REDCAR & CLEVELAND

CO-ORDINATED ADMISSION SCHEME

SECONDARY TRANSFER

2011/2012

CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY TRANSFER 2011/2012 SCHOOL YEAR

1. BACKGROUND

1.1 The School Standards & Framework Act 1998, as amended by the Education and Inspections Act 2006, places a statutory duty on every LEA to formulate a scheme for co-ordinating admission arrangements for all maintained secondary schools (but not special schools) in the LEA area.

1.2 The purpose of co-ordinated admission arrangements is to establish a mechanism for ensuring, so far as reasonably practicable, that every parent of a child living in the LA area who has applied for a school place in the normal admission round, receives an offer of one, and only one school place on the same day.

1.3 Offers of a single secondary school place will be made on the national offer day, 1 March 2011.

1.4 The LA is required to co-ordinate the admission arrangements for all secondary schools maintained by the authority, including voluntary aided and foundation schools whose governing bodies are the admission authorities. However, these arrangements will not affect the rights and duties of voluntary aided and foundation schools to set and apply their own admission arrangements and over-subscription criteria.

2. INTERPRETATION

2.1 In this scheme:

"the LA" means Redcar & Cleveland Borough Council acting in its capacity as a local authority;

"the LA area" means that area in respect of which the LA are the local authority;

"the school" means all community, voluntary controlled and voluntary aided and foundation schools which are maintained by the LA (but not a special school);

"admissions authority" in relation to a community or voluntary controlled school means the LA, and in relation to a VA or Foundation school means the governing body of that school;

"casual admission" means any applications received for secondary schools outside of the normal admission round;

"nearest appropriate school" is defined as the closest school to the home address with available places, unless the child is a practising Catholic, then a place would be offered at the nearest Roman Catholic school with places available;

3. APPLYING FOR A SECONDARY SCHOOL PLACE

3.1 There will be a standard form known as the Preference Form, which will be used for the purpose of applying for a place in Year 7 at a secondary school.

3.2 The Preference Form will be used by all parents who are resident within Redcar & Cleveland, and who wish to express a preference for their child to be admitted to Year 7 of a secondary school, whether within, or outside, the Redcar & Cleveland area, including VA schools, foundation schools or academies.

3.3 Parents of children resident outside Redcar & Cleveland who wish to express a preference for a school maintained by Redcar & Cleveland must do so on the Preference Form for their home authority.

3.4 The Preference Form will:

- invite parents to express up to three preferences for schools maintained by Redcar and Cleveland,
- invite parents to give reasons for their preference
- encourage parents to provide supplementary information in support of their preferences
- specify the closing date for receipt of applications, and to whom they must be returned

3.5 The LA will make arrangements, in line with the timetable attached at Appendix 1, to ensure that Preference Forms are sent to all parents whose children are resident within Redcar & Cleveland and are eligible for admission to Year 7 in the 2011/2012 school year.

3.6 The Preference Form will also be made available online between 6 September 2010 and 31 October 2010, and can be accessed through the Redcar & Cleveland Council website at www.redcar-cleveland.gov.uk. The timescale for completion of the online application will be identical to that for the paper application as detailed below.

3.7 Where parents express a preference for a voluntary aided school, the Preference Form will be supplemented with an additional form in order to provide further information to enable the governing body, as admissions authority, to apply their own admissions criteria if necessary.

3.8 The Preference Form must be returned to the LA. Where the form is returned to a school, including a VA school, in error, the date of receipt should be noted on the form, which should then be immediately forwarded to LA.

3.9 Full details for secondary admission arrangements will be published in the booklet "Secondary Education - A Guide for Parents 2011 / 2012". The booklet will be available to all parents on request. The booklet will also be available on the website, along with the Co-ordinated Admission Scheme – Secondary Transfer.

4. CLOSING DATE FOR RETURNING PREFERENCE FORMS

4.1 Completed Preference Forms must be returned by parents directly to the LA in the pre-paid addressed envelope provided, and received by the LA not later than the published closing date of 31 October 2010, in line with the timetable attached at Appendix 1.

4.2 Where parents have expressed a preference for a VA school and additional information is required as described in paragraph 3.6 above, parents should complete the supplementary form provided with the Preference Form.

4.3 Parents will be strongly encouraged to return their Preference Forms by the published closing date.
The LA will contact the child's current primary school on two occasions prior to the closing date if a form has not been received and will be asked to help in encouraging parents to return their form.
Should a form still not be received one week before the closing date a letter will be sent to remind parents of the importance of submitting their preferences. The Authority will also offer assistance in completion of the form, if required through the Choice Advice Service. Parents should note that failure to return the Preference form by the closing date may reduce their chance of receiving a place in their preferred school, if that school is over-subscribed.

4.4 The LA will accept applications received late, so far as possible, if there are exceptional reasons for their lateness, and if they are received before the allocation of places is made. Exceptional reasons for lateness may include, for example, when a parent has been ill for some time, or a family has just moved into the area. Where applications have been received late without good reason, they will not be considered until after all applications received on time have been considered.

5. CONSIDERATION OF APPLICATIONS AND ALLOCATION OF PLACES

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

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school for which they have expressed preference.

5.2 In considering applications for community and voluntary controlled schools, the LA as the admission authority, will consider the expressed preferences on the Preference Forms equally, regardless of their ranked order.

5.3 In the case of VA schools, the governing bodies will consider the preferences on the Preference Forms equally, according to their own admission

arrangements, as published in the booklet "Secondary Education - A Guide for Parents 2011/2012".

5.4 In the case of preferences expressed for schools maintained by other LA's, preferences will be considered according to their own admission arrangements.

5.5 19 November 2010 the LA will forward to the VA and Foundation schools every application made for their school on the Preference Form.

5.6 Also by 19 November 2010 the LA will forward to other LA's any applications made to schools maintained by that LA.

5.7 By 14 January 2011 the governing body of each VA and Foundation school will have considered all the applications for their school, applied their over-subscription criteria (if necessary) and will provide the LA with a list of those pupils who could provisionally be offered places. Where the number of applicants exceeds the number of places available, details of which applicants were considered under which criteria must be provided, including for those unsuccessful applicants, in ranked order.

5.8 By 28 January 2011 the LA will consider and compare all the provisional lists of pupils who could be offered places in each of the schools, and:

- where a child is only eligible for a place at one of the preferred schools, as expressed on the Preference Form, a place will be allocated for the child at that school;
- where a child is eligible for a place at two or more of the preferred schools, as expressed on the Preference Form, a place will be offered at whichever school has been ranked the highest by the parent;
- where the child is not eligible for a place at any of the preferred schools, or for whom no Preference Form has been received, a place will be offered in the school which serves the admission zone in which they live, if places are available, otherwise they will be offered a place at the next nearest school to their home address, with places available. (Distance measurements to the nearest schools will be made by computer, on a straight-line basis).

5.9 Also by 28 January 2011 the LA will notify other LA's of places to be offered to children resident within their boundaries.

5.10 On 1 March 2011 the LA will write to all parents informing them of the outcome of their application. The letter will be sent First Class and provide the following information:

- the name of the school at which a place has been offered whether it be an offer by the LA or on behalf of another admission Authority
- for VA or foundation schools, indicate that the offer is made on behalf of the governing body of that school;
- the reason why the child has not been offered a place at another school, ranked as a higher preference by the parent;
- information about the statutory right of appeal against a decision not to offer a place at a school given as a higher preference, and accompanied by a request to appeal form
- What to do if the place offered is in another LA

5.11 Parents will have seven working days to respond to the offer letter to decline the place offered and to use their right to appeal. Should no form be returned then it will be assumed that the place offered is acceptable.

5.12 Parents who wish to appeal for a place in a school maintained by another LA will be advised of the necessary process and provided with the relevant contact details for making their appeal.

5.13 Also on 1 March 2011 schools will be notified of the children offered places.

6. LATE APPLICATIONS

6.1 Application forms received after 31 October 2010 (late applications) will only be considered in exceptional circumstances, e.g. families who have moved into the area after the closing date (see 4.4. above).

7 APPEALS

7.1 1 April 2011 will be the closing date for receipt of appeals.

7.2 All secondary admission round appeals lodged after I March will be heard by 6 July 2011.

7.3 Schools within Redcar & Cleveland will be notified of the outcome of appeal decisions and other LA's will be informed of decisions in respect of pupils resident within their boundaries.

8. WAITING LISTS

8.1 Applicants will be placed on a waiting list for any school which was named as a higher preference than the school allocated. The waiting list will be prioritised in accordance with the oversubscription criteria regardless of the date that they were added to the list Any place which becomes available at the school, at any time until the 16 December 2011, will be allocated to the child highest on the waiting list.

8.2 If parents have not been successful in gaining a place at their preferred school, whether or not they pursue an appeal, they may request that their child's name is placed on a waiting list. Should places become available subsequent to independent appeal hearings, places will be allocated in accordance with priorities set out in the over-subscription criteria. Waiting lists will be maintained until 16 December 2011.

9. CASUAL ADMISSIONS

9.1 Where a parent wishes to apply for a place in a secondary school, outside the normal round of admissions ie during the school year or in another year group, they should contact the LA which will administer the in-year admissions process. Casual admissions are outside the scope of the co-ordinated admission scheme.

CO-ORDINATED SECONDARY ADMISSIONS TIMETABLE 2011/2012

June 2010	• Visits to Year 5 in primary schools by admissions team and Choice Adviser
September/October 2010	• Secondary school open days/evenings for pupils and parents – Choice Advisor to attend.
6 September 2010	• Preference Forms and other information sent out to parents. • Online Admissions window opens.
31 October 2010	• Closing date for receipt of Preference Forms. • Online admissions window closes.
19 November 2010	• LA forwards Supplementary Forms to VA and Foundation schools. • LA forwards Preference Forms to other LA's
By 14 January 2011	• VA and Foundation schools return lists to the LA of pupils to whom places could be offered.
28 January 2011	• The LA will have compared all lists, and allocated places in accordance with the highest preference where possible for all schools. • LA to inform other LA's of places to be offered to residents
1March 2011 1 March 2011	**National Offer Day** • LA sends letter to parents informing them of allocated schools • LA to inform all R&C schools of final offers
1 April 2011	• Closing date for appeals.
May – 6 July 2011	• Appeals to be heard by independent panel.
16 December 2011	• Waiting list to be closed.