

Secondary

Co-ordinated Admissions Scheme for Middle & High Schools (Secondary) 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) (Secondary) (England) Regulations 2002 and applies to all maintained Middle & High (Secondary) 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 2012/2013/2014 are attached at schedule 2.

A separate scheme exists in relation to admissions to First and Primary Schools. (Primary 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 is 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 2012,

“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 2012.

The LA will include in its admission arrangements for the 2012/2013 school year the provisions set out in the Schedule to this scheme.

The Governing Body of VA High and Trust High schools will include in its admission arrangements for the 2012/2013 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 middle and high school in the LA area (except Special Schools): The Admissions Authorities are as follows:

North Tyneside Council
 St Thomas More RC High School
 Monkseaton High School
 John Spence Community High School
 Marden High School
 Norham Community Technology College
 Churchill Community College
 George Stephenson High School
 Longbenton Community College
 Seaton Burn Community College
 Whitley Bay High

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 Middle or High (secondary) school or VA or trust secondary school in North Tyneside or to a school or schools in another LA for the academic year 2012/2013.

- 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, by parents resident in the LA area wishing to express a preference for their child -
 - a) to be admitted to a school within the LA area (including VA and trust schools);
 - b) to be admitted to a school located in another LA's area (including VA and trust schools).
- 3 The CAF will invite the parent to express up to three preferences including, where relevant any schools outside the LA's area, 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 be unable to change them without a genuine reason for doing so, for example, if the family has recently moved address.
- 4 The CAF will specify a closing date and where it must be returned.
- 5 The LA will make appropriate arrangements as far as practicable to ensure that a CAF is issued to the parent of every pupil living in North Tyneside who is due to transfer to (secondary) education in **September 2013** and that the CAF is accompanied by a written explanation of the Co-ordinated Admission Scheme (Essential Guide to North Tyneside Schools Booklet).
- 6 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

- 7 Completed CAF should be returned to the LA by **31 October 2012** so that the LA can keep a track of parents who do not complete a CAF. On-line applications must be received by the closing date.
- 8 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

- 9** The LA will make the offer of a Middle or High (secondary) school place to the parent of every child living in North Tyneside transferring to secondary education in September 2013 who applies for a school place at a maintained school.
- 10** The LA will determine the offer of a place for all community secondary schools in North Tyneside in its capacity as the Admissions Authority. For VA schools, trust schools or schools in another Local Authority, 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 4 and 14 of this Scheme.
- 11** By **23 November 2012** the LA will notify VA and trust schools of every preference, which has been received for their 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 23 November 2012.
- 12** By **11 January 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. **8 February 2013**. The LA will then match this ranked list against the ranked list of the other schools nominated.
- 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.
- 13** By **25 February 2013** the LA informs its Middle & High (secondary) schools of the pupils to be offered a place at their school, and informs other LAs of places in North Tyneside schools to be offered to their residents.
- 14** On **1 March 2013** the LA will write to all parents resident in North Tyneside 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 or Trust 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 the parents to write to the LA if they want to be considered for any places that might become available in schools they ranked higher on the CAF than the school they are offered in the re-allocation process after 15 March 2013.
- Contact details for the school (in case of Trust and VA schools where they were not offered a place, so that they can lodge an appeal with the Governing Body), and the relevant LAs.

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

15 The 15 March 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)

16 March/April 2013 the LA re-allocates any places that may have become vacant since 1 March 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 1 March. 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.

- 17** Parents may request in writing for their children to be placed on a waiting list at any school they have been refused, which was ranked higher on their CAF than the school offered. If places become available after 15 March 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.

If vacancies occur the first allocation of places will take place during March/April 2013 for all relevant schools followed by subsequent allocations, if found to be necessary, at weekly intervals on the Friday of each week.

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 16 of this Schedule.

- 18** Re-allocation (waiting lists) for oversubscribed schools will be kept by the LA for **one term** from September 2013. No lists will be kept for any school thereafter, either by the LA or the individual schools.

Part 2 - Late Applications/Casuals

- 19** The closing date for applications in the normal admissions round is **31 October 2012**. 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

- 20** Applications received after the allocations procedure has begun will be considered after the allocation period has ended but before the 1 March 2013 where possible and an offer made.

No CAF received by 1 March 2013

21 Where a CAF has not been received by 1 March 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

22 Applications received for places in year groups other than the normal year of entry to Secondary school, 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**.

23 Applications for schools that are in another Local Authority area will be made on the in-year 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.

24 If any parents approach a community, VA or Trust school directly the Headteacher / Governing Body must ensure that the parent completes an in-year application form that will be available from the Local Authority. The Local Authority will follow the same procedure as in paragraph 22 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 a 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.

25 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 and in the case of VA or Trust school, 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.

Schedule 2

Timetable of Co-ordinated Scheme (Middle and High)

September 2012	Essential Guide Booklet and CAF issued to parents.
31 October 2012	Closing Date for CAF together with any supplementary forms (as required) to be returned to LA.
23 November 2012	Details of applications to be sent to F and VA schools and other LAs.
11 January 2013	VA schools provide the LA with ranked lists of applicants. Other LAs also provide lists of provisional offers
	The LA will match the provisional and ranked lists of all the schools and allocate places in accordance with the Scheme.
25 February 2013	LA informs its Middle & High (Secondary) schools of the pupils to be offered places and other LAs will be notified of places in North Tyneside schools that will be offered to their residents.
1 March 2013	LA makes offers to parents.
15 March 2013	Deadline for parents to accept the offer of the school place.
March/April 2013	Any places that become available are offered to parents in priority order in accordance with the Scheme.