

## DURHAM LOCAL AUTHORITY

### CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008 and applies to all maintained primary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the changes introduced in the School Admissions Code 2009. The dates relating to the admissions process for the school year 2011/2012 are attached at Annex 1.

A separate scheme exists in relation to secondary schools.

#### ***Interpretation***

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all community, voluntary controlled or 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 any 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 needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2011.

The LA will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special schools).

## PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a maintained primary, infant and, where appropriate junior school in County Durham or to a school or schools in another LA for the academic year 2011/2012.
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 within the LA area (including Voluntary Aided Schools).
  - (b) to be admitted to a school located in another LA's area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School, was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not 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 a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from all primary schools in County Durham and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

## Processing of Common Application Forms

9. Completed common application forms should be returned to the LA by 15 January 2011.
10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 14 February 2011 the date the allocation procedures begin. 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 County Durham property 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.

## Determining offers in response to the common application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing primary education in September 2011 who applies for a place at a maintained school.
12. The LA will determine the offer of a potential place for community and voluntary controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools or schools in another Local Authority, the relevant Admission Authority will inform the LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 7 February 2011, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the common application form, **excluding parental preference information**.
14. By 14 February 2011, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked list of the other schools nominated.
15. By 1 March 2011, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
  - Where the 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 suitable school with a place available.

16. No later than 14 February 2011 the LA will inform other LAs of places in County Durham schools to be offered to their residents and on 25 March 2011 the LA will inform its infant, junior and primary schools of the pupils to be offered places at their schools.
17. On 1 April 2011, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
  - (a) one of the preferences on the common application form; or
  - (b) the nearest suitable school with places available.
18. The LA's letter will inform parents that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Unless the LA is notified to the contrary by 15 April 2011, it will be assumed that parents are satisfied with the offer of a place although a reminder letter will be sent allowing a further 7 days to respond. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 9 May 2011 the LA will reallocate any places that may have become available since 1 April 2011, giving priority to parents as follows:
  - those who have not been offered any school place, for example applications which were received late for good reason (see paragraph 10 of the Scheme); then
  - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form; then
  - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 April 2011; and then
  - applications which were received late for no good reason.

## **Waiting Lists**

21. Parents may ask for their child's name to be kept on a waiting list of parents to be offered places if they become available after 9 May 2011 at any school for which they have expressed a preference on the common application form. The waiting lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided and Foundation schools) and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained by the Local Authority throughout the school year.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 15 January 2011 will be considered and, as far as possible, offered a school place on 1 April 2011.
23. Where an application has not been received by 1 April 2011, the LA will offer a place at the nearest school with places available.
24. For applications received between 1 April 2011 and the end of the Summer term 2011, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

## **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received after 1 September 2011, and for places in year groups other than the normal year of entry to infant, junior or primary school, will be treated as in year admissions.
26. The Common In Year application form will request details of the parent and the child together with the reasons for the application and specify where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them whether or not the parent lives in County Durham. (Annex 3).
27. For parents of children who live in another Local Authority area who have applied for an In Year place in a County Durham School – the Home Authority (LA) must contact the Maintaining Authority (Durham) to ascertain the availability of a place. The Home Authority (LA) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Durham).
28. The LA will make an offer of a place in respect of completed In Year application forms for children living in County Durham. For parents of children who have applied for an In Year school place in another LA area – the Home Authority (Durham) must contact the Maintaining Authority (Other LA) to confirm the availability of a place. The Home Authority (Durham) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Other LA).

29. Primary In Year Admissions will be administered by the Admissions and Transport Entitlement Team, Children and Young People's Services who will advise parents of availability of places, send out In Year application forms and confirm an offer of a place to parents (if resident in County Durham), school and, if appropriate, other Local Authority.
30. The LA will inform parents who have not been offered a place into the school of their choice that they have the right to appeal if they wish including contact details for the LA and those Voluntary Aided schools where they could not be offered a place, so they can if they wish lodge an appeal. Appeals for Voluntary Aided Schools must be submitted to the relevant Governing Body.
31. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference on the In Year Application form. The waiting list for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided and Foundation schools) and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admissions authority. Waiting lists will be maintained by the LA throughout the school year.
32. The In Year Admission protocol must be followed (ANNEX 3).

### Timetable for Admissions to Primary Schools - September 2011

- |   |   |  |
|---|---|--|
| 13 September 2010   | - | Information Booklet and Common Application Form issued to parents.   |
| 15 January 2011   | - | Closing date for return of forms to the LA.  |
| 7 February 2011   | - | LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.  |
| 14 February 2011  | - | Voluntary Aided Schools and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.                             |
| <b><i>(Ongoing exchange of information between admission authorities)</i></b> |   |  |
| 1 March 2011  | - | LA allocates places in accordance with paragraph 15 of the Schedule and informs other LAs of places in County Durham to be offered to their residents. |
| 25 March 2011   | - | LA informs its schools of the pupils to be offered places at their schools.  |
| 1 April 2011  | - | LA makes offers to parents.  |
| 15 April 2011   | - | Deadline for parents to accept the offer of a school place.  |
| 9 May 2011  | - | Any places that become available are offered to parents in priority order in accordance with paragraph 20 of this Scheme.                              |

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

All Saints' Catholic VA Primary  
Bishop Ian Ramsey CE Primary  
Bishop Middleham CE Primary  
Blessed John Duckett RCVA Primary  
Blue Coat CE Junior  
Bowes Hutchinson CE Primary  
Esh CE Primary  
Our Lady & St Joseph's RCVA Primary, Brooms  
Our Lady & St Thomas RCVA Primary  
Our Lady of Lourdes RCVA Primary  
Our Lady of the Rosary RCVA Primary  
Our Lady Queen of Martyr's RCVA Primary  
Our Lady Start of the Sea RCVA Primary  
St Bede's RCVA Primary  
St Benet's RCVA Primary  
St Chad's RCVA Primary  
St Charles' RCVA Primary  
St Cuthbert's RCVA Primary, New Seaham  
St Cuthbert's RCVA Primary, Chester-le-Street  
St Cuthbert's RCVA Primary, Crook  
St Francis CE Aided Junior  
St Godric's RCVA Primary, Durham  
St Godric's RCVA Primary, Thornley  
St Hild's College CE Aided  
St John's CE Aided Primary  
St Joseph's RCVA Primary, Stanley  
St Joseph's RCVA Primary, Coundon  
St Joseph's RCVA Primary, Newton Aycliffe  
St Joseph's RCVA Primary, Ushaw Moor  
St Joseph's RCVA Primary, Gilesgate  
St Joseph's RCVA Primary, Murton  
St Joseph's RCVA Primary, Blackhall  
St Mary Magdalen RCVA Primary  
St Mary's RCVA Primary, South Moor  
St Mary's RCVA Primary, Blackhill  
St Mary's RCVA Primary, Barnard Castle  
St Mary's RCVA Primary, Newton Aycliffe  
St Mary's RCVA Primary, Wingate  
St Michael's RCVA Primary  
St Oswald's C.E. (Aided) Infant  
St Patrick's RCVA Primary, Dipton  
St Patrick's RCVA Primary, Consett  
St Patrick's RCVA Primary, Langley Moor  
St Pius X RCVA Primary  
St Thomas More RCVA Primary  
St Wilfrid's RCVA Primary  
St William's RCVA Primary



**IN YEAR TRANSFER BETWEEN PRIMARY SCHOOLS**

1. Clarity regarding availability of places:
  - Head Teachers must always inform the LA about any potential student movement i.e. admissions or transfers both in and out-county. This will ensure the LA has accurate data regarding the availability of places.
  - The LA advises about admissions in accordance with admissions criteria.
2. The LA provides common In Year Application form to parent requesting information relating to the parent and child reason for transfer and their preference of school(s).
3. The LA will confirm the offer of a place for a school to parents who live in County Durham as well as notifying the school and relevant LA.

If the application is for a Voluntary Aided school, the LA will refer the application to the Governing Body of the school, which will make a determination and notify the LA who will confirm the offer of a place to parents. Parents who are refused admission must be offered the right of appeal.