



## CO-ORDINATED ADMISSION SCHEME SECONDARY SCHOOLS 2018/19

This scheme is made by Hartlepool Borough Council under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2012 and applies to all maintained secondary schools and Academies/Free Schools in the Borough of Hartlepool.

The Co-ordinated Admission Scheme for Hartlepool Local Authority (LA) is set out below and complies with the School Admissions Code. The dates relating to the admissions process for the school year 2018/19 are attached at Annex 1.

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 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 or Foundation secondary schools which are maintained by the LA and Academies/Free Schools.

"Admission Authority" means the LA in respect of any of the schools which is a Community or Voluntary Controlled school, the Governing Body of the school in respect of a Voluntary Aided or Foundation School and the relevant Trust for Academies/Free Schools.

"Parent" means the person who holds parental responsibility for a child and 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 age, ability and any special educational needs, in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2018.

The LA will include in its admission arrangements for the 2018/19 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided or Foundation School and the relevant Trust for an Academy/Free School will include in its admission arrangements for the 2018/19 school year the provisions set out in this scheme, so far as relevant to that school/Academy/Free School.

The scheme shall apply to every secondary school/Academy/Free School in the LA area (except special schools) and shall take effect from September 2018.

## 1. **Introduction**

For all schools, parents/guardians must be invited to express at least 3 preferences on a common application form, in the rank order they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference. This form is obtainable from the LA and may be paper based or via an e-form accessible through the on-line admissions application system accessed via the Borough Council website. Applications should be submitted to the LA by the published closing date. Places at any school are offered on the basis of equal preference rank order and where an offer is made it is for the highest ranked school at which the LA is able to offer a place.

The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information, excluding parental preference of rank order information. Each preference must be considered by the admission authority of the school concerned where appropriate. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the school's admission arrangements.

Parents/guardians who are resident in one LA but who wish to apply for a place at a school maintained by another LA apply for a place through the maintaining LAs common application form. Neighbouring LAs must inform each other of applications received in respect of children from their LA area who wish to obtain a school place in another LA area.

The LA will then compare the lists for all schools in its area. When a child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child. Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked. Where the LA cannot offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has places available.

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 oversubscription criteria with no reference to length of time on the waiting list. If a place subsequently becomes available, the place will be offered to the next child on the waiting list. Parents/guardians are also offered the right of appeal if they are not satisfied with the offer of a place.

The LA will accept applications which are received late only when there is evidence of a good reason for lateness and only if the application is received before offers of places are made. These will then 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, and the school(s) requested are oversubscribed, then places will be offered at the nearest school with places available.

All applications for school places during the normal admission round must be co-ordinated by the maintaining LA. LAs must develop a co-ordinated admission scheme by 1<sup>st</sup> January 2018 and implement the scheme on 1<sup>st</sup> September 2018.

## 2. **The Scheme**

2.1 There will be a common application form (SAF) supplied by the LA for the purpose of enabling parents living in the Borough of Hartlepool to express up to three preferences for their child to be admitted to a secondary Community, Voluntary Controlled, Voluntary Aided, Foundation school or Academy/Free School in Hartlepool or in another LA area for the academic year 2018/19.

- 2.2 The common application form 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 wishing to express a preference for their child:
- (a) to be admitted to a maintained secondary school and Academy/Free School within the LA area (including Voluntary Aided schools and Foundation schools);
  - (b) to be admitted to a maintained secondary school and Academy/Free School located in another LAs area (including Voluntary Aided schools and Foundation schools).
- 2.3 The common application form will:
- invite parents to express three preferences in rank order of preference including any schools outside the LAs 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 SAF.
- 2.4 The LA will make appropriate arrangements to ensure that SAF forms are available to all parents with year 6 children who will be transferring to secondary schools in September 2018, 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/guardian would prefer to complete a SAF form, these will be available from the Primary School Office or the LA.
- 2.5 The admissions authority of a Voluntary Aided, Voluntary Controlled, Academy/Free School and Foundation school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to the SAF. This information is necessary for the admissions authority to apply its oversubscription criteria.
- 2.6 Where SAF forms and any other supplementary information is sent directly to a Voluntary Aided, Voluntary Controlled, Foundation School or Academy/Free School by mistake they must be passed to the LA immediately.

### **Processing of Application Forms**

- 2.7 Completed SAF application forms should be returned to the LA, or submitted on-line, by 23:59 on 31<sup>st</sup> October 2017. Where a preference has been received for a Voluntary Aided, Voluntary Controlled, Foundation or Academy/Free School, the relevant supplementary information should be provided by the parent at the same time.
- 2.8 Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 2<sup>nd</sup> February 2018, the date the allocation process begins. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within the Borough of Hartlepool as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not

submit an application during the preference period. The determination of the LA will be final.

- 2.9 In the event that an application is received after the allocation process begins, 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.

### **Determining Offers in Response to the Application Form**

The LA will make the offer of a school place to the parent of every child living within the Borough of Hartlepool transferring to secondary education in September 2017 who applies for a place at a maintained school/Academy/Free School.

For Voluntary Aided schools, Foundation schools or Academies/Free Schools, or schools in another Local Authority, the relevant Admission Authority will inform Hartlepool LA of the potential offer of a place\*. Hartlepool LA will then be responsible for making the offer of a place in accordance with this Scheme.

- 2.10 By 17<sup>th</sup> November 2017, the LA will notify other LAs if a school in their area has been indicated on the SAF. A copy of the application form will be forwarded to the relevant LA for consideration.
- 2.11 Week commencing 20<sup>th</sup> November 2017, the LA will provide the Admission Authority for each of the Hartlepool schools with an electronic list of preferences for that school, excluding parental preference information\*.
- 2.12 By 10<sup>th</sup> January 2018, the Admission Authority for each school will provide the LA with a list (either electronically or by post), in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school\*. The LA will then match this ranked list against the ranked lists of the other schools nominated.

Liaison will take place between Voluntary Aided, Voluntary Controlled, Foundation Schools, and Academy/Free Schools and other LAs until the allocation of places is resolved for each application, as required. Where appropriate, the lists will be sent back to the Voluntary Aided, Voluntary Controlled, Foundation and Academy/Free Schools for their approval before finalising allocations.

- 2.13 By 2<sup>nd</sup> February 2018, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
- Where a child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
  - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
  - Where none of the preferences can be met, the child will be offered a place at the nearest school with a place available.
- 2.14 No later than 2<sup>nd</sup> February 2018 the LA will inform other LAs of places in Hartlepool schools/Academies/Free Schools to be offered to their residents and on 1<sup>st</sup> March 2018 the LA will inform its secondary/Academies schools/Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.

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\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

- 2.15 By 28<sup>th</sup> February 2018 the LA will publish their appeals timetable on their website.
- 2.16 Parents/guardians residing within the Borough of Hartlepool who applied online will be able to view the outcome of their application via the LA's website on 1<sup>st</sup> March 2018. If the parent/guardian requested an e-mail, whilst submitting their application on-line, this will be automatically sent on 1<sup>st</sup> March 2018. If an on-line applicant is unsuccessful at gaining a place at a preferred school, an allocation letter will also be posted second class to the child's home address on the offer day (or the next working day if the offer day falls on a weekend). This letter will include information about how to accept/decline a school place, waiting lists and how to appeal against the refusal of a school place.
- Parents/guardians who applied on a paper application form will be sent an allocation letter on 1<sup>st</sup> March 2018 to the child's home address (or the next working day if the offer day falls on a weekend). This letter will include information about how to accept/decline a school place, waiting lists and how to appeal against the refusal of a school place.
- 2.17 The LAs letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish. The letter will include contact details for the LA and those nominated Voluntary Aided, Voluntary Controlled, Foundation and Academies/Free Schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Trust\*.
- 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.
- 2.18 Parents will be sent a reminder letter 3 weeks after the offer date (1<sup>st</sup> March 2018) allowing a further 7 days to respond to the request that they confirm their acceptance of the place. Letters will warn the parent that if they do not accept the place within the next 7 days, the offer of a place will be withdrawn.
- 2.19 By 30<sup>th</sup> March 2018, parents should inform the LA if the offer of a place is not accepted. If the parent fails to reply to the letter from the LA within the deadline, the parent will be issued with another letter confirming that the place has been withdrawn and offered a place at the nearest school to the pupil's home that still has a place available.

### **Re-allocation of Places**

- 2.20 From 6<sup>th</sup> April 2018, the admission authority will re-allocate any places that may have become vacant since the 1<sup>st</sup> March 2018 offer date. Consideration will be given to all applicants including:
- those who have not been offered any school place because their applications were late ie after 2<sup>nd</sup> February 2018 (see paragraph 2.8 and 2.9);
  - those who have been offered a school place but who now wish to apply for a place at an alternative school
  - those who have placed their details on a waiting list

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\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

- 2.21 Places will be re-allocated by applying the admission authority oversubscription criteria. From 6<sup>th</sup> April 2018 the LA will liaise with the governing body for Voluntary Aided, Foundation and Academies/Free Schools regarding further applicants so that they can be ranked using the admission authority's over-subscription criteria.

### **Waiting Lists**

- 2.22 After the admission round is concluded the LA will not co-ordinate the waiting lists for places at Voluntary Aided, Foundation or Academy/Free 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.

### **3. Late Applications Received After 23:59 on 31<sup>st</sup> October 2017**

- 3.1 The closing date for applications is 23:59 on 31<sup>st</sup> October 2017. 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 2<sup>nd</sup> February 2018 (the date the allocations are finalised).
- 3.2 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 1<sup>st</sup> March 2018 will be offered a school place on 1<sup>st</sup> March 2018, but the closer to the 1<sup>st</sup> March 2018 deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 3.3 Where it is not possible to offer a place on 1<sup>st</sup> March 2018, a place will be offered as soon as practicable thereafter.
- 3.4 For applications received on or after 1<sup>st</sup> March 2018 will be processed via the reallocation of places as outlined under 2.22 and 2.23 of this scheme.
- 3.5 Applications received on or after the beginning of the 2018/19 academic year will be processed under the In-Year Admissions Scheme.

### **4. No Application Received by 1<sup>st</sup> March 2018**

- 4.1 Where no application form is submitted, the child will, on 1<sup>st</sup> March 2018, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

**TIMETABLE FOR SECONDARY CO-ORDINATED ADMISSIONS SCHEME**

1 <sup>st</sup> September 2017	On-line application site available
By 11 <sup>th</sup> September 2017	Parents Guide to School Admissions and Common Application Form (SAF) are made available to parents
23:59 pm on 31 <sup>st</sup> October 2017	Closing date for return of SAF application forms or submission of online application, including relevant supplementary information.
By 17 <sup>th</sup> November 2017	LA to notify other LAs of any preferences which have been expressed for schools in their area.
w/c 20 <sup>th</sup> November 2017	LA to send electronic list of preferences to Voluntary Aided, Academy/Free School and 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*.
End November 2017 – Beginning January 2018	All Voluntary Aided, Foundation and Academy/Free Schools convene admission committees to consider applications*.
By 10 <sup>th</sup> January 2018	The admissions authority at each Voluntary Aided/Foundation/Academy/Free School/other LAs to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of applicants ranked in accordance with the school's admissions criteria.  Liaison will take place between VA's, academies, foundation schools and other LAs until the allocation of places is resolved for each application, as required.
By 2 <sup>nd</sup> February 2018	Finalise allocations and further liaison as necessary.  No later than 2 <sup>nd</sup> February 2018, the LA will inform other LAs of places at Hartlepool to be offered to their residents.
By 28 <sup>th</sup> February 2018	Publish appeals timetable on the LAs website.
1 <sup>st</sup> March 2018	LA makes offer to parents and informs schools of the pupils to be offered places at their schools.
30 <sup>th</sup> March 2018	Deadline for parents to accept the offer of a school place.
From 6 <sup>th</sup> April 2018	Admissions authorities to re-allocate any places that may have become vacant since the 1 <sup>st</sup> March offer date.
End May/June 2018	Appeal hearings arranged.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this scheme applies:

- St Hild's Church of England VA School

The Governing Bodies of the Foundation Schools listed below are the Admissions Authorities to which this scheme applies:

- High Tunstall College of Science

The Trusts of the Academies/Free Schools listed below are the Admissions Authorities to which this scheme applies:

- Dyke House Sports and Technology College
- The English Martyrs School & Sixth Form College
- Manor Community Academy