

Primary

PROPOSED - Co-ordinated Admissions Scheme for First and Primary Schools in the area of North Tyneside Local Authority

Introduction

This scheme is made by North Tyneside Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applies to all maintained First & Primary Schools in North Tyneside.

The Co-ordinated Admission Scheme for North Tyneside Local Authority is set out below and complies with the changes introduced in the new School Admissions code (Feb 2009), which reflects new legislation, laid out in the Education and Inspections Bill 2006. The dates relating to the admissions process for the school year 2013/2014 are attached at schedule 2.

A separate scheme exists in relation to admissions to Middle and High Schools. (Secondary Scheme)

Interpretation

1 In this scheme -

“the LA” means North Tyneside Council acting in its capacity as Local Authority;

“the LA area” means the area in respect of which the LA are the Local Authority;

“the schools” means all community, trust or voluntary schools (but not special schools), which are maintained by the LA;

“VA schools” means such of the schools as are voluntary aided schools;

“Admissions Authority” in relation to a community or voluntary controlled school means the LA and, in relation to a trust or VA school means the Governing Body of that school;

“The specified year” means the school year beginning at or about the beginning of September 2013,

“Late/Casual Applications” means applications that are made for the year of entry at a school that are received late or outside of the main allocation process,

“In-Year Applications” means applications that are made for any year group other than the normal year of entry at the school,

“appropriate school” means the nearest school identified by the Authority in accordance with the LA’s home to school transport policy;

“parent or carer” means any person who (as defined in the Children Act) holds parental responsibility for a child and with whom the child normally resides;

“sibling” refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer’s partner; and in every case should be living in the same family unit at the same address.

“direct distance” straight-line distance from a centre point at the school to the home address of the child as measured by the Council’s GIS/ONE system

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2013.

The LA will include in its admission arrangements for the 2013/2014 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each VA school will include in its admission arrangements for the 2013/2014 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every Admissions Authority for a first and primary school in the LA area (except Special Schools): The Admissions Authorities are as follows:

North Tyneside Council	Rockcliffe First School
Holy Cross RC Primary School	Amberley Community Primary
St Bernadette’s RC Primary School	Battle Hill Community Primary
St Columba’s RC Primary School	Benton Dene Primary
St Cuthbert’s RC Primary School	Carville Primary
St Joseph’s RC Primary School	Greenfields Community Primary
St Mary’s RC Primary School (North Shields)	Hadrian Park Primary
St Mary’s RC Primary School (Forest Hall)	Hazlewood Community Primary
St Stephen’s RC Primary School	Moor Edge Community Primary
Star of the Sea RC Primary School	Redesdale Community Primary
Christ Church C of E Primary School	Stephenson Memorial Community Primary
St Bartholomew’s C of E Primary School	Wallsend Jubilee Community Primary
Wallsend St Peter’s C of E Primary School	Western Community Primary

Schedule 1

Part 1 -The Scheme

- 1 There will be a standard form supplied by the LA known as the **Common Application Form** (CAF) which will also be available electronically and on-line, for parents who are resident in North Tyneside and wish to express up to three preferences for their child to be admitted to a maintained community first or primary school within the LA area (including VA and trust schools); for the academic year 2013/2014.
- 2 The CAF must be used as a means of expressing one or more preferences for the purposes of Section 86 of the Schools Standards and Framework Act 1998, parents who are resident in one LA but who wish to apply for a place at a school maintained by another LA must apply on the Common Application Form obtained from the Local Authority in which they live or online.
- 3 The CAF must be returned to the home LA in accordance with the timescales set within their co-ordinated scheme.
- 4 The CAF will invite the parent to express up to three preferences, in rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference. Once parents have made their preferences, they will not be able to change them without a genuine reason for doing so, for example, if the family has recently moved address.
- 5 The CAF will specify a closing date and where it must be returned.
- 6 The LA will make appropriate arrangements to try and ensure that a CAF is made available to the parent of every pupil living in North Tyneside who is due to commence primary education in **September 2013** and that the CAF is accompanied by a written explanation of the Co-ordinated Admission Scheme (The Essential Guide to North Tyneside Schools Booklet).
- 7 The CAF will include a supplementary section to be completed by parents who express a preference for a VA school to enable them to provide relevant additional information.

Processing of CAF

- 8 Completed CAF should be returned to the LA by **15 January 2013**. On-line applications must also be received by the closing date.
- 9 Completed CAFs, which are received for good reason after the closing date will be accepted, but may be classed as late for the purpose of allocation. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a North Tyneside property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear

evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the CAF

- 10** The LA will make the offer of a first or primary school place to the parent of a child commencing primary education in September 2013 who applies for a school place at a maintained first or primary school in North Tyneside.
- 11** The LA will determine the offer of a place for all community first and primary schools in North Tyneside in its capacity as the Admissions Authority or on behalf of the Admissions Authority of a VA or trust school which was able to offer a place. The relevant Admissions Authority will notify North Tyneside of the potential offer of a place. North Tyneside will then be responsible for making the offer of a place in accordance with paragraphs 5 and 16 of this Scheme.
- 12** By **1 February 2013** the LA will notify the Admissions Authority for each of the schools of every preference which has been expressed for that school including all relevant details and any supplementary forms received which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside of the LA area, the LA will similarly notify the relevant authority/authorities by the **1 February 2013**.
- 13** By **5 March 2013** the Admissions Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked list of the other schools nominated.
- 14** By **6 March 2013**
- Where the child is eligible for a place at the parent's highest nominated preference school, that school will be allocated to the child.
 - Where the child is not eligible for a place at the highest ranked school, they will be allocated a place at the school, which is the next highest ranked nominated school where the child is eligible for a place.
 - Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the next nearest appropriate school with a vacancy, measured by direct distance (straight line) from school to home address.
- 15** By **13 March 2013** the LA will provide VA schools and other authorities with a first indicative list of offers and by **25 March 2013** the LA will notify schools which parents will be offered places at their school and other LAs will be notified of places in North Tyneside schools that will be offered to their residents.
- 16** On **15 April 2013** the LA will write to all parents resident within their area to whom the offer of a place can be made, this letter will give the following information:

- The name of the school at which a place is offered and the date by which the place offered should be accepted.
- The details of the Admissions Authority whom the offer is being made on behalf of, e.g. Governing Body of VA school or other Local Authority;
- The reasons why the child is not being offered a place at each of the higher ranked schools nominated on the CAF;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Invite parents to write to the LA if they want to be considered for any places that might become available in schools ranked higher on the CAF than the school they are offered in the re-allocation process using the waiting list for the relevant school and in accordance with the oversubscription criteria.
- Contact details for the school (in case of VA and trust schools where they were not offered a place, so that they can lodge an appeal with the Governing Body).

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

17 The **29 April 2013** is the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that the place is no longer required, however the Local Authority will continue to pursue parents for written confirmation of what alternative arrangements have been made for their child.

Re-allocation Lists (waiting lists)

18 **May 2012** the LA reallocates any places that may have become vacant since 15 April giving priority to parents as follows;

- late applicants who have just moved into the catchment area of their first preference school but who have no offer of a school place;
- other late applicants who have requested a place at a non catchment school but who have no offer of a school place;
- applicants who have been offered a school place but not at any of the schools they nominated on the CAF and the place that has become available is at the school the parent nominated on the CAF;
- applicants who have been offered a school but who ranked the school at which the place has become available higher on their CAF than the school at which they were offered on 15 April. A child who has a place at a nominated school will not be offered a place at a school which they have ranked lower than the school on their CAF.

19 Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused which was ranked higher on their

CAF than the school offered. If places become available after 15 April 2013 they will be allocated to children using the waiting list for the relevant school. A child's position on any waiting list will be determined using the admission criterion for the school in question.

Where a parent receives a place at their highest ranked school, they will not be considered for re-allocation, nor will they be offered a place at any other school simply because it has places available. Where a parent has been allocated a place at their second preference school, they may be placed on the re-allocation list of their first preference but not their third.

Where a parent has been offered a place at a school which they did not nominate on their CAF, they may be placed on the list of schools they did nominate and can be considered for places at those schools, if any become available, after parents without an offer of a place have been considered and offered places in accordance with paragraph 18 of this Schedule.

- 20** Re-allocation (waiting lists) for all oversubscribed schools will be maintained by the LA until the end of the **Autumn term 2013**.

Part 2 - Late Applications/Casuals

- 21** The closing date for applications in the normal admissions round is **15 January 2013**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons may be accepted. Examples of what will be considered as good reason include when a lone parent has been ill for some time, or has been dealing with the death of a close relative, a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of North Tyneside property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

Late applications/Casuals

- 22** All applications received after the allocations procedure has begun will be classed as late and will be considered after the allocation period has ended but before the **15 April 2013** where possible and an offer made.

No CAF received by 15 April 2013

- 23** Where a CAF has not been received by 15 April 2013, the LA will offer a place at the catchment school or if this is not available the nearest appropriate school which has a place available as measured by direct distance (straight line) from school to home address.

Part 3 – In-Year Admissions

- 24** Applications received for places in year groups other than the normal year of entry to First and Primary schools will be treated as in-year admissions. These

applications should be made on the in-year common application form and sent to the Local Authority in the area that you live, even if the school you are applying for is in another Local Authority area or is a Voluntary Aided or trust school. The Local Authority will:

- Determine any application for a community school for which it is the Admissions Authority; and
- If the application is for a VA or trust school, refer the application to the Governing Body of the school within **5 school days** of receipt, who will then notify the LA whether a place is available or not and also the numbers in the year group requested within **5 school days**.

25 Applications for schools that are in another Local Authority area will be made on the in-year common application form from the Local Authority area that you live. The Local Authority will forward your application to the other Local Authority who will process this in accordance with their co-ordinated scheme.

26 If any parents approach a community, VA or trust school directly the Headteacher/ Governing Body must ensure that the parent completes an in-year common application form that will be available from the Local Authority. The Local Authority will follow the same procedure as in paragraph 24 of the scheme. The Local Authority will notify the parent and the Admissions Authority of the outcome of the application and if the offer is for a school that is VA or trust, will make the offer on behalf of the Governing Body. Parents will have **10 school days** to accept the offer of a school place and notify the Local Authority.

27 If a place **cannot** be offered at a school ranked higher on the application form by the parent than the one offered, the Local Authority will inform the parent of the refusal and inform them of the right to appeal. In the case of VA or trust schools, details of who they must contact to lodge an appeal.

The Governing Body of a VA or trust school will be responsible for arranging any in-year appeals lodged against their decision to refuse to offer a place, directly with the Clerk to the Independent Appeal Panel, Legal, Governance and Commercial Services, North Tyneside Council, NE27 0BY. Tel: (0191) 6435312 Fax: (0191) 6432431.

The Local Authority will be responsible for arranging appeals for all community schools for which it has responsibility as Admissions Authority.

The LA will keep a track of any pupils who apply for in-year admissions and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of looked after children.

The Local Authority will also be responsible for maintaining waiting lists in respect of in-year applications.

Schedule 2

Timetable of Co-ordinated Scheme (First and Primary)

September 2012	Essential Guide Booklet and CAF made available to parents resident in North Tyneside.
15 January 2013	Closing Date for CAF together with any supplementary forms (as required) to be returned to LA and schools. (schools to forward to LA by next courier service.
1 February 2013	Details of applications to be sent to VA schools and other LAs.
5 March 2013	VA schools provide the LA with ranked lists of applicants. Neighbouring LAs also provide lists of provisional offers.
6 March 2013	The LA will match the provisional and ranked lists of all the schools and allocate places in accordance with the scheme.
13 March 2013	The LA will provide VA schools and other LAs with a first indicative list of offers.
25 March 2013	The LA will notify schools which parents will be offered places at their school and other LAs will be notified of places in North Tyneside schools that will be offered to their residents.
15 April 2013	Notifications sent to parents.
29 April 2013	Last date for offers to be accepted by parents.