



## CO-ORDINATED ADMISSION SCHEME PRIMARY SCHOOLS 2019/20

---

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 primary 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 2019/20 are attached at Annex 1.

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, Voluntary Aided or Foundation primary 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, and 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 2019.

The LA will include in its admission arrangements for the 2019/20 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 2019/20 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 primary school/Academy/Free School in the LA area (except special schools) and shall take effect from September 2019.

## **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 (PAF) 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 primary Community, Voluntary Controlled, Voluntary Aided, Foundation school or Academy/Free School in Hartlepool or in another LA area for the academic year 2019/20.

- 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 primary school and Academy/Free School within the LA area (including Voluntary Aided schools and Foundation schools);
  - (b) to be admitted to a maintained primary 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 PAF.
- 2.4 The LA will make appropriate arrangements to ensure that PAF forms are available to all parents whose child(ren) are due to commence reception class during the 2019/2020 academic year, in line with the timetable attached at **Annex 1**. An information leaflet will be sent to parents advising of the benefits of making an on-line application. If a parent/carer would prefer to complete a PAF 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 PAF. This information is necessary for the admissions authority to apply its oversubscription criteria.
- 2.6 Where PAF 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 PAF application forms should be returned to the LA, or submitted on-line, by 23:59 on 15<sup>th</sup> January 2019. 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 11th March 2019, 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, commencing primary education in September 2019, who applies for a place at a maintained school/Academy/Free School.

The LA will determine the offer of a potential place for Community and Voluntary Controlled schools in Hartlepool in its capacity as the Admission Authority having no regard to order of preferences. For Voluntary Aided Schools, Academies/Free Schools or schools in another Local Authority, the relevant Admission Authority will inform the 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 4th February 2019, the LA will notify other LAs if a school in their area has been indicated on the PAF. A copy of the application form will be forwarded to the relevant LA for consideration.
- 2.11 Week commencing 4th February 2019, 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 28<sup>th</sup> February 2019 the LA will publish their appeals timetable on their website.
- 2.13 By 4th March 2019, 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.

- 2.14 By 11th March 2019, 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.
- 2.15 By 11th March 2019 the LA will inform other LAs of places in Hartlepool schools/Academies/Free Schools to be offered to their residents and on 16<sup>th</sup> April 2019 the LA will inform its primary schools/Academies /Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.

- 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 16th April 2019. If the parent/guardian requested an e-mail, whilst submitting their application on-line, this will be automatically sent on 16<sup>th</sup> April 2019. 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 16<sup>th</sup> April 2019 to the child's home address (or the next working day if the offer day falls on a weekend/bank holiday). 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 LA's 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 (16<sup>th</sup> April 2019) 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 30th April 2019, 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 6th May 2019, the admission authority will re-allocate any places that may have become vacant since the 16<sup>th</sup> April 2019 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 11th March 2019 (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.

- 2.21 Places will be re-allocated by applying the admission authority oversubscription criteria. During week commencing 6th May 2019 the LA will liaise with the governing body for Voluntary Aided, Foundation and Academies/Free Schools regarding further

---

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

applicants so that they can be ranked using the admission authority's over-subscription criteria.

### **Waiting Lists**

- 2.22 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 2019. 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 PAF.
- 2.23 All waiting lists must be compiled in accordance with the relevant admission authorities admission criteria and places offered accordingly.

### **3. Late Applications Received After 23:59 on 15<sup>th</sup> January 2019**

- 3.1 The closing date for applications is 23:59 on 15<sup>th</sup> January 2019. 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 11th March 2019 (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 16th April 2019 will be offered a school place on 16th April 2019, but the closer to the 16th April 2019 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 16th April 2019, a place will be offered as soon as practicable thereafter.
- 3.4 Applications received on or after 16th April 2019 will be processed via the reallocation of places as outlined in Section 2.20 and 2.21 of this scheme.
- 3.5 Applications received on or after the beginning of the 2019/20 academic year will be processed in line with the In-Year Admissions Scheme.

### **4. No Application Received by 16th April 2019**

- 4.1 Where no application form is submitted, the child will, on 16th April 2019, 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 PRIMARY CO-ORDINATED ADMISSIONS SCHEME

w/c 12 <sup>th</sup> November 2018	On-line application site available. Parents Guide to School Admissions and Common Application Form (PAF) are made available to parents
23:59 pm on 15 <sup>th</sup> January 2019	Closing date for return of PAF application forms or submission of online application, including relevant supplementary information.
By 4 <sup>th</sup> February 2019	LA to notify other LAs of any preferences which have been expressed for schools in their area.
w/c 4 <sup>th</sup> February 2019	LA to send electronic list of preferences to Voluntary Aided, Foundation and Academy/Free School 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*.
Mid February 2019 – Beginning March 2019	All Voluntary Aided, Foundation and Academy/Free Schools convene admission committees to consider applications*.
By 28 <sup>th</sup> February 2019	Publish appeals timetable on the LAs website.
By 4 <sup>th</sup> March 2019	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 those 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 11 <sup>th</sup> March 2019	Finalise allocations and further liaison as necessary.  By 11 <sup>th</sup> March 2019, the LA will inform other LAs of places at Hartlepool to be offered to their residents.
16 <sup>th</sup> April 2019	LA makes offer to parents and informs schools of the pupils to be offered places at their schools.
30 <sup>th</sup> April 2019	Deadline for parents to accept the offer of a school place.
w/c 6 <sup>th</sup> May 2019	Admissions authorities to re-allocate any places that may have become vacant since the 16 <sup>th</sup> April offer date.
14 <sup>th</sup> May 2019	Administrative deadline for parents to lodge an appeal.
End June/July 2019	Appeal hearings arranged.

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

The Local Authority of the Community and Voluntary Controlled Schools listed below are the Admission Authority to which this scheme applies:

Barnard Grove  
Clavering  
Fens  
Golden Flatts  
Grange  
Greatham C of E  
Hart  
Kingsley  
Lynnfield  
Rift House  
Rossmere  
St Helen's  
Throston

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

Sacred Heart RC  
St Bega's RC  
St Cuthbert's RC  
St John Vianney RC  
St Joseph's RC  
St Peters Elwick C of E  
St Teresa's RC  
Ward Jackson C of E

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

Brougham  
Eldon Grove  
Eskdale  
Holy Trinity C of E  
Jesmond Gardens  
St Aidan's CE (Aided) Memorial  
Stranton  
West Park  
West View