



HALTON LOCAL AUTHORITY SCHEME: CO-ORDINATION OF ADMISSION ARRANGEMENTS FOR SECONDARY SCHOOLS – 2011/12 ACADEMIC YEAR CONSULTATION DOCUMENT

- 1.0** This document is intended to fulfil the statutory requirements for admissions into year 7 at secondary schools.
- 2.0** The Co-ordinated Secondary scheme applies to the following schools in Halton. The number in brackets denotes the proposed Published Admission Number for 2011, but may alter in the light of the Secondary Reorganisation Programme. Parents requesting further details should contact the LA direct.

Halton High School (180)	Academy
Saints Peter & Paul Catholic College (289)	Voluntary Aided
St Chad's Joint Faith Catholic & CE High School (190)	Voluntary Aided
The Bankfield (190)	Community
The Grange Trust (180)	Trust
The Heath School (240)	Community
Wade Deacon High School (300)	Community

Halton Local Authority (LA) is the Admission Authority for the three community high schools, and for the two voluntary aided schools, the trust school and the academy the Governing Body is the admission authority.

- 3.0** Halton residents will be given the opportunity to complete a common preference form and express a preference, with reasons, for up to 3 secondary schools using this form. The LA must invite applications on the preference form and the preference form must comply with mandatory provisions and the requirements of the DCSF School Admissions Code of Practice. This form is also available on-line and parents are encouraged to apply for a school place via the Halton Borough Council website at www.halton.gov.uk. Parents/carers should only complete one application form and preferences may include Halton schools and schools maintained by other LAs.

4.0 Admission authorities (the LA for community and voluntary controlled schools, and governing bodies for voluntary aided, trust and academy schools) **must** ensure that their determined admission arrangements comply with the mandatory provisions of the DCSF Code. All admission authorities must operate an Equal Preference Scheme. Within an equal preference scheme all preferences are considered against each school's published admission criteria. After all preferences have been considered, if only one school named on the preference form can offer a place, the LA will send out an offer of a place. If more than one school can offer a place, parents will be offered a place at whichever of those schools is ranked highest on the preference form. This may not be the first preference school. If a school becomes oversubscribed then places will be allocated in accordance with the oversubscription criteria (see paragraph 6.0).

5.0 APPLYING FOR A SECONDARY SCHOOL PLACE FOR SEPTEMBER 2011

5.1 Halton LA publishes an "Admission to Secondary School" booklet (a Composite Prospectus). The preference form will be contained within this booklet and the booklet will be issued to all year 6 pupils attending Halton Primary Schools and Halton resident pupils who attend schools in other LAs, and will be available at Halton Direct Link Offices, Halton Libraries, on line via the council's website, and from the Student Services Team. The booklet will be issued at the start of the Autumn Term, **September 2010**, and the on-line form will be available at the same time.

5.2 The preference form will seek three preferences in ranked order (regardless of which LA the school preferences are for). Halton residents whose child(ren) attend a Halton Primary School must return the form to Halton LA no later than **31st October 2010**. Halton residents whose children attend primary schools in other authorities must return the form direct to Halton LA no later than **31st October 2010**. On-line forms must also be submitted by this date.

5.3 Halton resident parents may request information (a prospectus) regarding schools in neighbouring LAs but **must** complete their preferences on the Halton form. Halton LA will work with its neighbouring authorities: Cheshire, Warrington, Liverpool, Knowsley, St Helen's, together with any other admission authority where a parent has applied for a school place.

5.4 On-Line Admissions: LAs are required to have a facility for parents to apply on-line for a secondary school place. This facility is in place for Halton residents via Halton Borough Council's website at www.halton.gov.uk and on-line applications will be dealt with along with all other applications.

- 5.5** Halton LA will record all preferences on the admissions database and will forward, week beginning **15th November 2010**, details of all first, second, and third preferences for admission to aided, trust and academy schools and neighbouring authorities to the relevant admission authority, for consideration in accordance with their published admission criteria.
- 5.6** The governing bodies of all Voluntary aided schools should note that they must treat first, second, and third preferences equally against their admission criteria and **must** notify the Student Services Team by Friday **17th December 2010** which pupils have been offered places and which have been declined and indicate under which criteria the children have been admitted/declined.
- 5.7** When all preferences have been considered Halton LA will notify parents of their child's allocated Halton LA community or voluntary aided school place (and if parents have requested a school in another authority the maintaining authority will notify parents). These notification letters will be sent on **1st March 2011** together with details of the appeal process if applicable.

6.0 OVERSUBSCRIPTION CRITERIA

6.1 For admission to the community secondary schools in Widnes (The Bankfield and Wade Deacon) for the September 2011 intake if a community school in Widnes becomes oversubscribed places will be allocated in accordance with the following criteria:

- 1) Children in Public Care – children who are subject to a care order, or are accommodated by the Local Authority
- 2) Children who are resident within the designated catchment zone of the school
- 3) Siblings - pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 4) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of permanent residence of the pupil

Parents living within a particular catchment zone are not necessarily guaranteed a place at the school within the catchment zone. Generally there are enough places for all children living in a school's catchment zone. However, parents must still complete a preference form and express a preference (or preferences) along with all other parents. If

the school is oversubscribed then the criteria detailed above will be applied.

6.3 For admission to The Heath School in Runcorn (community school) if the school becomes oversubscribed places will be allocated in accordance with the following criteria:

- 1) Children in Public Care – children who are subject to a care order, or are accommodated by the Local Authority
- 2) Siblings – pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household, already attending the school and expected to continue in the following year
- 3) Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the school to the address point of the place of child's permanent residence of the pupil.

For admission to community schools in Widnes and Runcorn the following notes apply:

a) Children who have a statement of special educational needs will be allocated a place at the school named in the statement. If this happens this will reduce the number of places available within any of the oversubscription criteria detailed above.

b) If oversubscription occurs within any one of the above criteria, places will be allocated on distance grounds as described within the distance criteria above.

c) Where applications are received for twins, triplets etc, the LA will apply the oversubscription criteria and will oversubscribe the school if a family would otherwise be separated.

d) The address to be used in measuring distance for the purpose of allocating school places will be the child's permanent address. Where a child lives with parents with shared responsibility, the LA will use the address of the person receiving Child Benefit for allocation purposes. Parents may be required to submit evidence of Child Benefit upon request from the LA. It may be necessary for the Council to carry out checks that the address given is genuine and parents may be requested to produce further documentary evidence of the child's address. The above criteria will apply without reference to the Halton Borough Council boundary.

e) Where applications are received from families of UK Service personnel and other Crown servants, school places will be allocated to

children in advance of the approaching school year if accompanied by an official MOD, FCO or GCHQ letter declaring a return date with full address details and providing they would meet the criteria when they return to the UK.

f) If none of the parent's preferences can be met, in accordance with the DCSF School Admissions Code, Halton LA will allocate a school unless there are insufficient places remaining in the authority. In Halton, a place will be allocated at the nearest school to the home address measured in a straight-line distance measurement from the child's permanent residence to the school. This does not affect the parent's rights to appeal for a place at the school(s) they have been refused.

7.1 EARLY AGE TRANSFER TO SECONDARY SCHOOL

Children of exceptional ability and maturity can be considered for transfer to secondary schools one year earlier than normal. Head teachers of primary/junior schools are invited each year to put forward the names of any pupils whom they consider are physically, intellectually, and emotionally suitable to benefit from such a transfer, and who might be educationally disadvantaged by remaining in the primary sector for a further year. However, as a first step, head teachers will discuss possible candidates with parents, the school's link adviser, and the Educational Psychologist. Parents who consider that early transfer might benefit their child should discuss this with the head teacher.

7.2 LATE APPLICATIONS FOR HALTON SECONDARY SCHOOLS

Late applications for places at Halton LA maintained community schools received after the closing date, but received in time for the initial allocation will be included where possible. However, as the exact date of allocation cannot be predicted, the LA cannot guarantee that any late application will be included in the initial allocation, therefore parents/carers are strongly urged to ensure their application is received by the closing date. If the late application is received after places have been allocated and the school(s) are oversubscribed, the child will be placed on the waiting list, the child's position on the waiting list being determined by the admission policy. Parents have the right of appeal if admission is refused and details on the appeal process are given in paragraph 8.0.

If parents are making a late application to a voluntary aided school the school will advise how this will be dealt with.

It will be necessary for the applicant to provide the appropriate evidence to support an exceptional case for late application.

7.3 CHANGE OF PREFERENCE

If parents decide to change their preference after the closing date they will need to complete another preference form. If places have already been allocated the LA may not be able to meet the change of preference and the child's name will be added to the waiting list as paragraph 7.6 below.

7.4 CHANGE OF ADDRESS

If a pupil moves house after the closing date of 31st October 2010 parents must notify the LA and request a new preference form. This form must be completed and returned to the LA immediately. If there is a place available at the school of preference a place will be offered. If the year group is oversubscribed then parents will be offered the right of appeal and any other preferences will be considered. The child will also be placed on the waiting list. The LA will require documentary evidence to confirm a change of address.

7.5 WITHDRAWAL OF OFFER OF A SCHOOL PLACE

Halton LA reserves the right to withdraw the offer of a school place in limited circumstances. These may include where a fraudulent/intentionally misleading preference form is received claiming a false sibling or false residence.

7.6 WAITING LISTS

Waiting lists will be held for oversubscribed LA Maintained Community Secondary Schools. The waiting list will comprise of those pupils refused admission to the school(s) of preference. This list will be maintained from the time of initial allocation until the end of the Autumn Term, at which point the waiting list will cease. If a place becomes available at an oversubscribed school, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

8.0 ADMISSION APPEALS

Parents who are not offered a place at any of their preferred LA maintained community, voluntary aided, trust or academy schools have a right of appeal to an independent appeals panel under section 94 of

the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents have the right to present their case to the panel in person. The Chairman of the appeal panel will be a lay-person having no connection with the LA. Other members of the panel will be suitably experienced persons. The decisions of independent appeals panels are binding on the LA and on the school's governing body.

Applications for admission to Aided Church schools, Trust and Academy schools will be referred to the Admissions Committee of the governing body of the school concerned. The LA, acting on behalf of the governors, will notify parents of the result of their application. If the application is not approved parents will be notified of their statutory right of appeal.

9.0 SCHOOLS WITH SIXTH FORMS

It is anticipated that there will be three schools with sixth forms in the borough for the 2011 intake: Halton High School (which will be an academy), Saints Peter & Paul Catholic College, and St Chad's Catholic and Church of England Joint Faith Voluntary Aided High School.

Each school **must** include in its consultation paper the arrangements they propose to use to allocate places in Year 12. It is not intended that the LA will co-ordinate admissions to sixth form, therefore applications must be sent to the relevant admission authority (i.e. the school) for consideration. Parents and children above compulsory school age have the right to make separate applications for more than one school.

Each school **must** set an admission number for its sixth form, and should say in its published information what the anticipated sixth form capacity will be. However, the published admission number **must** only relate to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted. It is not necessary for children already in the school to apply formally for places in year 12, but the admission arrangements **must** give details of any entry requirements. Children in care **must** be given highest priority within the criteria, schools **must not** interview children or their families for entry to year 12, although meetings can be held to provide advice on options and entry requirements. Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Where the admission authority has not admitted up to its PAN it cannot refuse to admit applicants who have met the minimum entry. Any other applicant refused must be given the right of appeal to an independent appeal panel.

SEPTEMBER 2010 APPLICATION PROCESS COMMENCES

31ST OCTOBER 2010 CLOSING DATE FOR RECEIPT OF APPLICATIONS

15TH NOVEMBER 2010 LA PROVIDES DETAILS OF ALL 1ST 2ND AND 3RD PREFERENCES TO VA, TRUST AND ACADEMY SCHOOLS AND NEIGHBOURING LOCAL AUTHORITIES

BETWEEN 15TH NOVEMBER AND 17TH DECEMBER 2010 ADMISSION COMMITTEES MUST MEET TO CONSIDER ALL APPLICATIONS

NO LATER THAN 17TH DECEMBER 2010 VA, TRUST AND ACADEMY SCHOOLS AND NEIGHBOURING LOCAL AUTHORITIES NOTIFY THE LA OF THOSE PUPILS ALLOCATED/DECLINED AND DETAILS OF THE CRITERIA THE APPLICATION HAS BEEN AGREED/DECLINED

1ST MARCH 2011 LA WRITES OUT TO ALL PARENTS SEEKING A PLACE AT A HALTON SCHOOL WITH THE OUTCOME OF ALLOCATION

MONDAY 21ST MARCH 2011 APPEALS TO BE LODGED WITH THE LA MAINTAINING THE SCHOOL