

**Co-ordinated Admissions Scheme for Secondary  
Schools in the area of  
North Lincolnshire Council  
for the academic year 2018/19**

**Date: December 2016**

# CONTENTS

	<b>Page No.</b>
<b>Introduction</b>	<b>3</b>
<b>Interpretation</b>	<b>3</b>
<b>The scheme</b>	<b>4</b>
<b>Schedule one</b>	
<b>Part I: The scheme for North Lincolnshire Council</b>	<b>5</b>
Testing	<b>6</b>
Processing of applications	<b>6</b>
Requests for admission outside the normal age group	<b>6</b>
Determining offers in response to applications	<b>8</b>
<b>Part II: Applications received after the closing date</b>	<b>10</b>
<b>Part III: Year 10 applications</b>	<b>11</b>
<b>Part IV: In year admissions</b>	<b>11</b>
<b>Part V: False information</b>	<b>11</b>
<b>Schedule two</b>	
Co-ordinated scheme timetable	<b>13</b>
<b>Schedule three</b>	
Determination of the next nearest school	<b>14</b>
<b>Schedule four</b>	
Admission authorities of North Lincolnshire Schools covered by the scheme	<b>15</b>
<b>Schedule five</b>	
Neighbouring councils that have agreed to fully co-ordinate their admission arrangements with North Lincolnshire Council	<b>16</b>

## **Qualifying co-ordinated admissions scheme for secondary schools in the area of North Lincolnshire Council**

### **Introduction**

1. This scheme is made under Section 88M of the School Standards and Framework Act 1998 and in accordance with The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

### **Interpretation**

2. In this scheme –

“the council” means North Lincolnshire Council,

“secondary education” has the same meaning as in section 2(2) 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, academies, and university technical colleges;

“appropriate school” means a secondary school providing secondary education;

“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;

“the specified year” means the school year beginning at or about the beginning of September 2018;

“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;

“late application” means any application for a place in the normal entry year of secondary education that is received too late for an offer to be made on Thursday 1 March 2018 but is received before the first day of the Autumn term 2018;

“in year” means any application for a place in the normal entry year of secondary education received on or after the start of the Autumn term 2018, and any application for a place in any other year of secondary education received at any time; 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. Pursuant to section 88M of the School Standards and Framework Act 1998, and in accordance with The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to secondary schools in the North Lincolnshire Council area and the areas of other councils who have agreed to fully co-ordinate their admission arrangements with North Lincolnshire Council (“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 shall apply to every secondary school in the council area (except special schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in schedule four and the councils who have agreed to fully co-ordinate their admission arrangements in schedule five.
6. The scheme is not substantially different to the one adopted for the previous academic year and has therefore been determined without the need for prior consultation.

## **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 and whose child is due to transfer to secondary school in September 2018.
2. The CAF must be used as a means of expressing up to three preferences for the purpose of section 86 of the School Standards and Framework Act 1998, 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.
  - d) specify the closing date and where it must be returned.
4. The council will make appropriate arrangements to ensure that parents who reside within North Lincolnshire whose child is due to transfer to secondary school in September 2018 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. Where a supplementary form is required it must be returned to the council so that the relevant forms can be passed to the school/s.

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 a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed the CAF and the school is nominated on it. Where supplementary forms are received directly by faith schools the school must inform the council immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

### **Testing**

8. There are no secondary schools in North Lincolnshire that undertake a selection test of any kind as part of the school's admission arrangements. Where a parent applies for a school in another council which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, the council would expect the admission authority for the school;
  - To make clear to the parent that they are required to express a preference on the CAF from their home council
  - To notify the parent of the result of any selection test prior to the final deadline for return of the CAF.

### **Processing of applications**

9. Completed CAFs must be submitted online or by paper to the council by **Tuesday 31 October 2017**. Completed paper forms can be returned directly to North Lincolnshire Council (the address will be included on the CAF) or their child's current primary school (if it is in North Lincolnshire).

### **Requests for admission outside the normal age group**

10. Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

11. When requesting admission to secondary school in September 2018 a year earlier than would be normal, parents should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. This form should be submitted by **Tuesday 31 October 2017**.
12. When requesting admission to secondary school in September 2019 a year later than would be normal, the parents should firstly complete the standard application for the normal age group by **Tuesday 31 October 2017**. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be submitted by **Tuesday 31 October 2017** (earlier if possible). On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have.
13. Where parents complete an "admission outside the normal age group" form the council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. The council will then make a decision on the request (for community and voluntary controlled schools) or make a recommendation on the request (to voluntary aided, foundation, and academy schools) for the relevant admission authority to make its own decision. Requests for schools outside North Lincolnshire will be referred to the council in whose area the school is, for consideration under that council's scheme.
14. When the admission authorities for each school preferred by the parents have made a decision on the request, the council will write to the parents informing them of the decisions by **Friday 5 January 2018**.
15. If a request to be admitted a year earlier than normal has been agreed, a place will be offered on **Thursday 1 March 2018**.
16. If a request to be admitted a year later than normal has been agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it.
17. Where a parent's request to be admitted a year later than normal is agreed, they must make a new application as part of the main admissions round the following year.

18. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group.

### **Determining offers in response to applications**

19. 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, or
- d) it is acting on behalf of a school that is its own admission authority which has purchased the council's admissions service and asked the council to act on its behalf.

The council will allocate places in accordance with the provisions set out in paragraph 22 of this schedule.

20. No later than **Friday 1 December 2017** the council will have exchanged information with other councils and other admissions authorities within North Lincolnshire, forwarding them all relevant details from the CAF and any supplementary information received by this date, which schools require in order to apply their oversubscription criteria.

21. No later than **Friday 15 December 2017** Academies within North Lincolnshire that have not purchased the School Admissions service from the council will consider all applications for their school, apply the school's oversubscription criteria and provide the council with a list of those applicants ranked according to the school's oversubscription criteria.

22. By **Friday 19 January 2018** The council will:

- Complete a provisional list of offers for North Lincolnshire schools
- Where the child is eligible for a place at only one of the schools named on the CAF, that place will be provisionally allocated.
- Where the child is eligible for a place at two or more of the schools named on the CAF a place will be provisionally allocated at the school ranked the highest.
- Notify other councils of places that can or cannot be offered to their pupils who have applied for a North Lincolnshire school.



- Receive notification from other councils of places they can or cannot offer to North Lincolnshire pupils who have applied for a place at a school within their authority.

23. By **Friday 26 January 2018** the council will take into account places that can and cannot be offered from other councils and

- Inform other councils of provisional offers we wish to accept and those we do not.
- Receive from other councils provisional offers for North Lincolnshire schools they wish to accept and those they do not.
- North Lincolnshire will then determine whether any more provisional offers can be made and notify other councils accordingly
- Other councils to determine whether any more provisional offers can be offered to North Lincolnshire pupils and notify North Lincolnshire accordingly.

This process will be repeated after receiving confirmation that offers are to be accepted or declined until no more offers can be made.

24. By **Friday 16 February 2018** the councils will have resolved all offers of places.

- All councils will have exchanged final offers of places for schools within their authority.
- Where a child is not eligible for a place at any school named on the CAF a place will be provisionally allocated at the next nearest school with a place available.

25. On **Thursday 1 March 2018** parents will be sent an e-mail or a letter notifying that they are being offered a place at the allocated school. This letter will give 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 the decisions to refuse places;
- Contact details for the relevant council (for community and voluntary controlled schools) and/or for those schools 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 ranked higher on the CAF than the one at which a place has been offered, the child's name will be added to the waiting list for the school.

The letter will not inform parents of places still available at other schools.

26. No later than **Friday 9 March 2018** the council will inform all secondary schools, including those who are their own admissions authority, of all the pupils to be offered places at their school.
27. **Thursday 15 March 2018** will be the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have accepted the place.

## **Part II**

### **Applications received after the closing date**

28. The closing date for applications in the normal admissions round is **Tuesday 31 October 2017**. Where applications are received after this date and up to **Thursday 14 December 2017** each application will be considered and included in the offers of secondary school places made on national offer day.

As far as is reasonably practicable applications received after the allocations procedure has begun on **Thursday 14 December 2017** and prior to **Thursday 1 March 2018** will be offered a school place on **Thursday 1 March 2018**, but the closer to the **Thursday 1 March 2018** deadline that an application is received, the less likely it will be that an offer will be made on that date.

### **No CAF received by Thursday 1 March 2018**

29. It should be noted that parents who make a positive preference on the CAF will have priority in respect of the allocation of a school place over a parent who does not complete a CAF. Where no CAF is submitted the child will, on **Thursday 1 March 2018**, be offered a place at the catchment school, subject to places being available, or the next nearest school with

places available. This will only apply for pupils whom the council is aware of.

### **Applications received after Thursday 1 March 2018 for the intake year**

30. Applications made direct to any school on the CAF must be forwarded to the council immediately. Where only the supplementary form is received the school must inform the council immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The council will enter the details onto its central database and offer a place in accordance with the published criteria.

A place will be allocated at the nearest appropriate school with a vacancy as defined in schedule three.

### **Part III Year 10 applications**

22. Parents of children in year 9 may request a place in year 10 at a University Technical College (UTC). The Humber UTC is the only 'school' in North Lincolnshire where the normal point of entry is at year 10. Applications will be processed in line with the Year 7 transfer arrangements set out in this scheme and places offered for September 2018. (Parents/carers who live outside North Lincolnshire must apply through their home Local Authority).

### **Part IV In year admissions**

23. Parents requesting places after the first day of the Autumn term of the normal entry year are classed as in year admissions. Parents requesting places for other than the normal year of entry to secondary school are classed as in year admissions.

24. The procedures for in year admissions are covered under a separate co-ordinated scheme, they are not covered by this document.

### **Part V False information**

25. 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.

26. 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.

27. 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**

### **Co-ordinated scheme timetable**

#### **Friday 7 July 2017**

Inform other councils of Y5 pupils who reside within their administration area and receive details of North Lincolnshire pupils attending their primary schools

#### **Tuesday 12 September 2017**

Date by which information will be issued to all North Lincolnshire pupils either via schools or posted to home address if they attend a primary school outside the authority

#### **Tuesday 31 October 2017**

Closing date for applications

#### **Friday 1 December 2017**

Last date to exchange information between other councils and other admission authorities within North Lincolnshire

#### **Friday 15 December 2017**

Last date for council to receive list of all pupils in admission criteria order from other admission authorities within North Lincolnshire

#### **Friday 19 January 2018**

Last date for councils to send first round of allocation information identifying potential offers

#### **Friday 26 January 2018**

Councils to inform each other of places they wish to accept and process until no more offers can be made.

#### **Friday 16 February 2018**

Final date for offers between councils to be resolved

#### **Thursday 1 March 2018**

Notification sent to parents of their allocated school

#### **Thursday 15 March 2018**

Last date for offers to be accepted by parents

#### **Friday 13 April 2018**

Date by which appeals should be returned

#### **May/June 2018**

Appeals held

## **Schedule three**

### **Determination of the next nearest school**

1. When a preference cannot be met the “next nearest school” as referred to in paragraph 24, 29, and 30 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 four

### **Admission authorities of North Lincolnshire secondary schools covered by the scheme**

#### **Community Schools / Voluntary Controlled Schools Admissions authority: North Lincolnshire Council**

Baysgarth School  
Frederick Gough School  
Sir John Nelthorpe School

\*If any schools become academies their status will change but they will still be required to comply with this scheme.

#### **Academies**

##### **Admission authority: The governing body of the Academy**

##### **Non-faith academies**

Humber UTC+  
Huntcliff School +  
Melior Community Academy +  
Outwood Academy Brumby +  
Outwood Academy Foxhills +  
South Axholme Academy +  
The Axholme Academy +  
The Vale Academy +  
Winterton Community Academy +

##### **Faith academy that does not use any faith-based oversubscription criteria**

The St Lawrence Academy +

##### **Faith academy that does use faith-based oversubscription criteria**

Saint Bede's Catholic Voluntary Academy

+ At the date of printing these schools have purchased the council's admissions service, therefore the council will carry out the task of ranking applications in accordance with the criteria in the academies' published admission arrangements.

## **Schedule five**

### **Neighbouring councils that have agreed to fully co-ordinate their admission arrangements with North Lincolnshire Council**

Doncaster Metropolitan Council  
East Riding of Yorkshire Council  
Kingston-upon-Hull City Council  
Lincolnshire County Council  
North East Lincolnshire Council  
Nottinghamshire County Council