



## DETERMINED ARRANGEMENTS

### IN-YEAR CO-ORDINATED ADMISSIONS SCHEME SEPTEMBER 2012

#### 1.0 Introduction

1.1 The School Admissions Code requires all local authorities to co-ordinate all in-year admission requests for all schools from September 2010 onwards. Local Authorities are required to determine a scheme by which all schools in their area **must** operate. The scheme set out below applies to all community, voluntary controlled, voluntary aided, and academy schools in Halton.

1.2 For anyone applying for a school place during the academic year (rather than for admission to reception class or transfer from primary to secondary school) this scheme will apply. This will include children moving into the authority from another authority, moving within the authority, or seeking to move schools for other reasons.

1.3 The scheme must in law require parents to complete a common application form (a preference form) and the LA must, after considering the preferences, make a single offer of a place. All applications will be considered on an equal basis and a place will be offered, wherever possible, at the school ranked the highest on the form.

1.4 The form must enable the parent to provide the following information:

- The parent/carer's name and address
- The name, address, and date of birth of the child
- The opportunity to apply for not less than three schools, whether or not any such school is within the authority's area, and to rank those schools
- The opportunity to give reasons for the application

In addition to the statutorily required information above, Halton LA is proposing, following discussion with diocesan authorities, to also request the following information for admission to Catholic schools:

- Is the child a baptised catholic yes/no (delete as appropriate)
- If yes, in which parish were they baptised

The form will also ask the parent/carer to identify any sibling links, and the child's current school.

**1.5** The scheme must identify whether it is the local authority or the governing body who are the admission authority. In Halton the local authority is the admission authority for all community and voluntary controlled schools. The governing body is the admission authority for voluntary aided schools, academies and trust schools. The Scheme does not apply to applications for Special Schools.

## **2.0 Applying the In-Year Scheme – Admission to Halton Schools**

**2.1** Parents/Carers of children who are already in a school who are seeking to move to another school for reasons other than a house move are strongly advised to meet and discuss the move with both the current school and the proposed admitting school before completing an application form. This is extremely important for children who are in the last year of primary school or who have started their particular examination courses, as moves during these times are not generally recommended.

**2.2** Where a parent/carer does approach a school or the Local Authority to request an in-year admission, the parent/carer **must** be provided with an application form. The form will be available from all schools and will also be available to download from the Halton Borough Council website at [www.halton.gov.uk](http://www.halton.gov.uk), and from the Child Place Planning Team, Grosvenor House, Runcorn WA7 2WD. The form must be returned to the Child Place Planning Team at the address above.

**2.3** The parent/carer will be required to complete the form, ensuring they complete all the relevant sections. Where an application is received for a Halton school it will generally be considered within ten school days. If the application is for a community or voluntary controlled school and the school is under the Published Admission Number (PAN) for that year group, the Local Authority will write to the parent/carer confirming that a place is available. This letter will be sent to the admitting school and the current school one day prior to being sent to the parent/carer for information. If the parent is moving into the authority from another authority then the admission will be agreed as the date the child moves into the authority. If the child is moving schools within the authority then the admission will be agreed from the start of the following term.

**2.4** If the request is for admission to a voluntary aided school parents/carers may also be required to complete a supplementary form and should discuss this with the proposed admitting school. The Local Authority form, when completed, will then be forwarded to the relevant school for consideration by the relevant body. The request **must** be considered by the relevant body and a written response **must** be provided to the Local Authority within 5 school days. If the school is agreeing the admission then same timescales for admission will apply

as in paragraph 2.3 above. If the School is refusing admission then the reason for refusal must also be provided to the Local Authority in writing, following which the Local Authority will write to the parent advising them that the School has refused, explaining why the governing body have refused, and offering the parent the right of appeal against the decision.

- 2.5** If the governing body are refusing admission then the Local Authority will consider any other preferences the parent may have expressed and offer an alternative school place. However the parent may still wish to appeal for the higher ranked school.
- 2.6** Regardless of which school the parent/carer is offered, the parent/carer must accept the offer of the place within two weeks after the date of the offer. If no acceptance is received the offer will no longer stand.
- 2.7** Applications received will be considered together on the following school day thus ensuring that all applications received on one day are considered together.
- 2.8** Applications received during school holidays will be acknowledged in writing by the Student Services Team and the parent/carer will be advised that the application will be dealt with within 10 school days.
- 2.9** The School Admissions Code requires all schools to keep up-to-date lists of pupil numbers on roll and supply the Local Authority with the information when requested.
- 2.10** Schools **must** ensure that school based staff and any others who have contact with members of the public are aware of the in-year scheme and do not make any provisional offers of places. Only the Local Authority can write to parents/carers offering/refusing a school place either on behalf of community and voluntary controlled schools as the Local Authority is the admission authority, or on behalf of the governing body for voluntary aided, trust and academy schools.
- 2.11** Where no offer of a school place can be made, i.e. none of the preferences expressed on the form can be met, Halton Local Authority will offer a place at the nearest school with places available, this may, in some cases, mean that a place is offered at a voluntary aided school with a place available. This is in line with the School Admissions Code.
- 2.12** The Local Authority has the power to direct the admission of a child who is looked after by the Local Authority. This includes admitting the child in excess of the admission number. The allocation of places for looked after children (children in care) must be undertaken within a maximum of twenty days.
- 2.13** Accepting the school place – The parent/carer will be sent an acceptance slip with their offer letter and places must be accepted by

the parent/carer within 10 school days. If no acceptance is received the place will be withdrawn and the parent notified in writing that this has happened.

### **3.0 Applying the In-Year Scheme – Admission to non-Halton schools**

**3.1** If an application is received from a Halton parent requesting a school place in another authority then Halton LA must notify the maintaining authority i.e. the authority where the school is situated, of the application and forward to them details of the application.

**3.2** Similarly, if a request is received by Halton LA for a place in a Halton school from a non-Halton resident on their home authority's form, then the application will be considered as in section 2 above, except that the timescale will be extended to 19 days for consideration, and that Halton LA will notify the home authority of the decision as to whether to admit the child or not. The home authority will then communicate the decision to the requesting parent/carer on behalf of the maintaining LA or school's governing body.

### **4.0 Duties of A Governing Body Under An In-Year Scheme**

**4.1** This in-year scheme, in accordance with statutory regulations, requires a governing body who are the admission authority for a school:

- a) to forward their maintaining authority details of any application made to the school direct, together with any supporting information provided by the parent (regardless of whether the parent who made the application resides in that authority's areas)
- b) to determine or make arrangements for another body (including the maintaining authority) to determine by reference to the school's admissions criteria the order of priority in which each application for the school is ranked
- c) to arrange for the governing body (or other body determined by the governing body) to notify the authority of the determination.

Governing bodies **must** comply with the above duties.

### **5.0 The Right of Appeal**

**5.1** Where a parent is refused admission to a particular school they must, in law, be given the right of appeal to an independent admission appeal panel and the Local Authority in the determination letter to parents/carers will advise parents of this right on behalf of all schools within the authority.

## **6.0 Fair Access Protocol**

**6.1** The Department for Education (DfE) has confirmed that the operation of Fair Access Protocols is outside the arrangements of extended coordination so the statutory duty to comply with parental preference does not apply in those circumstances. Therefore this scheme does not apply to those children who fall under the Fair Access Protocol and those children will continue to be considered under the Protocol.

## **7.0 Children with a Statement for Special Educational Needs**

**7.1** Any applications received for the in-year admission of a child with a statement of special educational needs will be considered within the above process providing the child's statement does not name a particular school. If a school is named on the child's statement then the application will be forwarded to the LA's SEN Assessment Team for consideration and notification will be sent to the parent/carer.

## **8.0 Waiting Lists**

**8.1** If an application is received and only a lower ranked preference school can be offered, the Local Authority will maintain a waiting list for the remainder of the academic year. The waiting list will be maintained in criteria order. The waiting list will cease at the end of each academic year.

### **Infant, Junior and Primary Schools to which this scheme applies:**

#### **COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

All Saints Upton C E Voluntary Controlled Primary (30)  
Astmoor Primary (25)  
Beechwood Primary (15)  
Brookvale Primary (40)  
Castleview Primary (20)  
Daresbury Primary (15)  
Ditton Primary (60)  
Fairfield Infant (80)  
Fairfield Junior School (80)  
Farnworth C E Voluntary Controlled Primary (56)  
Gorsewood Primary (30)  
Hale C E Voluntary Controlled Primary (25)  
Halebank C E Voluntary Controlled Primary (15)  
Hallwood Park Primary (25)  
Halton Lodge Primary (30)  
Hillview Primary (30)  
Lunts Heath Primary (45)  
Moore Primary (30)

Moorfield Primary (45)  
Murdishaw West Community Primary (30)  
Oakfield Community Primary (40)  
Pewithall Primary (30)  
Simms Cross Primary (40)  
Spinney Avenue C E Voluntary Controlled Primary (30)  
The Brow Community Primary (25)  
The Park Primary (20)  
Victoria Road Primary (40)  
West Bank Primary (30)  
Westfield Primary (25)  
Weston Primary (15)  
Weston Point Primary (20)  
Windmill Hill Primary (15)  
Woodside Primary (30)

**ALL THROUGH SCHOOLS TO WHICH THIS SCHEME APPLIES:**

The Grange (KS1 entry – 60 KS3 entry – 180)

**VOLUNTARY AIDED SCHOOLS TO WHICH THIS SCHEME APPLIES:**

**CHURCH OF ENGLAND:**

Runcorn All Saints' CE Aided Primary (20)  
St Berteline's CE Aided Primary (43)  
St Mary's CE Aided Primary (35)

**CATHOLIC:**

Our Lady Mother of the Saviour Catholic Primary (30)  
Our Lady of Perpetual Succour Catholic Primary (30)  
St Augustine's Catholic Primary (15)  
St Basil's Catholic Primary (60)  
St Bede's Catholic Infant (60)  
St Bede's Catholic Junior (60)  
St Clement's Catholic Primary (30)  
St Edward's Catholic Primary (20)  
St Gerard's Roman Catholic Primary & Nursery (25)  
St John Fisher Catholic Primary (30)  
St Martin's Catholic Primary School (30)  
St Michael's Catholic Primary (35)  
The Holy Spirit Catholic Primary (20)

**PROPOSED PRIMARY ACADEMY SCHOOLS:**

Palace Fields Primary (40)

## **SECONDARY SCHOOLS TO WHICH THIS SCHEME APPLIES**

Ormiston Bolingbroke (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	Community-all through
The Heath School (240)	Academy (proposed)
Wade Deacon High School (300)	Community