

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
27 March 2012



Report of: Director of Child and Adult Services

Subject: ADMISSIONS ARRANGEMENTS FOR ADMISSIONS TO SCHOOLS 2013/14 AND COORDINATED ADMISSIONS TO PRIMARY & SECONDARY SCHOOLS AND IN YEAR TRANSFERS 2013/14 AND AN UPDATE ON NEW SCHOOL ADMISSIONS CODE 2012.

SUMMARY

1.0 PURPOSE OF REPORT

To determine the admission policy for community and voluntary controlled primary schools in Hartlepool for the school year 2013/14 and the co-ordinated admissions procedures to primary and secondary schools for 2013/14 following consultation with governing bodies, other admissions authorities and the general public.

2.0 SUMMARY OF CONTENTS

A report attached summarising responses to a consultation process on the Admissions Policy, recommending a policy for 2013/14.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is responsible for Children's Services issues.

4.0 TYPE OF DECISION

Key decision (ii) reference number CAS105/11.

5.0 DECISION MAKING ROUTE

Children's Services Portfolio holder – 27th March 2012

6.0 DECISION(S) REQUIRED

To determine school admissions policy for 2013/14:

- The proposed oversubscription criteria for community and voluntary controlled primary schools which proposes to promote the sibling criteria above school admission zone criteria set out in paragraph 4.1.1 be approved.
- The revised admission limits attached be agreed.
- The Primary and Secondary and In Year Transfers co-ordinated admissions schemes be approved.
- To note changes to the new school admissions code which came into force on 1st February 2012.
- To note the proposal that the Admissions Forum should continue to meet in an advisory form.

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ADMISSIONS TO SCHOOLS 2013/14 AND
COORDINATED ADMISSIONS TO PRIMARY &
SECONDARY SCHOOLS AND IN YEAR
TRANSFERS 2013/14 AND AN UPDATE ON
NEW SCHOOL ADMISSIONS CODE 2012.

1. PURPOSE OF REPORT

To determine the admissions policy for admissions to schools in 2013/2014 for community and voluntary controlled schools in Hartlepool and the co-ordinated admissions schemes and give an update on the new school admissions code which came into force on 1st February 2012.

2. BACKGROUND

General

2.1.1 Section 89 of the School Standards and Framework Act 1998 lays down the way in which an Admissions Authority must determine admission arrangements and requires them to consult with governing bodies and other admission authorities. The statutory code of practice, the School Admissions Code (the Code), has recently been changed and a new code came into force in February 2012 and applies to all maintained schools including foundation schools and academies. Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the code. This code is made under Section 84 of the Schools Standards and Framework Act 1998 as amended by Section 40 of the Education and Inspections Act 2006. Failure to comply with these requirements would mean that Hartlepool Local Authority will be at risk of failing to meet their statutory duty.

2.1.2 The main changes within the School Admissions Code that came into force on 1st February 2012 are as follows:

- The role of the Local Authority role School Admissions is to ensure school places are allocated and offered in an open and fair way. The Local Authority have to report to the school adjudicator and must also refer objections to them, to ensure the process is fair.
- The adjudicator receives a large number of complaints are made in relation to faith schools. The Local Authority need to ensure that all

schools arrangements comply with the code. The Office of the Schools Adjudicator wants to know when these complaints happen.

- The offer code for Primary Schools will become the same across all Boroughs, having a 'national offer day'. Date for places to be offered will be 16th April 2013 for 2013-14 admissions.
- The definition of looked after children has been extended to give adopted children / special guardianship orders highest priority for admission. Some provisions in the code are down to local discretion.
- The code will give a greater freedom to schools to be able to increase intake numbers, however, if they are wishing to reduce numbers then will have to go through the formal process.
- Children of staff can be given priority for admission, so long as the member of staff has been employed for two or more years, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Exception to infant class size for twins/multiple births.
- There is no exception in the code for siblings in the same year group.
- In year co-ordination has been removed as a requirement from the code.
- Banning of lotteries.
- The requirement to consult has been extended to consult at least once every seven years. Hartlepool review arrangements every year and if there are changes, only then is the need to consult.
- The Office of School Adjudicator will now accept objections from anyone.

2.1.2 In drawing up admission arrangements, admission authorities should aim to ensure that:

- the arrangements enable parents/carers to express a preference as to the school at which he/she wishes education to be provided for his/her child and to give reasons for their preferences;
- admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care;
- local admission arrangements contribute to improving standards for all pupils;
- local admission authorities consult each other and co-ordinate their arrangements, including the rapid re-integration wherever possible of children who have been excluded from other schools;
- parents have easy access to helpful admissions information;
- local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the Code.

3. RESPONSES TO CONSULTATION

- 3.1.1 Attached at **Appendix 5** is a summary of the consultation responses received. This indicated that all schools that responded noted/supported/agreed the proposals set out in the consultation. Six governing bodies were against moving sibling above admission zone.
- 3.1.2 The views expressed were considered by the Admissions Forum on 6th February 2012. The forum discussed in detail the implications of moving sibling above admission zone and voted two for, four against with two abstentions. Following the forum meeting the issue was raised with the Primary Headteachers on 13/03/2012 and after much debate, a 'straw poll' of community and voluntary controlled heads was taken with 6 for and 9 against moving sibling above zone. Not every Headteacher from these sectors was present at the meeting. It was noted that the final decision on this matter would rest with the Portfolio holder for Children's Services.
- 3.1.3 Revised admission limits have been discussed with schools on the basis of revised net capacity figures, and these are attached at **Appendix 1**.
- 3.1.4 The co-ordinated schemes for primary and secondary admissions and In Year Transfers agreed by the Admission Forum are attached at **Appendix 2, Appendix 3 and Appendix 4**.

4. PROPOSED ADMISSIONS POLICY FOR 2013/14

- 4.1.1 On the basis of the consultation exercise, it is proposed that the admissions policy for entry to community and voluntary controlled primary schools in 2013/14 is as follows:

Parents/carers are invited to express preferences for up to 3 primary schools in priority order and give reasons for their preferences.

- In the first instance, places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement.
- The remaining places will be awarded in the following priority order:
 - 1) those children who are looked after children and previously looked after children (*previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order*);
 - 2) those children who have older brothers or sisters who will be attending the school in September 2013; (previously number 3)

- 3) those children who live in the school's admission zone; (previously number 2)
- 4) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
- 5) those children who live closest to the school as determined by the shortest suitable walking distance (*measured by the shortest suitable walking route from the (ordnance survey) address point of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system*).

4.1.2 No places can be allocated at an oversubscribed school to parents/carers who have not stated their preference in writing for that school.

4.1.3 In considering requests for admission to a particular school, all preferences will be considered on an equal basis.

4.1.4 If an application is unsuccessful, a child's name may be placed on a waiting list. The position on the waiting list is determined in accordance with the published priority criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list.

4.1.5 Children born between 1st September 2008 and 31st August 2009 can join the school on a full-time basis in September 2013. Parents/carers can, however, still defer the date of entry to Reception until the beginning of the term after their child's 5th birthday. Allocations for places at primary school will be based on a September intake and admission authorities and schools must keep a place available for that child.

In the secondary sector, children born between 1st September 2001 and 31st August 2002 will normally transfer to secondary school in September 2013.

4.1.6 Parents/carers have the right to appeal if their application for a place for their child is turned down. Details of the independent appeals process will be sent to parents/carers whose applications prove unsuccessful and an alternative placement cannot be agreed.

4.1.7 The timetables for secondary and primary admissions for 2013/14 are attached at **Appendix 2 and Appendix 3**.

4.1.8 The LA will accept applications which are received late only where there is evidence of a good reason for the lateness AND only if the application is received before offers of places are made. Where the late application is accepted and offers of places have not been made the application will be treated in the same way as all other applications. In the event of a

late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school to the child's home, that is not already over-subscribed.

5. ADMISSIONS FORUM

- 5.1 The Admissions Forum no longer has a statutory standing following the new codes. The Admissions Forum can continue as a voluntary arrangement if it is of benefit.

The consensus view from schools and the existing Forum is that it is prudent to retain the Forum and it should be kept, as it is an effective arrangement for receiving updates on codes, general matters of interest, feedback, debate etc, and the members are able to report back to other headteachers as necessary.

6. RECOMMENDATIONS

- The proposed oversubscription criteria for community and voluntary controlled primary schools which proposes to promote the sibling criteria above school admission zone criteria set out in paragraph 4.1.1 be approved.
- The revised admission limits attached be agreed.
- The Primary and Secondary and In Year Transfers co-ordinated admissions schemes be approved.
- To note changes to the new school admissions code which came into force on 1st February 2012.
- To note the proposal that the Admissions Forum should continue to meet in an advisory form.

Contact Officer:
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Appendix 1

PROPOSED ADMISSION LIMITS 2013/14

	2013/14
Barnard Grove Primary School	50
Brougham Primary School	45
Clavering Primary School	55
Eldon Grove Primary School	60
Fens Primary School	60
Golden Flatts Primary School	30
Grange Primary School	50
Greatham C of E Primary School	15
Hart Primary School	12
Holy Trinity CE Primary School	30
Jesmond Gardens Primary School	45
Kingsley Primary School	60
Lynnfield Primary School	55
Owton Manor Primary School	30
Rift House Primary School	30
Rossmere Primary School	45
Sacred Heart R.C. Primary School	60
St. Aidan's C.E. Memorial Primary School	*50
St. Bega's R.C. Primary School	20
St. Cuthbert's R.C. Primary School	30
St. Helen's Primary School	45
St. John Vianney R.C. Primary School	30
St. Joseph's R.C. Primary School	24
St Peter's Elwick C of E Primary School	15
St. Teresa's R.C. Primary School	45
Stranton Primary School	50
Throston Primary School	60
Ward Jackson Church of England VA Primary School	25
West Park Primary School	45
West View Primary School	55
St. Hild's CE VA Secondary School	180
Dyke House Sports & Technology College	*210
High Tunstall College of Science	241
Manor College of Technology	250

English Martyrs R.C. School & Sixth Form College	240
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* St Aidan's net capacity is under review. Dyke House Sports & Technology College have asked to reduce their admission number to 190. Each member of the School Admissions Forum was invited to express their comment/opinion of the reduction of the admission number for Dyke House and it was the majority opinion that this should be challenged.

Appendix 2

CO-ORDINATED ADMISSION SCHEME SECONDARY SCHOOLS 2013/14

This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2013/14 are attached at **Annex 1 of Appendix 2**.

A separate scheme exists in relation to primary schools and in year admissions.

Interpretation

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local education authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled, voluntary aided and foundation secondary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided or Foundation School.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2013.

The LA will include in its admission arrangements for the 2013/14 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided and Foundation School will include in its admission arrangements for the 2013/14 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except Catcote special school) and shall take effect from September 2013.

1. Introduction

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1st March 2013. It also sets out the arrangements for handling late applications.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Annex 1**.
- 1.4 **Annex 1** lists the secondary schools to which the scheme applies.

2. Common Application Forms

- 2.1 There will be two forms known as the Common Application Forms, (these are either on line or paper). They will bear the references CAF/1 and CAF/2. CAF/1 will be used for Year 7 applications within the normal admissions round and CAF/2 will be used for all applications outside the normal admission round.

3. Applications for Year 7 on form CAF/1

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Year 7, of secondary education in September 2013. It 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 Hartlepool LA area who wish to express a preference for their child:
- to be admitted to a secondary school within Hartlepool (including voluntary aided and foundation schools);
 - to be admitted to a secondary school located in another LA's area (including voluntary aided, academies and foundation schools).
- 3.2 The CAF/1 will:

- invite parents to express three preferences in rank order of preference including any schools outside the LA's area;
 - allow parents to explain the reasons for their preferences;
 - specify the closing date and where it must be returned;
 - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that CAF/1 forms are available to all parents with year 6 children who will be transferring to secondary schools in September 2013, in line with the timetable attached at **Annex 1**. An information booklet will be sent to parents advising of the benefits of making an on-line application. If a parent/carer would prefer to complete a CAF/1 form, these will be available from the Primary School Office or the LA.
- 3.4 The admissions authority of a Voluntary Aided/Foundation school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to Voluntary Aided/Foundation schools by mistake they must be passed to the LA immediately.

4. **Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 23:59 on 31st October 2012. Where a preference has been received for a Voluntary Aided/Foundation school, the relevant supplementary information should be provided by the parent at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g; where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

5. **Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. 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 CAF/1 where:
- 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 a preference.
- 5.3 Information on the ranking of applicants to Voluntary Aided/Foundation schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 1, either electronically or by post.

6. Processing Parental Preferences

- 6.1 By 12th November 2012, the LA will notify the admission authority for each of the schools of every preference which has been expressed for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant LA.
- 6.2 By 14th January 2013 – VA/Foundation schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VA/Foundation schools and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the VA schools for their approval before finalising allocations.

- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.
- 6.4 By 8th February 2013 the LA will match ranked lists for all schools and:
- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - 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 a 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.

- 6.5 By 28th February 2013 the LA will publish their appeals timetable on their website.
- 6.6 On 1st March 2013, the LA will post letters (second class) to all parents (if parents applied on-line, e-mails will also be sent on 1st March 2013) to let them know which school has been allocated to their child. The letter will also tell parents of their statutory right of appeal if they have been refused a place at their preferred school.

Parents will be asked to return their appeal forms to the appropriate admissions authority or the local authority as appropriate.

Parents will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.7.1 By 12th April 2013, parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 12th April 2013, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

7. **Re-allocation of Places Not Taken Up**

- 7.1 From 26th April 2013, the admission authority will re-allocate any places that may have become vacant since the 1st March 2013 offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;
- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

- 7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 23rd April 2013 the LA will liaise with the governing body for Voluntary Aided/Foundation schools regarding further applicants so that they can be ranked using the admission authority's over-subscription criteria.

8. **Waiting Lists**

- 8.1 After the admission round is concluded the LA will not co-ordinate the waiting lists for places at voluntary aided schools or foundation schools. If parents wish for their child's name to be placed on the waiting list they should contact the school direct. If a parent subsequently wishes to make an application for a school, the parent should contact the LA for an application form. The LA will continue to co-ordinate the allocation of places. Waiting lists must be compiled in accordance with the schools admission criteria and places offered accordingly.

9. **Late Applications Received After 23:59 on 31st October 2012**

- 9.1 The closing date for applications is 23:59 on 31st October 2012. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 8th February 2013 (the date the allocations are finalised).

- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 1st March 2013 will be offered a school place on 1st March 2013, but the closer to the 1st March 2013 deadline that an application is received, the less likely it will be that an offer will be made on that date.

- 9.3 Where it is not possible to offer a place on 1st March 2013, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 1st March 2013**

- 10.1 Where no CAF/1 is submitted, the child will, on 1st March 2013, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

ANNEX 1 (of Appendix 2)**TIMETABLE FOR SECONDARY CO-ORDINATED ADMISSIONS SCHEME**

from 3 rd September 2012	CAF/1 forms and other information to parents
23:59 pm on 31st October 2012	Closing date for return of CAF/1 online applications or paper.
By 9 th November 2012	LA to notify other LAs of any preferences which have been expressed for schools in their area.
12 th November 2012	LA to send CAF/1 forms to voluntary aided/foundation schools of every preference which has been received for their school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria.
14 th November 2012	All VA/Foundation schools set up admission committees to considered applications.
By 14 th January 2013	The admissions authority at each voluntary aided/foundation school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place. Liaison will take place between VA's, foundation schools and other LA's until the allocation of places is resolved for each application, as required.
By 8 th February 2013	Finalise allocations and further liaison as necessary.
By 28 th February 2013	Publish appeals timetable on the LA's website.
1 st March 2013	Letters posted (second class) and e-mails send (if applied on-line) to all parents resident in home LA area, to let them know which school has been allocated to their child.
26 th April 2013	Admissions authorities to re-allocate any places that may have become vacant since the 1 st March offer date.
End May/June 2013	Appeal hearings arranged.

This scheme relates to the following schools in Hartlepool:

Dyke House Sports and Technology College
The English Martyrs RC School & Sixth Form College
High Tunstall College of Science
Manor College of Technology
St. Hild's Church of England VA School

Appendix 3

CO-ORDINATED ADMISSION SCHEME PRIMARY SCHOOLS 2013/2014

This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2013/14 are attached at Annex 2.

A separate scheme exists in relation to secondary schools and in year admissions.

Interpretation

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled, and voluntary aided primary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School or an Academy.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2013.

The LA will include in its admission arrangements for the 2013/2014 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School and Academy School will include in its admission arrangements for the 2013/14 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except primary special school) and shall take effect from September, 2013.

1. Introduction

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of **16th April 2013**. It also sets out the arrangements for handling late applications.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Annex 2**.
- 1.4 **Annex 3** lists the primary schools to which the scheme applies.

2. Common Application Forms

- 2.1 There will be two forms known as the Common Application Forms (these are either on-line or paper). They will bear the references CAF/1 and CAF/2. CAF/1 will be used for Reception Year applications within the normal admissions round and CAF/2 will be used for all applications outside the normal admission round.

3. Applications for Reception on form CAF/1

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Reception, of primary education in September 2013. It must be used as a means of expressing one or more preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by parents resident in the Hartlepool LA area who wish to express a preference for their child:
- to be admitted to a primary school within Hartlepool (including voluntary aided schools and academies);
 - to be admitted to a primary school located in another LA's area (including voluntary aided, academies and foundation schools).
- 3.2 The CAF/1 will:

- invite parents to express up to three preferences in rank order of preference including any schools outside the LA's area;
 - allow parents to explain the reasons for their preferences;
 - specify the closing date and where it must be returned;
 - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that CAF/1 forms are available to all parents with reception age children who will be attending primary schools in September 2013, in line with the timetable attached at **Annex 2**. An information booklet will be sent to parents advising of the benefits of making an on-line application. If a parent/carer would prefer to complete a CAF1 form, these will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school or an academy can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

4. **Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 23:59 on 15th January 2013. Where a preference has been received for a voluntary aided school, the relevant supplementary information should be provided at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

5. **Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.

- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. 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 CAF/1 where:
- 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 a preference.

- 5.3 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 2, either electronically or by post.

6. Processing Parental Preferences

- 6.1 By 4th February 2013 the LA will notify the admission authority for each of the schools of every application that has been made for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside the LA area, the information will be forwarded to the relevant LA.

- 6.2 By 8th March 2013 – VA schools, academies and other LA's, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VA's, academies and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the VA schools and academies for their approval before finalising allocations.

- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.

- 6.4 By 29th March 2013 the LA will match ranked lists for all schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- 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 a 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.

- 6.5 On the 16th April 2013 the LA will post letters (second class) to all parents to let them know which school has been allocated to their child (if parents applied on-line, e-mails will be sent on 16th April 2013). The letter will also

tell parents of their statutory right of appeal if they have been refused a place at their preferred school.

Parents will be asked to return their appeal forms to the appropriate admissions authority or the local authority as appropriate.

Parents will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.6 By 17th May 2013, parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 17th May 2013, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

7. **Re-allocation of Places Not Taken Up**

- 7.1 From 22nd May 2013 the admission authority will re-allocate any places that may have become vacant since the 16th April 2013 offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;
- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

- 7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 20th May 2013 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

8. **Waiting Lists**

- 8.1 After 22nd May 2013 the LA will not co-ordinate the waiting lists for places at voluntary aided schools. If parents wish for their child's name to be placed on the waiting list they should contact the school direct. If a parent subsequently wishes to make an application for a school, the parent should

contact the LA for an application form. The LA will continue to co-ordinate the allocation of places.

- 8.2 A waiting list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2013. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.
- 8.3 All waiting lists must be compiled in accordance with the relevant admission authorities admission criteria and places offered accordingly.

9. **Late Applications Received After 23:59 pm on 15th January 2013**

- 9.1 The closing date for applications is 23:59 pm on 15th January 2013. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 29th March 2013 (the date the allocation process begins).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 16th April 2013 will be offered a school place on 16th April 2013, but the closer to the 19th April deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 16th April 2013, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 16th April 2013**

- 10.1 Where no CAF/1 is submitted, the child will, on 16th April 2013, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

ANNEX 2 (of Appendix 3)

TIMETABLE FOR PRIMARY CO-ORDINATED PRIMARY ADMISSIONS
SCHEME

w/c 26 th November 2012	CAF/1 forms and other information to parents.
23:59 pm on 15 th January 2013	Closing date for return of CAF/1 and online applications.
By 4 th February 2013	LA to notify other LAs of any preferences which have been expressed for schools in their area.
4 th February 2013	LA to send CAF/1 forms to voluntary aided schools of every preference which has been received for their school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria.
February/Beginning March 2013	All VA schools and academies set up admission committees to considered applications.
By 8 th March 2013	The admissions authority at each voluntary aided school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place. All applications needs to be ranked. Liaison will take place between VA's, academies and other LA's until the allocation of places is resolved for each application, as required.
29 th March 2012	Finalise allocations and further liaison as necessary.
16 th April 2013	Letters posted (second class) to all parents resident in home LA area to let them know which school has been allocated to their child.
From 22nd May 2013	Admissions authorities to re-allocate any places that may have become vacant since the 19th April 2013 offer date.
June/Beginning July 2013	Appeal hearings arranged.

ANNEX 3 (of Appendix 2)

This scheme relates to the following primary schools in Hartlepool:

Barnard Grove
Brougham
Clavering
Eldon Grove
Fens
Golden Flatts
Grange
Greatham C of E
Hart
Holy Trinity
Jesmond Gardens
Kingsley
Lynnfield
Owton Manor
Rift House
Rossmere
Sacred Heart RC
St Aidans CE Memorial
St Bega's RC
St Cuthbert's RC
St Helen's
St John Vianney RC
St Joseph's RC
St Peters Elwick
St Teresa's RC
Stranton
Throston
Ward Jackson C of E
West Park
West View

Appendix 4

LOCAL CO-ORDINATED ADMISSION SCHEME ADMISSIONS OUTSIDE OF NORMAL TRANSFER ROUND (In-Year Admissions) 2013/2014

Applying for a school place outside of the normal transfer times

Parents with children of statutory school age who move into or within Hartlepool and require a school place outside of the normal transfer times must apply for a school place by completing an in-year application form (CAF2) available from the Local Authority (LA) Admissions Team.

If any parent approaches a school directly, the school must advise parents that they need to apply for a school place through the LA and for safeguarding purposes take details of the pupil(s) forwarding this to the LA. All applications (including children attending out of authority schools, private schools, etc.) will be dealt with by the School Admissions Team.

Applications for school places can only be considered up to 6 weeks prior to the date the place will be required (eg an application for a place at the beginning of May will be considered from mid-March at the earliest). Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

Application

The application form allows parents to apply for any school (excluding independent schools) and to give reasons for their preferences. If schools receive direct applications for parents, the school **must** forward it to the local authority for co-ordination.

The application form will ask the parents for the following information:

- Details of the child for whom the application is being made (address, date of birth);
- Details about the person completing the application (name, address, relationship to child, contact details);
- Name of the child's current school;
- Express up to three preferences in rank order,
- Reasons for their preferences;
- Indicate if the child has a statement of special educational needs; and
- Indicate if the child is 'looked after' by a local authority.

Parents are required to return the completed paper application form to the School Admissions Team.

Applications for Community or Voluntary Controlled Schools

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

If there are more applications than places available, the local authority will apply the oversubscription criteria.

If the LA is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

The LA **must** inform parents in writing of the outcome of their application. Please note that a child **must** be admitted to the school within 20 school days of receipt of the application by the relevant local authority.

Applications for Voluntary Aided and Foundation Schools

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

The LA will send details of all applications received, including any supplementary information, to the relevant voluntary aided and foundation schools within 5 school days of receipt if the school is shown as first preference, or when we are unable to offer a higher preference.

Voluntary aided and foundation school's admissions authorities **must** consider all applications without unnecessary delay. The school's admissions authority **must** admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code). If there are more applications than places available the school's admissions authority are required to apply their oversubscription criteria.

The admission authority should notify the LA it's decision.

Parent's who are refused admission must be offered a right of appeal. Information about the appeals process must be provided in the refusal letter and the LA will send a copy must be sent to the Voluntary Aided or Foundation School. The LA will then allocate a place at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

Children with Statements of Special Education Needs

Children with a current Statement of Special Education Needs must be referred to their local Special Educational Needs (SEN) team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met. Where a child has a Statement of SEN naming a school, a place will be offered even if the year group is already full.

Managed Moves

The managed moves scheme which is in operation in Hartlepool will continue. Any applications for casual admission will be dealt with in accordance with the above co-ordinated admission scheme unless it is deemed to fall under the criteria for a managed move.

This scheme relates to all Hartlepool Primary and Secondary Schools.

Appendix 5

Summary of Responses from Governors

Discussed at the Admissions Forum 6th February 2012

Thirty six responses were received, all from Hartlepool Schools.

- Most schools noted/supported the proposed over subscription criteria for community and voluntary controlled schools including the movement of sibling link to the second criteria.
- Most schools noted/supported the proposed admission limits.
- All schools noted/supported the primary and secondary co ordination schemes and the scheme for in year transfers.

General comments received:-

Brougham

The Headteacher in response to the admission criteria reported that a child that might attend the nursery for two years but don't get a place in the school above the admission zone.

Holy Trinity

The Headteacher went onto request that an exercise is undertaken in Seaton Carew to define the number of Primary School children residing in Seaton Carew and where they attend school. She went on to say that she had been asked to consider 100% more admission applications that could be accommodated and therefore would like the admission number reviewed and revised in line with community needs. She continued to report that she felt that children from Seaton Carew were penalized resulting in them having to attend schools outside the local area. She added that she was aware of proposals for a new housing development of 270 homes.

Owton Manor

A Governor referred to the possible impact of a change in the admission criteria which might mean that a child from another area might take priority of a child who lives in zone.

Rossmere

A Governor questioned whether a change in the admission criteria would disadvantage families with only one child living in zone.

St Aidans

The Headteacher outlined to Governors his concerns in relation to the Partner Primary Schools system and that St Aidan's School is down to link with Dyke House Sports and Technology College in the admissions brochure which gives the impression that pupils will automatically go to Dyke House and in his opinion felt that this information is misleading adding that he would like to see the partner process reviewed.

Mr Taylor reported that two schools linked to Dyke House were also linked to another secondary school with Dyke House only liaised with two partner primary schools. He too agreed that it was wrong to publish this information.

Dyke House

Mr. A. Jordon reported that on line applicants for school admissions did receive notification earlier than those who applied by the form.

He went on to report on the timing of open evenings when other secondary schools held their evening earlier to Dyke House College.

High Tunstall

Governors noted that the tie-breaker proposed in the over-subscription criteria in 2012/13 'as the crow flies' was not the safest shortest route.

Manor College

It was pointed out that primary partner schools is not addressed in the criteria although the college admission policy does indicate investment with primary partner schools

Springwell

The Headteacher informed Governors that he had some concerns at the increasing numbers at Springwell but wanted to ensure that children get access to mainstream schools. He had raised this with Sue Beevers and also asked her to talk with Y6 children.

St John Vianney

The Headteacher reported that he had for the first time had to attend an appeal in respect of an in year transfer request for the school. He added that there had been 150 transfer requests across the town since September 2011 . He explained that more schools were dealing with an increase in requests for reception classes. This particular appeal centered on there being no places available in any of the admission zone schools. A discussion took place on siblings having priority above living in the admission zone and whilst there was support, the school would not agree to this above a Catholic child.

Ward Jackson

It was noted that in 2012-13 the school will follow the LA admission arrangements with the introduction of their own admission policy in 2013-14.

Comments received in relation to admission numbers

Clavering

It was noted that the school admission numbers for the 2013/14 academic year is to increase to 55 and the school is hoping to have this increased to 60.

Lynnfield

Do not accept the proposed admission limits as appended to the report.

St Aidans

Request that the proposed admission limits as appended to the report be reviewed in line with new housing developments.

Dyke House

Reaffirmed the requirement to reduce the admission limit of 190.

Comments received in relation to moving sibling link criteria

St Peters/Hart

Governors agreed that both schools were part of the villages' communities and, therefore, to move sibling links above living within the admission zone would impact on a small village school and therefore felt that some caution should be given when considering this proposed change.

Governors were informed that neither of the schools was filled with children from the villages although numbers of children in the village communities were increasing in certain areas. Governors appreciated that St. Peter's Elwick was its own Admission Authority and, therefore, there was an added impact on the school in that the school had to pay for any admission appeals for admission to the school should they change their admission criteria.

It was reported by the Headteacher that there was the possibility of four children in Hart Primary with siblings who may not necessarily get a place at the school as they lived outside of the admission zone.

Governors went on to consider the issues faced in the town where families had children in more than one school. Governors felt that whilst there was capacity at present in the schools they would not wish to see any new families from the villages not having the chance to attend the schools in the future.

Governors confirmed that they were unable to support the proposed over subscription criteria for community and voluntary controlled primary schools including the movement of sibling links to the second criteria as they felt that the schools will not be serving the local community.

The Governing Body felt such a move could be detrimental to the communities of Hart and Elwick particularly as the Governors had fought the proposed closure of St. Peter's School on the basis that they serve the community.

Further more they felt that Hart School was in a unique position and this did not appear to have been taken into consideration

Fens

Some discussion took place in respect of admission particularly around siblings. It was felt that parents should be discouraged from children changing schools, particularly mid year transfers, which compounds the problem of the admission of children particularly in Year 6. Governors felt it to be unfair to move siblings above living within the admission zone.

Following consideration it was RESOLVED
not to support the proposed oversubscription criteria for community and voluntary controlled primary schools including the movement of sibling links to the second criteria.

Grange

The Headteacher informed Governors that the School was not over-subscribed at this present time, however, indications were that in 2012 the school might be oversubscribed which will require the admission criteria to be applied. Some debate took place in respect of the proposal to move sibling links above those living in the community and the possible impact and following a vote 10 voted to retain the current arrangements.

Rift House

Governors discussed the proposal to amend the admission criteria and expressed deep concerns in relation to sibling links being placed above admission zone children as they saw this as being very unfair particularly as the school is a community school.

Following consideration it was RESOLVED

Not to support the proposed oversubscription criteria for community and voluntary controlled primary schools including the movement of sibling links to the second criteria.

West Park

The question was asked should a child attend a school with a statement of SEN and the situation if a family wanted to move other children to the school would they take priority above those living in zone.

Governors had been circulated with a report drawing their attention to the draft admission arrangements for admission to schools in 2013/14 for community and voluntary controlled schools in Hartlepool and to the Co-ordinated Admissions Scheme and to seek views in respect of these.

Councillor Wells particularly expressed concerns with regards to the proposal to move sibling links above living in the admission zone as he could foresee problems should a child move to the school from out of zone at which a number of Governors felt to be unfair Whilst supporting the view that children from the same family should be educated together this should not be to the detriment of children living in zone.

Following consideration it was RESOLVED

Not to support the proposed oversubscription criteria for community and voluntary controlled primary schools including the movement of sibling links to the second criteria.