

|

**Voluntary Co-ordinated Admissions Scheme for
In-Year admissions in the area of
North Lincolnshire Council
from 1 September 2013 onwards**

Date: April 2013

CONTENTS

| | Page No. |
|--|-----------|
| Introduction | 3 |
| Interpretation | 3 |
| The scheme | 4 |
| Schedule one | |
| Part I: The scheme for North Lincolnshire Council | 5 |
| Processing of applications | 6 |
| Processing timetable | 6 |
| Determining offers in response to applications | 7 |
| Part II: Fair access and waiting lists | 8 |
| Part III: False information | 8 |
| Schedule two | |
| Determination of the next nearest school | 9 |
| Schedule three | |
| The admission authorities of North Lincolnshire | 10 |

Voluntary co-ordinated admissions scheme for primary, infant, junior and secondary schools in the area of North Lincolnshire Council

Introduction

1. There is no requirement for councils to co-ordinate in-year admissions for 2013/14 and subsequent years. The council is offering to continue co-ordinating such admissions on a voluntary basis. This covers all transfers which fall outside the normal primary, infant, junior and secondary admissions phases for all schools in North Lincolnshire.

Interpretation

2. In this scheme –

“the council” means North Lincolnshire Council,

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means any state-funded mainstream school and includes community, foundation and voluntary schools and academies;

“faith school” means a school that has been designated as having a religious character by the Secretary of State;

“academy” has the same meaning as in section 1 of the Academies Act 2010;

“admission authority” in relation to a community or voluntary controlled school means the council and, in relation to a foundation, voluntary aided school, or academy means the governing body of that school;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“in year” means any application for a place outside the normal round of admissions; and

“eligible for a place” means that a child has been placed on a school’s list at such a point which either falls within the school’s published admission number or within a higher number that the school is prepared to admit up to.

The scheme

3. This scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to primary, infant, junior and secondary schools in the North Lincolnshire Council area ("the scheme").
4. The scheme referred to in paragraph 3 shall be determined with the provisions set out in schedule one and processed by the timetable set out in schedule two.
5. The scheme is voluntary. Own admission authority schools (such as academies) can participate in the scheme if they wish, but they do not have to do so.
6. Own admission authority schools are able to accept applications directly and admit pupils in accordance with their published admissions policies. The Admissions code states that, if they do so, they must notify the council of both the application and its outcome. If they do not offer a place they must inform parents of their right to appeal against the refusal.
7. Own admission authority schools are reminded that a decision to offer or refuse admission must not be made by one individual. The whole governing body, or an admissions committee established by the governing body, must make such decisions.

Schedule One

Part 1

The scheme for North Lincolnshire Council

1. North Lincolnshire Council will have a Common Application Form (CAF) available online and as a paper form for all parents of pupils who reside within North Lincolnshire.
2. The CAF can be used as a means of expressing up to three preferences by parents resident within North Lincolnshire wishing to express a preference for their child
 - a) to be admitted to a school within the North Lincolnshire Council area;
 - b) to be admitted to a school located in another council's area.
3. The CAF will –
 - a) invite the parent to express up to three preferences by completing the CAF either online or as a paper form, including, where relevant, any schools outside the council's area, in rank order of preference.
 - b) invite parents to give their reasons for each preference.
 - c) together with information contained in the council's "schools guide" (available on the North Lincolnshire website), explain that the parent will receive no more than one offer of a school place and how that place will be allocated.
4. The council will make appropriate arrangements to ensure that parents who reside within North Lincolnshire will have access to the CAF and to relevant information which will explain the co-ordinated admissions scheme.
5. All preferences expressed on the CAF are valid applications. The governing body of a faith school can require parents, who have named their school as a preference on the CAF, to provide additional information on a supplementary form. This is only where the additional information is required for the governing body to apply their oversubscription criteria to the application.
6. This scheme shall be classed as an 'equal preference scheme'. All applications will be considered against the published admission criteria, but without any reference to how the school applied for has been ranked by parents. If a child can be offered a place at more than one school, a

place will be offered at the highest ranked school at which a place was available.

7. Where an own admission authority school has decided to accept applications directly, the paper CAF can be completed by parents to apply for a place at that school.

Processing of applications

8. For transfer between North Lincolnshire Schools, where a child has not moved house, the coordinated arrangements are that the parents should submit, in the first instance, their CAF to the child's current school. For online applications the council will contact the current school directly. This will alert the current school to the request and raise their awareness of the reasons for transfer. In some cases it may be possible to resolve any issues to prevent any unnecessary transfers. Thereafter, if the transfer is progressed, the child's current school is required to comment on any difficulties which the child may have been experiencing and what actions / support they have provided.
9. Parents/carers will be notified on behalf of all the relevant admission authorities of the outcome of the application. The letter or e-mail will include the following information:
 - The name of the school at which a place is offered;
 - Where a child has been refused a place at a school ranked higher on the CAF than the one at which a place has been offered, the reasons why the child is not being offered that place;
 - Information about their statutory right of appeal against any decisions to refuse a place;
 - Contact details for the relevant council (for community or voluntary controlled schools) and/or for those school where they were not offered a place, so that they can lodge an appeal with the relevant council or governing body responsible;
 - Where a child has been refused a place at a school, and the school has a waiting list, that the child's name will be added to that waiting list.

Processing timetable

10. In year transfers range in complexity. At one end of the scale might be a house move into a village with one school which has places available, at the other might be a request for a child experiencing difficulties at one school seeking to transfer to another school, either nearby or outside the North Lincolnshire Council area, that may have already admitted up to its published admission number. The requirements for liaison with the schools

involved differ greatly and, consequently, it is not possible to have a “one size fits all” processing timetable.

11. For the simplest of transfers involving North Lincolnshire community or voluntary controlled schools only, the council will aim to have allocated a place within one week of receiving a CAF. More complex cases will take longer, reliant as they are on the need to communicate with multiple schools.
12. Whilst it is essential that children who have no school place are found one quickly, it is permissible to defer entry of pupils who are currently attending school. It is suggested to schools that they:
 - For house moves, admit children within five school days from the date of the council offering the place to the parent;
 - For non-house moves, admit children from the beginning of the next half-term, unless both schools agree an earlier move would benefit the child.

Determining offers in response to applications

13. The council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any school that the parent has nominated.
14. A child’s eligibility for a place at school will be determined by reference to the school’s admissions arrangements. The council will match the offer against the schools named on the CAF and:
 - Where the child is eligible for a place at only one of the schools named on the CAF, that place will be allocated.
 - Where the child is eligible for a place at two or more of the schools named on the common application form a place will be provisionally allocated at the school ranked the highest.
 - Where the request is due to a house move and the child is not eligible for a place at any of the named schools, the child will be provisionally allocated a place at the next nearest school with a place available.

- Where the request is for other than a house move, and the child is not eligible for a place at any of the named schools, the parent will be given the option to keep the child's place at their current school.

Part II Fair Access and waiting lists

15. In year coordination differs from "fair access", as the fair access protocol only comes into effect if a suitable place cannot be secured using the normal arrangements.
16. The council will maintain waiting lists for all community and voluntary controlled schools. It will also do this for own admission authority schools that have purchased the council's admissions service and who wish it do so.
17. Where a child has been refused a place at a school, and the school has a waiting list, the child's name will be added to that waiting list.
18. Waiting lists do not operate on a "first come, first served" basis. In accordance with the Admissions code, children on a waiting list are ranked in priority order against the school's published oversubscription criteria. A later application can therefore be placed at the top of a waiting list if the child has a higher ranking. An example of this would be that, for most schools, a child living in the catchment area will be ranked higher than one who lives outside the catchment area.

Part III False information

19. Where, under the scheme, the offer of a place is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
20. In determining whether to withdraw the offer of the place, account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
21. Where a place, or an offer has been withdrawn, the application will be reconsidered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.

Schedule two

Determination of the next nearest school

1. When a preference cannot be met the “next nearest school” as referred to in paragraph 14, 19, and 20 of schedule one will be one with places available.
2. The “next nearest school” means
 - The catchment school, if that has not been named as a preference, subject to places being available and with the agreement of the admission authority of the school. Where there are two catchment schools this will be the school nearest to the home address by means of the shortest available route;
 - If a place cannot be allocated at the catchment school the nearest school will be a school within North Lincolnshire. This will be determined by measuring the shortest available route
 - The shortest available route is measured by using the public road network from the pupil’s home to the main school entrance as determined by the council. The distance will be measured by using a computerised geographical information system (GIS) provided by Capita Education Services and North Lincolnshire Local Land and Property Gazetteer
 - The admission policy for the school will determine which pupils should be allocated a place where there are insufficient places.

Schedule three

The admission authorities of North Lincolnshire

All community and voluntary controlled schools are covered by this scheme, as the council is the admission authority. Other schools may choose to participate in the scheme if they wish to do so.

Community Schools

Admissions authority: North Lincolnshire Council

Berkeley Infant School
Broughton Infant School
Enderby Road Infant School
Grange Lane Infant School

Berkeley Junior School
Broughton Junior School
Grange Lane Junior School
Winterton Junior School

Alkborough Primary School
Bowmandale Primary School
Burton-on-Stather Primary School
Crosby Primary School
Goxhill Primary School
Killingholme Primary School
Lincoln Gardens Primary School
Messingham Primary School
Priory Lane Community School
Westcliffe Primary School
Winteringham Primary School

Baysgarth School

Bottesford Infant School
Bushfield Road Infant School
Frodingham Infant School

Bottesford Junior School
Brumby Junior School
Leys Farm Junior School

Althorpe and Keadby Primary School
Brigg Primary School
Castledyke Primary School
East Halton Primary School
Holme Valley Primary School
Kirton in Lindsey Primary School
Luddington and Garthorpe Primary School
Oakfield Primary School
South Ferriby Primary School
Willoughby Road Primary School

Frederick Gough School

Voluntary Controlled Schools

Admissions authority: North Lincolnshire Council

Faith schools that do not use any faith-based oversubscription criteria.

Winterton CE Infant School

Barton St Peter's CE Primary School
Gunness and Burringham CE Primary School
John Harrison CE Primary School
New Holland CE and Methodist Primary School
Scunthorpe CE Primary School
West Butterwick Primary School
Wroot Travis Charity Primary School

Belton All Saints CE Primary School
Haxey CE Primary School
Kirmington CE Primary School
St Barnabas' CE Primary School
Ulceby St Nicholas' CE Primary School
Wrawby St Mary's CE Primary School

Non-faith school

Sir John Nelthorpe School

Voluntary Aided Schools

Admissions authority: The governing body of the school

These are all faith schools that do use faith-based oversubscription criteria.

Eastoft CE Primary School
St Martins CE Primary School
Wootton St Andrew's CE Primary School

Foundation School

Admissions authority: The governing body of the school

This is a faith school that does not use any faith-based oversubscription criteria.

St Peter and St Paul CE Primary School

Academies

Admissions authority: The governing body of the Academy

Non-faith academies

Crowle Primary Academy
Epworth Primary Academy
Hibaldstow Academy
Oasis Academy Henderson Avenue
Oasis Academy Parkwood
Scawby Academy
Worlaby Academy

Huntcliff School
Invenio Academy
Melior Community Academy
Outwood Academy Brumby
South Axholme Academy
The Axholme Academy
The Vale Academy
Winterton Community Academy

Faith academies that do not use any faith-based oversubscription criteria

Westwoodside CE Primary School
The St Lawrence Academy

Faith academies that do use faith-based oversubscription criteria

St Augustine Webster Catholic Voluntary Academy
St Bernadette's Catholic Primary Voluntary Academy
St Mary's Catholic Primary Voluntary Academy
St Norbert's Catholic Primary Voluntary Academy

Saint Bede's Catholic Voluntary Academy