymount School	60	45	School do not believe they have the accommodation to accommodate 60 pupils in all year groups, they have admitted up to 60 for the last 3 years but do not believe this can be sustained	

**Published Admission Number (PAN) Changes  
for the Intake Year 2015/16**

<b>The schools below are community or voluntary controlled schools where the Governing Body has agreed PAN changes for 2015 onwards.</b>				
<b>Suggested by the school</b>	<b>Current PAN</b>	<b>Proposed PAN</b>	<b>Reasoning</b>	
Birchensale Middle	120	125	Can be accommodated in existing accommodation	
Parkside Middle	120	130	Can be accommodated in existing accommodation	

<b>Other Academy, Foundation and Voluntary Aided school issues for consideration agreed for 2015 onwards.</b>				
<b>School</b>	<b>Current PAN</b>	<b>Proposed PAN</b>	<b>Considerations</b>	
Cutnall Green CE Primary	20	26	Can be accommodated in existing accommodation	
Hallow CE Primary	28	29	Can be accommodated in existing accommodation	
Prince Henry's High	308	315	Can be accommodated in existing accommodation	
St Augustines Catholic High	210	230	Can be accommodated in existing accommodation	