

ADDITIONAL MEETING - PLEASE NOTE VENUE

CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Wednesday 4th April 2007

at 5.00 p.m.

in Training Room 2
Municipal Buildings
Church Square, Hartlepool

Councillor Hargreaves, Cabinet Member responsible for Children's Services will consider the following items.

1. **KEY DECISIONS**

- 1.1 Admissions to Schools 2008/09 and Co-ordinated Admissions Procedures to Primary and Secondary Schools for 2008/09 – *Director of Children's Services*

2. **OTHER ITEMS REQUIRING DECISION**

No items

3. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

CHILDREN'S SERVICES PORTFOLIO

Report To Portfolio Holder

4th April 2007



Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2008/09 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2008/09

SUMMARY

1.0 PURPOSE OF REPORT

To determine the admission policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2008/09 and the co-ordinated admissions procedures to primary and secondary schools for 2008/09 following consultation with governing bodies and other admissions authorities.

2.0 SUMMARY OF CONTENTS

A report attached summarising responses to a consultation process on the 2008/09 Admissions Policy, recommending a policy for 2008/09.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is responsible for Children's Services issues.

4.0 TYPE OF DECISION

Key decision (ii).

5.0 DECISION MAKING ROUTE

Children's Services Portfolio holder.

6.0 DECISION(S) REQUIRED

To determine school admissions policy for 2008/09

Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2008/09 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2008/09

1. PURPOSE OF REPORT

- 1.1 To determine the admissions policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2008/09.
- 1.2 To determine a co-ordinated admissions scheme for community and voluntary controlled primary and secondary schools for 2008/09.

2. BACKGROUND

- 2.1 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 it to consult with governing bodies and with other admission authorities.
- 2.2 The Secretary of State published a revised Code of Practice on School Admissions in 2003. This code has since been revised and was laid before Parliament in January, 2007. The Code states that in drawing up admission arrangements, admission authorities should aim to ensure that
 - the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
 - admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or 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 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 of Practice.

- 2.3 The Children's Services Authority (CSA) as admissions authority for community and voluntary controlled schools is required to consult on admission arrangements for these schools each year. In September 2006 the Portfolio Holder approved consultation on arrangements for 2008/09 on the basis of:
- continuing the 2007/08 admission arrangements for 2008/09 with the exception of revising the priority order for children who are in the care of the local authority and to children with special educational needs where a school is named in the statement;
 - seeking views on proposed admission limits.
 - seeking views on proposals for co-ordination of admissions from September 2008, for primary and secondary schools.
 - seeking views on moving from a two stage entry at Reception to single entry.
- 2.4 A revised Code of Practice was laid before Parliament in January, 2007. As a consequence of this, admission authorities were required to re-consult on admission arrangements to ensure arrangements had regard to changes.
- 2.5 The main significant changes which affect Hartlepool Admission Authority are in relation to the abolition of first preference first and also changes to home to school transport.

3. RESPONSES TO CONSULTATION

- 3.1 Attached at **Appendix 1** is a summary of the consultation responses received. This indicated that 92% noted/supported or accepted the proposals set out in the consultation. Three responses were received which indicated some concerns to the admission arrangements for 2008/09.
- 3.2 The views expressed were considered by the Admissions Forum on 1st March 2007. The Forum noted the comments but did not propose a change to the current oversubscription criteria.
- 3.3 Revised admission limits (attached at **Appendix 2**) have been discussed with schools on the basis of revised net capacity figures. Three responses were received which queried admission limits at specific schools. The Admissions Forum agreed the proposed limits. The Local Authority will notify those three schools concerned.
- 3.4 Two comments were received in relation to the proposals for co-ordinated admission scheme.
- 3.5 All primary schools supported either the further exploration of a move to single entry at Reception or an actual move to single entry. Since this

consultation views have been expressed by the majority of primary Headteachers to move to single entry from September 2008..

- 3.6 The Admission Forum agreed to further consultation with parents and private child care providers during the summer term 2007. The feedback from this consultation will be considered by the Admission Forum in September 2007, with a view to move to a single entry system from September 2008.
- 3.7 No further comments were received in relation to the revised consultation documentation.
- 3.8 The Admissions Forum were asked to note the revision to the co-ordinated schemes for both primary and secondary, relating to the change from first preference first, to equal preference. The Admission Forum noted the changes to the schemes which are attached at **Appendix 3**.
- 3.9 In view of the change from first preference first to equal preference, the Admission Forum was asked to agree to a change to the number of preferences to be expressed by parents for secondary admissions, from six to three. The Admission Forum agreed this change.

4. PROPOSED ADMISSION POLICY FOR 2008/09

- 4.1 On the basis of the consultation exercise, it is proposed that the admissions policy for entry to community and voluntary controlled schools in 2008/09 is as follows:
 - Parents are invited to express preferences for up to three schools in priority order and to give reasons for their preferences.
 - If the number of applications to a particular school exceeds the published admission number, the Authority will allocate places in accordance with the following priority criteria:
 1. those children who are in the care of the local authority;
 2. those children who have a statement of special educational need where a school is named in the statement;
 3. those children who live in the school's admission zone;
 4. those children who have older brothers or sisters who will be attending the school in September 2008;
 5. 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;
 6. those children who live closest to the school as determined by the shortest suitable walking distance.

- No places can be allocated at an oversubscribed school to parents who have not stated their preference in writing for that school.
- In considering requests for admission to a particular school, all preferences will be considered equally. In the event that a parent could potentially be offered a place at all schools where a preference has been expressed, the admission authority will offer a place at the school which the parent has ranked highest.
- Should it prove necessary to distinguish between children within category 3 (i.e. living in the admission zone) priority will be given to those with siblings attending the school, followed by those who live nearest to the school. Should it prove necessary to distinguish between children in any other category (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school.
- 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 above priority criteria. If a place subsequently becomes available the place will be offered to the next child on the waiting list.
- In the primary sector, children born between 1st September 2003 and 28th February 2004 can join the school on a full-time basis in September 2008. Children born between 1st March 2004 and 31st August 2004 can join the school on a full-time basis in January 2009.
- If following further consultation, it is agreed to move to single entry at reception, children born between 1st March 2004 and August 2004 will also join the school on a full-time basis in September, 2008.
- In the secondary sector, children born between 1st September 1996 and 31st August 1997 will normally transfer to secondary school in September 2008.
- Parents 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 whose applications prove unsuccessful and an alternative placement cannot be agreed.

5. BUILDING SCHOOLS FOR THE FUTURE

- 5.1 Following the consultation period for the admission to schools 2008/09, the second stage of consultation relating to Building Schools for the Future commenced. Feedback from the consultation events was presented to Cabinet on 19th March 2007, with a request to authorise the formulation of a proposal to discontinue Brierton Community School with effect from 31st August 2009.

- 5.2 The abolition of secondary schools' admissions zones as an oversubscription criterion was proposed. It was also proposed to replace this criterion with a new criterion, namely the introduction of partner primary school. Further consultation is required and will be part of the Stage 3 consultation round which is due to take place during May and June 2007.
- 5.3 In the event of the abolition of secondary school admission zones and the introduction of a new criterion; attendance at a partner primary school, the admission authority will be required to operate separate oversubscription policies for primary and secondary allocations.
- 5.4 Depending on the outcome of the Stage 3 consultation, there will be an impact on the admission arrangements for 2008. In the event of this happening, the admission authority will apply to the DfES for a variation on the arrangements.
- 5.5 The admission authority will also have to apply to the DfES for agreement on transitional arrangements for 2008 once the full requirements are known.
- 5.6 Prior to the application to the DfES for a variation of admission arrangements, a revised report will be presented to the Portfolio Holder.

6. RECOMMENDATIONS

- 6.1 That the admissions policy for 2008/09 set out in paragraph 4.1 above be approved.
- 6.2 That the revised admission limits be agreed, subject to further discussion with 3 particular schools.
- 6.3 That the revised co-ordinated admission schemes be approved.
- 6.4 Further consultation be undertaken with parents and private child care providers with a view to move to a single entry system for Reception effective from September 2008.

Contact Officer:

Anne Smith, Head of Information, Planning & Support Services.

HARTLEPOOL LA ADMISSIONS POLICY

Summary of Consultation responses

1. Thirty eight responses were received and of these, thirty five (92%) noted/supported the admission policy set out in the consultation, namely:
 - adopting the admission arrangements for 2008/2009;
 - adopting the arrangements outlined in the co-ordinated schemes;
 - agreeing the proposed admission limits

2. Views were also sought on the proposals to further investigate the move from a two stage entry at Reception to single stage entry. All primary schools either supported the proposal for further investigation or supported the move to single entry effective from September 2008.

Further consultation has taken place between primary head teachers, the majority of whom wish to move to single entry from September, 2008.

Prior to any final decision being made on this, a consultation event will be undertaken during the summer term, with parents and early years providers. The result of the consultation exercise will be presented to the Admission Forum in the Autumn Term 2007.

Four schools expressed a wish to move to single entry from September, 2007. The Local Authority will engage with these schools to recommend an effective date as September, 2008.

3. Three schools requested a revision to their proposed admission limits. Discussions are underway with the relevant schools.
4. Three responses were received which indicated either concerns or no response relating to the admission arrangements for 2008/2009.
 - Governors at Greatham C.E. Primary School raised concern that the Local Authority has not included partner primary schools in the oversubscription criteria.
 - Governors at Fens Community School queried what the impact would be of Manor School seeking Foundation Status.
 - Dyke House School referred the report to the General Purposes Committee and no response has been received.
5. The Headteacher at Rossmere Primary School queried whether schools are legally required to abide by the co-ordinated admission scheme. Local Authority to respond to confirm that all schools must adhere to the scheme.

ADMISSION LIMITS 2006/07

	Indicated	Current 2006	Proposed 2007 and 2008	Increase/ Decrease/ No Change to current limits
Barnard Grove Primary School	50	50	50	No Change
Brougham Primary School	54	55	55	No Change
Clavering Primary School	49	45	50	Increase
Eldon Grove Primary School	63	66	60	Decrease
Elwick C of E Primary School	13	13	13	No Change
Fens Primary School	59	60	60	No Change
Golden Flatts Primary School	19	30	30	Decrease
Grange Primary School	52	50	50	No Change
Greatham C of E Primary School	16	16	16	No Change
Hart Primary School	12	12	12	No Change
Holy Trinity CE Primary School	32	32	32	No Change
Jesmond Road Primary School	72	85	60	To be agreed
Kingsley Primary School	61	60	60	No Change
Lynnfield Primary School	57	55	55	No Change
Owton Manor Primary School	36	50	30	Decrease
Rift House Primary School	37	37	37	No Change
Rossmere Primary School	59	60	60	No Change
Sacred Heart RC Primary School	63	60	60	No Change
St Aidan's CE Memorial Primary School	58	60	60	No Change
St Bega's RC Primary School	20	20	20	No Change
St Cuthbert's RC Primary School	44	44	44	No Change
St Helen's Primary School	40	40	40	No Change
St John Vianney RC Primary School	30	30	30	No Change
St Joseph's RC Primary School	24	24	24	No Change
St Teresa's RC Primary School	45	45	45	No Change
Stranton Primary School	54	50	50	No Change
Throston Primary School	55	55	55	No Change
Ward Jackson Primary School	21	25	25	No Change
West Park Primary School	45	45	45	No Change
West View Primary School	50	55	50	Decrease
St Hilds	180	180	180	No Change
Brierton School	223	218	218	No Change
Dyke House School	206	210	206	Decrease
High Tunstall School	241	241	241	No Change
Manor College of Technology	210	208	210	Increase
English Martyrs School & Sixth Form College	240	240	240	No Change

CHILDREN'S SERVICES in Hartlepool



HARTLEPOOL
LOCAL AUTHORITY

CO-ORDINATED ADMISSION
SCHEME
- PRIMARY SCHOOLS

Contact Officer: Anne Smith
Head of Information Planning & Support Services
Telephone: 523724

HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME

PRIMARY SCHOOLS

2008/2009

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 2008/2009 are attached at Appendix 1.

A separate scheme exists in relation to secondary schools.

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.

"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 2008.

The LA will include in its admission arrangements for the 2008/2009 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2008/2009 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 special school) and shall take effect from September, 2007.

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 15th April 2008. It also sets out the arrangements for handling late applications and requests for in year admissions to other year groups.
 - 1.3 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
 - 1.4 **Appendix 2** 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. 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 2008. 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 all parents wishing to express a preference for their child:
 - to be admitted to a primary school within Hartlepool (including voluntary aided schools);
 - 3.2 The CAF/1 will:
 - invite parents to express up to three preferences in rank order of preference;
 - allow parents to explain the reasons for their preferences;
 - specify the closing date for return of the form 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 forms CAF/1 are sent direct to all parents with reception age children who will be attending primary schools in September 2008, in line with the timetable attached at **Appendix 1**. An information booklet will accompany the form sent to parents. Replacement forms will be available from the LA.
 - 3.4 The admissions authority of a voluntary aided 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 oversubscription 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 4 pm on 25th January 2008. 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:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school for which they have expressed 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 Appendix 1, either electronically or by post.

6 Processing Parental Preferences

6.1 **By 8th February 2008** 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 14th March 2008** – VA schools and other LA's inform LA of allocation of places for all preferences received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first ranked school cannot be offered, consider second and third ranked schools and whether these schools can be offered. The lists will be sent back to the VA schools for their approval before finalising allocations.

Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.

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 28th March 2008** 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 15th April 2008** the LA will post letters (first class) to all parents 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 eg community schools to the LA, and VA schools to the individual schools.

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 9th May 2008** 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 the due date it will be assumed that the place has been accepted.

7 Re-allocation of Places Not Taken Up

- 7.1 **By 16th May 2008** the admission authority will re-allocate any places that may have become vacant since the 15th April 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 12th May 2008 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 Re-allocation Lists

- 8.1 After 16th May 2008 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 16th May 2008 they will need to contact the school direct and ask to be placed on their re-allocation list.
- 8.2 A re-allocation 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 2008. 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 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

9 Late Applications Received After 4 pm on 26th January 2008

- 9.1 The closing date for applications is 4 pm on 26th January 2008. 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 March 2008 (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 15th April 2008 will be offered a school place on 15th April 2008, but the closer to the 15th 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 15th April 2008, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 15th April 2008

- 10.1 Where no CAF/1 is submitted, the child will, on 15th April 2008, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

11 Applications Received After 16th May 2008

- 11.1 Applications received after 16th May 2008 for the reception year intake in September 2008 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate reception places into mid September in line with its published admission criteria. Community and voluntary controlled schools irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.
- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.

- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

ANNEX 1

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 3 rd December 2007	CAF/1 forms and other information to parents.
4 pm on 25 th January 2008	Closing date for return of CAF/1 and online applications.
By 8 th February 2008	LA to notify the admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant authority.
11 th February 2008	All VA schools set up admission committees to consider applications
14 th March 2008	<p>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.</p> <p>Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.</p>
28 th March 2008	Finalise allocations and further liaison as necessary.
15 th April 2008	Letters posted (first class) to all parents resident in home LA area, to let them know which school has been allocated to their child.
By 16 th May 2008	Admissions authorities to re-allocate any places that may have become vacant since the 15 th April 2008 offer date.
End May/Beginning June 2008	Appeal hearings arranged.

This scheme relates to the following primary schools in Hartlepool:

Barnard Grove
Brougham
Claveing
Eldon Grove
Elwick Hall C of E
Fens
Golden Flatts
Grange
Greatham C of E
Hart
Holy Trinity
Jesmond Road
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 Teresa's RC
Stranton
Throston
Ward Jackson
West Park
West View

CHILDREN'S SERVICES in Hartlepool



HARTLEPOOL
LOCAL AUTHORITY

CO-ORDINATED ADMISSION
SCHEME
- SECONDARY SCHOOLS

Contact Officer: Anne Smith
Head of Information Planning & Support Services
Telephone: 523724

HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME

SECONDARY SCHOOLS

2008/2009

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 2008/2009 are attached at Appendix 1.

A separate scheme exists in relation to primary schools

Interpretation

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"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.

"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 2008.

The LA will include in its admission arrangements for the 2008/2009 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2008/2009 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 special school) and shall take effect from September, 2004.

1 Introduction

- 1.5 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.

- 1.6 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 2008. It also sets out the arrangements for handling late applications for Year 7 and requests for in year admissions to other year groups.
- 1.7 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
- 1.8 **Appendix 2** 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. 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 2008. 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 schools);
 - to be admitted to a secondary school located in another LA's area (including voluntary aided 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 forms CAF/1 are sent to all parents with year 6 children who will be transferring to secondary schools in September 2008, in line with the timetable attached at **Appendix 1**. An information booklet will accompany the form sent to parents. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided 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 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 4 pm on 26th October 2007. Where a preference has been received for a voluntary aided

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:
- it is acting in its separate capacity as an admission authority, or
 - an applicant is eligible for a place at more than one school, or
 - an applicant is not eligible for a place at any school for which they have expressed 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 Appendix 1, either electronically or by post.

6 Processing Parental Preferences

- 6.1 **By 14th November 2007** 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 11th January 2008** – VA schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first ranked school cannot be offered, consider second and third ranked schools and whether these schools can be offered. The lists will be sent back to the VA schools for their approval before finalising allocations.

Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.

- 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 15th February 2008** 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 1st March 2008** the LA will post letters (first class) to all parents 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. (Letters will be posted out on the 29th February 2008, due to 1st March 2008 being a non working day.)

Parents will be asked to return their appeal forms to the appropriate admissions authority eg community schools to the LA, and VA schools to the individual schools.

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 28th March 2008** 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 the due date it will be assumed that the place has been accepted.

7 Re-allocation of Places Not Taken Up

7.1 **By 11th April 2008** the admission authority will re-allocate any places that may have become vacant since the 1st March 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 31st March 2008 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 Re-allocation Lists

8.1 After 11th April 2008 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 11th April 2008 they will need to contact the school direct and ask to be placed on their re-allocation list.

8.2 A re-allocation 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 2008. 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 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

9 Late Applications Received After 4 pm on 26th October 2007

- 9.1 The closing date for applications is 4 pm on 26th October 2007. 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 January 2008 (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 1st March will be offered a school place on 1st March 2008, but the closer to the 1st March 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 2008, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 1st March 2008

- 10.1 Where no CAF/1 is submitted, the child will, on 1st March 2008, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

11 Applications Received After 11th April 2008

- 11.1 Applications received after 11th April 2008 for the year 7 intake in September 2008 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate Year 7 places into mid September in line with its published admission criteria. Community and voluntary controlled schools irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.
- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.

- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

12 Managed Moves

- 12.1 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.

ANNEX 1

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 10 th September 2007	CAF/1 forms and other information to parents
4 pm on 26 th October 2007	Closing date for return of CAF/1 and online applications.
By 14 th November 2007	LA to notify other LAs of any preferences which have been expressed for schools in their area.
14 th November 2007	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.
11 th January 2008	<p>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.</p> <p>Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.</p>
15 th February 2008	Finalise allocations and further liaison as necessary.
1 st March 2008	Letters posted (first class) to all parents resident in home LA area, to let them know which school has been allocated to their child.
11 th April 2008	Admissions authorities to re-allocate any places that may have become vacant since the 1 st March offer date.
End April 2008	Appeal hearings arranged.

This scheme relates to the following schools in Hartlepool:

Brierton Community School
Dyke House School
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