

## AGREED

# Middlesbrough Co-ordinated Admission Scheme 2018/19

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

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

All admission authorities (including Academies, Voluntary Aided (VA) and Foundation schools ) have a duty to comply with the co-ordinated scheme. Relevant information must be provided to the LA by the dates agreed in the scheme.

(The admission policy, including oversubscription criteria, for Middlesbrough Council community schools is detailed in a separate document. Schools that are their own admission authorities such as VA, Academies and Foundation schools will have their own admission policies but will still adhere to the Admissions Scheme.)

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

There will be a standard form which will be used for the purpose of admitting pupils into the reception class for primary school and the first year of secondary education in the determination year and a separate form (mid-year transfer form) for any applications made for a “mid-year transfer” into any year group. Applications for entry into reception class and year 7 can also be made online.

The forms must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area who wish to express a preference for their child –

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

The application forms will –

- I. invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA’s area, in rank order of preference;

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

The LA will make appropriate arrangements to ensure that application forms are available on request from the LA.

All preferences expressed on the application forms are valid applications. The governing body of an Own Admission Authority school can require parents, who make a preference to their school, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application, for example Roman Catholic schools can ask for proof of baptism etc.

Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Middlesbrough paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Supplementary forms should be returned directly to the school/schools to which the parent is applying. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

## **2. PROCESSING OF APPLICATIONS**

Completed online or paper applications should be made by:

- I. for secondary schools by the 31 October 2017.
- II. for primary schools by the 15 January 2018.

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

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

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

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

By the 16 November 2017 the LA will notify the schools who are their own admissions authority and process their own admissions applications, i.e. Academies, VA and Foundation schools, of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.

By 12 January 2018 – schools who process their own admissions applications, i.e. Academies, Foundation and VA schools, inform the LA of allocation of places for all applications received ranked in the priority order of their admission policy.

Between 12 January and 20 February 2018 - The LA compares lists and considers all preferences from the parent and if first preference is refused look to see where 2<sup>nd</sup> or 3<sup>rd</sup> preferences can be accommodated.

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

The LA will match ranked lists for all schools and

- I. where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
- II. where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

On 1 March 2018 letters will be posted 2<sup>nd</sup> class to all parents informing them which school has been allocated to their child. Online applicants will also receive an email on the 1 March. Parents will also be advised of their right to appeal if they are unhappy with the place that has been allocated.

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

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

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

By 31 January 2018 the LA will notify the schools who are their own admissions authority and process their own admissions applications, i.e. Academies, VA and Foundation schools, of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.

6 March 2018 – Academies, VA and Foundation schools and other LAs inform the home LA of allocation of places for all applications received in the priority order of their admission policy.

March 2018 - Liaison will take place with Academies, VA and Foundation schools and other LAs until the allocation of places is resolved for each application, as required.

By the 28 March 2018 - the LA will match ranked lists for all schools and:

- I. where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- II. where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

16 April 2018 - Letters posted 2<sup>nd</sup> class to all parents informing them which school has been allocated. An e-mail will also be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

### 3. LATE APPLICATIONS

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

### 4. WAITING LISTS

Waiting lists for both reception and year 7 will be maintained until 31 December 2018. Any places that become available will be allocated in accordance with the published oversubscription criteria

## Summary Timetable for the co-ordinated admission arrangements 2018/19

### Secondary Schools

11 September 2017	Send out application information Online application website opens
31 October 2017	Closing date for receipt of online and paper applications
16 November 2017	Send application details to own admission authority schools and to other LAs as applicable
12 January 2018	Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria
12 January to 20 February 2018	LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible LA to inform other LAs of places to be offered to their residents
1 March 2018	NATIONAL OFFER DAY LA sends letters to all parents informing them of the allocated schools LA informs schools of final offers
31 March 2018	Closing date for appeal forms
May/June/July 2018	Appeals to be heard by Independent Panels
31 December 2018	Admission round ends Waiting lists close

## Primary Schools

16 November 2017	Send out application information. Online application website opens.
15 January 2018	Closing date for receipt of online and paper applications
31 January 2018	Send application details to own admission authority schools and to other LAs as applicable
By 6 March 2018	Own admission authority schools to advise LA of pupils who could be offered places in order of their oversubscription criteria
March 2018	LA to exchange offer information with neighbouring LAs
By 28 March 2018	The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible
16 April 2018	NATIONAL OFFER DAY The LA to send letters/emails to all parents informing them of their allocated schools LA to inform schools of allocated pupils.
23 May 2018	Closing date for appeals
June/July 2018	Appeals to be heard by Independent Panels
31 December 2018	Admission round ends Waiting lists close