

Committee:	Lead Member for Learning and School Effectiveness
Date:	3 November 2014
By:	Director of Children's Services
Title of Report:	Admission arrangements for the 2016/17 school year
Purpose of Report:	To approve the annual statutory consultation exercise for the school admission arrangements for 2016/17

RECOMMENDATION

The Lead Member is recommended to:

Approve the proposed admissions arrangements for the 2016/17 school year for consultation which include the following:

- **Appendix 1 – the proposed admissions criteria;**
 - **Appendix 2 – the proposed admissions numbers;**
 - **Appendix 3 – the proposed co-ordinated admissions schemes, to include clarification on the procedure for parents who request their summer-born children start Reception at the beginning of the academic year following their child's fifth birthday (i.e. the year after the normal year of entry).**
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1. Financial Appraisal

1.1 There are no direct financial implications associated with this exercise.

2. Supporting Information

2.1 The School Admissions Code 2012 states that admissions authorities must determine their admissions arrangements annually. However, provided the relevant admissions authority is not proposing any changes to their admissions arrangements, there is a duty to consult every seven years.

2.2 As part of the consultation process, and in accordance with current statutory requirements, consultation will include parents, schools, the relevant Dioceses and neighbouring local authorities and notification of proposed arrangements will be posted on the Council's website.

2.3 The Lead Member is advised there is a new draft Code that was issued by the Department for Education (DfE) in July 2014 for consultation. The consultation period ended on 29 September 2014, and the new Code comes into force on 19 December 2014. The outcome of the consultation has not yet been published. The consultation proposed the following changes:

- all state-funded schools to be allowed to give priority in their admission arrangements to children eligible for pupil premium or service premium funding;
- admission authorities of primary schools to be allowed to give priority in their admission arrangements to children eligible for the early years pupil premium, pupil premium or service premium who attend a nursery which is part of the school;
- bring forward the dates for admissions authorities to consult locally on their admissions arrangements (and reduce the length of consultation from 8 to 6 weeks);
- require admission authorities to amend their admission arrangements to comply with the Code within two months of a decision of the Schools Adjudicator, where the Adjudicator rules the arrangements are unlawful;
- clarify the provisions relating to summer born children to aid decision-making
- clarify that the highest priority for admission applies to all children who have been

adopted from local authority care

In addition the DfE are proposing some minor drafting changes. The new draft School Admissions Code has been circulated to all schools in East Sussex.

2.4 Appendix 1 shows the current oversubscription criteria for community and voluntary controlled schools. There are no proposed changes to the criteria.

2.5 Appendix 2 shows the proposed admissions numbers for community and voluntary controlled schools for the 2016/17 school year. The Lead Member is asked to note that there are only four possible changes, and at the time of writing, three of the four schools were still in consultation with the Authority. The final numbers together with the other admissions arrangements will be included in a further report seeking approval from the Lead Member after the consultation closes in March 2015.

2.6 Appendix 3 outlines the co-ordinated admission schemes for the 'normal' years of entry, i.e. reception classes, transfer between infant to junior schools and on transfer between primary and secondary school. There are no changes to the schemes other than deadlines, but following publication of the Department for Education's (DfE's) advice published in July 2013, it is proposed to add a note to clarify how such requests would be considered for community and voluntary controlled schools. Copies of the DfE's advice have been circulated to all schools in East Sussex.

3. Equalities considerations

3.1 The Lead Member is advised that an Equality Impact Assessment will be undertaken as part of the consultation process.

4. Conclusion and Reason for Recommendations

4.1 The County Council is required by law to carry out consultation on admissions arrangements every seven years or sooner if any changes to those arrangements for the schools where the local authority is the admissions authority. The Lead Member is recommended to agree to consult on the attached admissions arrangements for 2016/17 with the minor proposed changes outlined in 2.4 and 2.5 above.

4.2 The results of the consultation will be reported back to the Lead Member after the consultation period closes in March 2015 with recommendations for amendments as necessary resulting from comments received. Following the Lead Member's approval, final admission arrangements will be determined by 15 April 2015, and subsequently published.

STUART GALLIMORE

Director of Children's Services

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BACKGROUND DOCUMENTS

- School Admissions Code 2012
- Draft School Admissions Code 2014
- Department for Education Advice on admission of summer born children 2013

Appendix 1

Admissions criteria for community and voluntary controlled schools (with the exception of Frant CE Primary School – please see below).

- 1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2. Children who will have a brother or sister at the school (or a linked infant or junior school) at the time of admission.**

Children are 'siblings' if they are full, half, adoptive foster or step brother or sister living in the same household. This criterion includes siblings attending school sixth forms.

- 3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**
- 4. Children living within a pre-defined community area.**
- 5. Children living outside the pre-defined area.**

Tiebreaker

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using our Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way. For split site schools, we will measure to the site where the child will attend for the majority of lessons.

In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

Admission decisions

Decisions to refuse admission to a voluntary controlled or community school will be made by officers of the Children's Services Authority.

Admissions criteria for Frant CE Primary School.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.

2. Children who will have a brother or sister at the school at the time of admission and who live at the same address, within the pre-defined community area*

The definitions of 'sibling' and community areas are as shown above in the current criteria

3. Other children living within the pre-defined community area

The definition of pre-defined community areas as shown above in the current criteria

4. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.*

The definition of sibling is as shown above in the current criteria

5. Other children living outside the pre-defined community area.

Tiebreaker

- In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using our Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

**** Children who have a brother or sister who joined the school prior to 1 September 2012 and who is still on roll will be admitted under the previous criteria which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.***

Twins and children from multiple births (all community and voluntary controlled schools and Frant CE Primary School).

Where the admission of both twins or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, both twins or all of the siblings will be admitted.

Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 (or multiples of 30), the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

Appendix 2

Admission numbers

The tables below show the schools the proposed planned admission numbers (PANs) for secondary schools where the County Council is the admissions authority. (Proposed changes shown in bold)

1. Eastbourne area

School	Admission number 2016/17
The Causeway	189
Willingdon Community School	200

2. Hastings/St Leonards area

School	Admission number 2016/17
The Lead Member is advised that the County Council is no longer the admissions authority for any secondary schools in Hastings/St Leonards.	

3. Other areas of the County

School	Admission number 2016/17
Chailey School	162
Claverham Community College	230
Heathfield Community College	240
Peacehaven Community School	180
Robertsbridge Community College	130
Uckfield Community Technology College	270
Uplands Community College	168

Primary, Junior and Infant Schools - proposed admissions numbers for the 2016/17 school year.

1. Bexhill area

School	Admission number 2016/17
All Saints Church of England Primary School	30
Chantry Community Primary School	30
Little Common School	90

2. Crowborough area

School	Admission number 2016/17
Herne Junior School (for pupils aged 7–11)	60
Jarvis Brook School	30
Whitehill Infant School (for pupils aged 4–7)	60

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2016/17
Bourne Primary School	60
Langney Primary School	60
Motcombe Community School	120
Ocklynge Junior School (for pupils aged 7-11)	210
Parkland Infant School (for pupils aged 4-7)	60
Parkland Junior School (for pupils aged 7-11)	60
Pashley Down Infant School (for pupils aged 4-7)	90
Polegate School	60
Roselands Infant School (for pupils aged 4-7)	90
Shinewater Primary School	60
St Andrews Church of England Infant School (4-7)	90
Stafford Junior School (for pupils aged 7-11)	90
Tollgate Community Junior School (for pupils aged 7-11)	90
West Rise Community Infant School (for pupils aged 4-7)	90
West Rise Community Junior School (for pupils aged 7-11)	90
Willingdon Primary School	60

4. Hailsham

School	Admission number 2016/17
Hawkes Farm Primary School	60
Hellingly Community Primary School	30

5. Hastings/St Leonards area

School	Admission number 2016/17
Castledown Community Primary and Nursery School	60
Hollington Primary School	60
St Leonards Church of England Primary School	60
St Paul's Church of England Primary School	90
Sandown Primary School	60
Silverdale Primary School	90

6. Heathfield

School	Admission number 2016/17
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

7. Lewes area

School	Admission number 2016/17
Pells Church of England Primary School	20
South Malling Church of England Primary School	30
Southover Church of England Primary School	60 (was 45)*
Wallands Community Primary School	60

8. Newhaven area

School	Admission number 2016/17
Denton Community School	30
Harbour Primary and Nursery School	60
Meeching Valley Primary School	30

9. Peacehaven/Telscombe Cliffs area

School	Admission number 2016/17
Meridian Primary School	60
Peacehaven Heights Primary School	60
Telscombe Cliffs Community Primary School	90

10. Rye area

School	Admission number 2016/17
Rye Community Primary School	60 (was 45)*

11. Seaford area

School	Admission number 2016/17
Chyngton School	60
Cradle Hill Community Primary School	60
Seaford Primary School	60

12. Uckfield area

School	Admission number 2016/17
Harlands Primary School	30
Manor Primary School	60
Rocks Park Primary School	30

13. Rural Primary Schools

School	Admission number 2016/17
Alfriston School	15
Barcombe Church of England Primary School	20
Battle and Langton Church of England Primary School	60
Beckley Church of England Primary School	15
Bodiam Church of England Primary School	15
Bonnors Church of England Primary School	15
Brede Primary School	20
Broad Oak Community Primary School	20
Burwash Church of England Primary School	25
Buxted Church of England Primary School	25
Catsfield Church of England Primary School	15
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	12
Ditchling (St Margaret's) Church of England Primary School	20
East Hoathly Church of England Primary School	15
Etchingham Church of England Primary School	15
Firle Church of England Primary School	15
Five Ashes Church of England Primary School	10
Fletching Church of England Primary School	15
Forest Row Church of England Primary School	45
Frant Church of England Primary School	15
Hamsey Primary School	15
Hankham Primary School	20
Herstmonceux Church of England Primary School	30
High Hurstwood Church of England Primary School	15
Hurst Green Church of England Primary School	20
Icklesham Church of England Primary School	15
Iford and Kingston Church of England Primary School	30 (was 20)*
Laughton Community Primary School	15
Mayfield Church of England Primary School	30
Maynards Green Community Primary School	30
Netherfield Church of England Primary School	20
Newick Church of England Primary School	30
Ninfield Church of England Primary School	20

Northiam Church of England Primary School	15
Nutley Church of England Primary School	15
Park Mead Primary School	15
Peasmarsh Church of England Primary School	15
Pevensey and Westham Church of England Primary School	60
Plumpton Primary School	20
Punnetts Town Community Primary School	15
Ringmer Primary School	45
Rotherfield Primary School	27 (was 20)*
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
St Peter's Church of England Primary School	20
Salehurst Church of England Primary School	30
Sedlescombe Church of England Primary School	30
Staplecross Methodist Primary School	12
Stone Cross School	60
Stonegate Church of England Primary School	15
Ticehurst and Flimwell CE Primary School	30
Wadhurst Church of England Primary School	45
Westfield School	30
Wivelsfield Primary School	20

- **The Lead Member is asked to note that at the time of writing, discussions were still taking place on the possibility of these schools changing their admission numbers as indicated.**

Appendix 3

Co-ordination Admission Schemes for the normal year of entry

Attached are the proposed co-ordinated schemes for primary and secondary admissions at the normal point of entry. The changes to both schemes are minimal.

Introduction

Local Authorities (LAs) are required each year to draw up a scheme for co-ordinating the normal admissions round to primary and secondary schools. The aim of the scheme is to ensure that all parents receive a single offer of a school place on the national allocation date. If the prescribed date falls on a weekend or bank holiday, offers are sent on the next working day.

The scheme proposed by the County Council will be the subject of consultation with all maintained schools in the county and neighbouring local authorities.

Secondary scheme 2016/17

Key dates

Admissions information made available	September 2015
Closing date for applications	31 October 2015
Exchange of preference data between local authorities	30 November 2015
Admission authorities in East Sussex to advise LA of ranked order	8 January 2016
Finalise allocations	1 February 2016
Letters released to secondary schools	22 February 2016
Letters posted first class by secondary schools	1 March 2016
Closing date for appeals	15 April 2016
'On time' appeals heard	April - June 2016

Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally but where more than one school can be offered, the highest possible school named by the parent will be allocated. It will be for individual admission authorities to prioritise all preferences expressed for their schools against the published admissions criteria, which they have consulted on and determined. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex must not use any other application form. A separate, supplementary information form can only be used where additional information is required to determine admission within their published criteria. This form will be obtainable from and returnable to that admissions authority (voluntary aided (VA) schools). A supplementary information form on its own is not a valid application. Applicants living outside East Sussex must use the common application form that is supplied by their home local authority.
2. The process will begin with the information on admission arrangements and methods of application being made available early in September 2015.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference.. The form should be completed and submitted to the LA by the closing date of 31 October 2015.
4. By 30 November 2015, East Sussex will exchange preference data with any local authority where an application has been received.
5. By 8 January 2016, East Sussex schools that are their own admissions authorities will consider their applications, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.
6. By 23 January 2016, other local authorities will advise East Sussex of decisions reached

on applications for their schools from East Sussex residents. East Sussex will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.

7. By 1 February 2016, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child.

Where a child is –

- Eligible for a place at only one school given on the application form, that school will be allocated
- Eligible for two or three schools, a place will be allocated at the highest-ranking school
- Not eligible for a place at any of the named schools and the child lives in East Sussex, a place will be allocated at the nearest school to the home with a space.

8. In the period 8 February to 20 February 2016, letters will be prepared. The LA where the child lives will be responsible for sending letters to parents.

9. In the week commencing 22 February 2016 letters for children being allocated places will be released to East Sussex secondary schools for the schools to post on the allocation date. Details of offers will also be made available to East Sussex primary schools.

10. Tuesday 1 March 2016 – allocation letters posted by first class mail by the allocated secondary school. Applicants who have applied online will receive email notification of the outcome of their applications. Where a preference is not being met, information will be enclosed with the letter explaining to parents how places have been allocated at their preferred school(s). The letter will also advise parents of the right of appeal.

Applications received after 31 October 2015 but by 1 February 2016

1. If an application form is received after 31 October 2015, it will still be passed to the relevant admissions authority with a note that it has been received after the closing date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 1 February 2016.

2. Applicants whose forms are received between these dates will be sent a letter on 1 March 2016. For applications received after 2 February 2015, we will aim to send a decision letter within 20 school days.

Changes of preference

1. Parents may change their preferences at any stage up to the closing date of 31 October 2015. After 31 October 2015, we will not allow preferences to be changed without an exceptional reason. The LA will judge each case on its merits but will only usually accept a change of preference where there has been a significant change of circumstances (such as a house move*) thus making the original preferences no longer practical. Parents will be required to put their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. . If the change of preference is agreed, a decision will be sent on 1 March 2016 provided the request was received by 1 February 2016. Such applicants will be advised that they have the right of appeal if the revised preference cannot be met.

**In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

2. There is no right of appeal where the LA does not accept the change of preference.

No application form received by 1 February 2016

It is recognised that for some children an application form will not be submitted. Such children will normally be allocated a place at the nearest school where a place is available provided the child resides in East Sussex. The relevant admission authority will allocate a place provided that all stated preferences for the school have been met and there are still places available. Such parents will be advised of the school allocation on 1 March 2016.

Applications received on or after 1 March 2016

1. Only preferences stated on the LA application form will be valid. If the preference is for an 'own authority' school, the LA will pass details to the school for a decision. The school must then advise the LA within fourteen days as to whether a place can be allocated so the LA can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the nearest school with a place available (if the identified school is its own admissions authority the LA will ask the school whether a place can be allocated). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.
2. Where the preference is for a school in a neighbouring authority, details will be passed to that authority for a decision to be made. Any authority refusing an application should advise the LA of the decision so the LA can consider allocating an alternative school.
3. The Co-ordinated Scheme will end on 31st August each year. Applications received after this date will be processed by individual schools.

Appeals

1. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal will not be arranged.
2. Parents submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within forty school days of the deadline for lodging appeals. Appeals for late applications will be included with those being heard for the same admission round wherever possible. If this is not possible, they must be heard within thirty school days of the appeal being lodged.
3. The LA must be advised of the outcome of all appeals.

Waiting lists

1. The LA will operate waiting lists for community and voluntary controlled schools so that it is clear as to which child will be offered any place which becomes vacant. Such waiting lists will be operational after the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. The LA must be notified by admissions authorities of any places that are subsequently allocated from the waiting list. Until co-ordination ends, it remains for the LA to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or not.
2. Waiting lists will operate until the end of Term 2, 2016 for Year 7 admissions.

Primary scheme 2016/17

Key dates

Admissions information made available	September 2015
Closing date for applications	15 January 2016
Preferences for each school established	30 January 2016
Exchange of preference data between local authorities	12 February 2016
Admission authorities in East Sussex advise LA of ranked order	18 March 2016
Finalise allocations	31 March 2016
Letters released to primary schools	11 April 2016
Letters posted first class by primary schools	18 April 2016
Closing date for appeals	23 May 2016
Appeals heard	June/July

Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally but where more than one school can be offered, the highest possible school named by the parent will be allocated. It will be for individual admission authorities to prioritise all preferences expressed for their schools against the published admissions criteria, which they have consulted on and determined. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex must not use any other application form. A separate, supplementary information form can only be used where additional information is required to determine admission within their published criteria. This form will be obtainable from and returnable to that admissions authority (voluntary aided (VA) schools). A supplementary information form on its own is not a valid application. Applicants living outside East Sussex must use the common application form that is supplied by their home local authority.
2. The process will begin with the information on admission arrangements and methods of application being made available early in September 2015.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference. The form should be completed and submitted to the LA by the closing date of 15 January 2016.
4. By 30 January 2016 East Sussex will exchange preference data with any local authority where an application has been received.
5. By 12 February 2016 East Sussex schools that are their own admission authorities will consider all applications for their school, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.
6. By 18 March 2016 other local authorities will advise East Sussex of decisions reached on applications for their schools from East Sussex residents. East Sussex will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.
7. By 31 March 2016, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child.

Where a child is –

- Eligible for a place at only one school given on the application form that school will be allocated
- Eligible for two or three schools, a place will be allocated at the highest-ranking school
- Not eligible for a place at any of the named schools and the child lives in East Sussex, a place will be allocated at the nearest school to the home with a space.

8. In the period 1 April 2016 to 8 April 2015 letters will be prepared. The LA where the child lives will be responsible for sending letters to parents.
9. On 11 April 2016 letters for children being allocated places will be released to East Sussex primary schools for the schools to post on the allocation date.
10. 18 April 2016 – allocation letters posted by first class mail by the allocated primary school. Applicants who applied on line will receive email notification of the outcome of their applications. Where a preference is not being met, information will be enclosed with the letter explaining how places have been allocated at their preferred school(s). The letter will also advise parents of the right of appeal.

Applications received after 15 January 2016 but by 31 March 2016

1. If an application form is received after 15 January 2016, it will still be passed to the relevant admissions authority with a note that it has been received after that date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 31 March 2016.
2. Applicants whose forms are received between these dates will be sent a letter on 18 April 2016. For applications received after 31 March 2016, we will aim to send a decision letter within 20 school days.

Changes of preference

1. Parents may change their preferences at any stage up to the closing date of 15 January 2016. After 15 January 2016, we will not allow preferences to be changed without an exceptional reason. The LA will judge each case on its merits but will only usually accept a change of preference where there has been a significant change of circumstances (such as a house move*) thus making the original preferences no longer practical. Parents will be required to put their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. . If the change of preference is agreed, a decision will be sent on 18 April 2016 provided the request was received by 31 March 2016. Such applicants will be advised that they have the right of appeal if the revised preference cannot be met.

**In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

2. There is no right of appeal where the LA does not accept the change of preference.

No application form received

1. Junior transfer – children will normally be allocated a place at the nearest school where a place is available provided the child resides in East Sussex. If the nearest school is one where the LA is not the admission authority, it is expected that the appropriate admissions authority will allocate a place provided that all stated preferences for the school have been determined. Such parents will be advised of the school allocation on 18 April 2016.
2. No Reception places will be allocated unless a completed application form has been received.

Applications received on or after 31 March 2016

1. Only preferences stated on the LA application form will be valid. If the preference is for an 'own authority' school, the LA will pass details to the school for a decision. The school must then advise the LA within fourteen days as to whether a place can be allocated so the LA can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the nearest school with a place available (if the identified school is its own admissions authority the LA will ask the school whether a place can be allocated). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.
2. Where the preference is for a school in a neighbouring authority, the details will be

passed to that authority for a decision to be made. Any authority refusing an application should advise the LA of the decision so the LA can consider allocating an alternative school.

3. The Co-ordinated Scheme will end on 31 August each year. Applications received after this date will be processed by individual schools.

Appeals

1. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal hearing will not be arranged.

2. Parents submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within forty school days of the deadline for lodging appeals. Appeals for late applications will be included with those being heard for the same admission round wherever possible. If this is not possible, they must be heard within thirty school days of the appeal being lodged.

3. The LA must be advised of the outcome of all appeals to other admission authorities.

Waiting lists

1. The LA will operate waiting lists for all community and voluntary controlled primary, infant and junior schools so that it is clear which child will be offered any place which becomes vacant. Such waiting lists will be operational after the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. The LA must be notified by admissions authorities of any places that are subsequently allocated from the waiting list. Until co-ordination ends, it remains for the LA to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or not.

Waiting lists will operate until the end of Term 2, 2016.

Admission of summer born children to Reception classes.

Parents of summer born children who are due to start in reception can request that their child starts on a part-time basis or joins Reception later during the school year.

However, parents can also request that their child starts in Reception in the September following their fifth birthday (i.e. when they would normally be starting Year 1). Parents making such a request should do so during the normal admission round.

The Authority will consider these requests on a case-by-case basis, taking into consideration the child's academic, social and emotional development together with the Headteacher and parent's views. If the request is refused but the child is offered a place in the school (but not the preferred year group) the parent would not have the right of appeal.

If the request is agreed, parents will need to be clear that this does not mean the child will remain in the year below their chronological age group for all of their school career, particularly on transfer to secondary school

