

## **2018-19 CO-ORDINATED ADMISSION SCHEME - PRIMARY**

This Scheme is made by Durham County Council (Durham LA) under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2014.

A separate Scheme exists in relation to secondary schools.

### ***Interpretation***

1. In this Scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA is the local education authority.

“School” means a Community, Voluntary Controlled, Foundation, or Voluntary Aided school or an Academy.

“Admission Authority” means the LA in respect of any of the schools which is a Community or Voluntary Controlled school, the Governing Body of the school in respect of a Voluntary Aided school or a Foundation school and the relevant Trust for an Academy.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s age, ability, aptitude and any special educational needs, in the view of the Authority.

2. The Scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
3. The Scheme will apply for the admission arrangements for the school year commencing September 2018.
4. The Scheme shall apply to every primary school in the LA area (except special schools).

## **SCHEDULE 1**

### **PART 1 - THE SCHEME**

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a primary, infant and, where appropriate junior school in County Durham or to a school or schools in another LA area for the academic year 2018/19.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School 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 maintained primary school and Academy within the LA area (including Voluntary Aided Schools).
  - b. to be admitted to a maintained primary school and Academy located in another LA's area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the 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.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School or an Academy, was able to offer a place. Annex 1 lists those Governing Bodies/Trusts which are the Admission Authority for schools or Academies to which this Scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the child's home address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools or the relevant Trust for Academies, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from its website. The facility to apply on-line will also be made available via the LA's website.

8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide any relevant additional information.

### **Processing of Applications**

9. Completed applications should be made to the LA by 15 January 2018.
10. Completed applications which are received for very good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2018, the date the allocation procedures begin. 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 County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents must, however, 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 application**

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing primary education in September 2018 who applies for a place at a maintained school/Academy.
12. The LA will determine the offer of a potential place for Community and Voluntary Controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools, Academies or schools in another Local Authority area, the relevant Admission Authority will inform the LA of the potential offer of a place\*. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 6 February 2018, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the common application form (electronic applications will be provided via the School Admissions Module), **excluding parental preference information\***.
14. By 6 March 2018, the Admission 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.
15. By 13 March 2018, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
  - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.

- Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
  - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.
16. No later than 13 March 2018 the LA will inform other LAs of places in County Durham schools/Academies to be offered to their residents and on 16 April 2018 the LA will inform its schools/Academies of the pupils to be offered places at their schools/Academies.
17. On 16 April 2018, the LA will communicate to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
- a. one of the preferences on the common application form; or
  - b. the nearest suitable school with places available.
18. The LA's communication will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish. The communication will include contact details for the LA and those nominated Voluntary Aided schools or Academies where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Academy Trust. The communication will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The communication will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder 2 weeks after the offer date (16 April 2018) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 8 May 2018 the LA will reallocate any places that may have become available since 16 April 2018, strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
- 1. those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 16 April 2018 and who have confirmed that they still wish to be offered a place at the higher ranked school,
  - 2. those who have not been offered any school place because their applications were received late i.e. after 13 March 2018 (see paragraph 23) and those who have been offered a school place but who now wish to apply for a place at an alternative school,
21. From 9 May 2018, parents may ask for their child's name to be kept on a waiting list for an oversubscribed school to be offered places if they become available. The waiting lists for all schools/Academies/ will be maintained by the relevant admission authority\* and any places which become available will be offered strictly in accordance with the published

22. admission criteria of the appropriate admission authority. Waiting lists will be maintained for the school year. If parents want their children to remain on a waiting list for subsequent years, they must inform the LA in writing or via email.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 15 January 2018 and prior to 13 March 2018 will be considered and, as far as possible, offered a school place on 16 April 2018. Applications received by the closing date take priority over late applications, however applications which are received for very good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2018, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 14 March 2018 and 7 May 2018 inclusive, the LA will, on the 8 May 2018, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available. These will be considered equally along with other applicants that are on the waiting lists for a higher preferred school because they did receive their first, or in some cases their second or third preferences on 16 April 2018.
24. For applications received between 16 April 2018 and 31 August 2018 inclusive, offer/refusal communications will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Any parent approaching a school direct must be referred to the LA. The LA will offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible at nearest school that has a place available. For those who do not receive a higher preferred school the mailing lists will continue to operate.

## **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2018 will be treated as in-year admissions.
26. The LA will, upon request, provide information about the places still available in all maintained schools within the area and a suitable form for parents to complete when applying for a place for their child at any school. All relevant admission authorities will consider any application that is made (making reference to any waiting lists that are in operation) whether via an application form or through a parent's direct approach to any school, and then notify the LA, if appropriate, of the outcome\*. Parents whose applications are refused will be offered a right of appeal.
27. The LA will monitor in-year applications and intervene as appropriate to ensure that applicants are placed in a school without undue delay.
28. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference. The waiting list for all schools will be maintained

by the relevant admission authority\* and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admissions authority. Waiting lists will be maintained throughout the school year. Any offer of a school place will always be made by the LA.

#### **PART 4 – ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

29. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A child is entitled to a full-time place in the September following their fourth birthday.
30. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their child's fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age.
31. Children born in the summer term, 1 April to 31 August, are not required to start school until a full school year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age.
32. Admission authorities will expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.
33. Where a parent wants their child to be admitted out of their normal age group, the admission authority has two separate decisions to make:
  - it must first decide on the age group the child should be admitted to
  - only once that decision has been made can it apply its oversubscription criteria to decide whether a place can be offered in that age group.

34. Although it is not always easy for admission authorities to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school before compulsory school age.
35. The process in place:
  - requires the parent to make an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time
  - ensures that the parent receives the response to their request before primary national offer day.
36. If the request is 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 and make an in year application for admission to year one for the September following the child's fifth birthday.
37. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.
38. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just their first preference schools.
39. Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents.
40. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.
41. Where an application for September 2018 has been received by 15 January 2018 for a child's admission to Reception instead of Year 1 (which is the child's normal age group cohort) and this has been agreed, the application will be considered alongside all other applications that are received by this date. The application will not have lower priority on the basis that the child is being admitted outside their normal age group.

## Timetable for Admission to Primary Schools/Academies September 2018

12 September 2017	Parents Guide to School Admissions and Common Application Form are made available to parents.
15 January 2018	Closing date for return of forms to the LA.
6 February 2018	LA sends copies of Application Forms to all admission authorities* and neighbouring LAs. Own admission authority schools are able to view their applications on-line.
6 March 2018	All admission authorities* and the relevant admission authority for neighbouring LA schools provide the LA with ranked list of applicants. Own admission authority schools rank their applications on-line.
13 March 2018	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
16 April 2018	LA makes offers to parents and schools can view on-line the pupils to be offered places at their schools. Those parents not receiving a higher or any preferred school will have their child's name placed on these waiting list(s).
30 April 2018	Deadline for parents to accept the offer of a school place.
8 May 2018	Any places that become available since 16 April 2018 are reallocated to parents.
9 May 2018	Waiting lists are established and begin to operate

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this Scheme applies:

All Saints' Catholic VA Primary	St Joseph's RCVA Primary, Stanley
Bishop Ian Ramsey CE Primary	St Joseph's RCVA Primary, Coundon
Blessed John Duckett RCVA Primary	St Joseph's RCVA Primary, Newton Aycliffe
Blue Coat CE Junior	St Joseph's RCVA Primary, Ushaw Moor
Bowes Hutchinson CE Primary	St Joseph's RCVA Primary, Gilesgate
Esh CE Primary	St Joseph's RCVA Primary, Murton
Our Lady & St Joseph's RCVA Primary, Brooms	St Joseph's RCVA Primary, Blackhall
Our Lady & St Thomas RCVA Primary	St Mary Magdalen RCVA Primary
Our Lady of Lourdes RCVA Primary	St Mary's RCVA Primary, South Moor
Our Lady of the Rosary RCVA Primary	St Mary's RCVA Primary, Blackhill
Our Lady Queen of Martyr's RCVA Primary	St Mary's RCVA Primary, Barnard Castle
Our Lady Star of the Sea RCVA Primary	St Mary's RCVA Primary, Newton Aycliffe
St Bede's RCVA Primary	St Mary's RCVA Primary, Wingate
St Benet's RCVA Primary	St Michael's RCVA Primary
St Chad's RCVA Primary	St Michael's CE Primary
St Charles' RCVA Primary	St Oswald's C.E. (Aided) Primary
St Cuthbert's RCVA Primary, New Seaham	St Patrick's RCVA Primary, Dipton
St Cuthbert's RCVA Primary, Chester-le-Street	St Patrick's RCVA Primary, Consett
St Cuthbert's RCVA Primary, Crook	St Patrick's RCVA Primary, Langley Moor
St Francis CE Aided Junior	St Pius X RCVA Primary
St Godric's RCVA Primary, Durham	St Thomas More RCVA Primary
St Godric's RCVA Primary, Thornley	St Wilfrid's RCVA Primary
St Hild's College CE Aided	St William's RCVA Primary
St John's CE Aided Primary	

The Trusts of the Academies listed below are Admission Authorities to which this Scheme applies:

New Seaham	Acre Rigg Academy
The Ribbon, Murton	Tudhoe Colliery Primary
Victoria Lane Academy, Coundon	Stephenson Way Academy and Nursery
Cleves Cross Primary	Brownay Academy
Rosa Street Primary	Dene House Primary
South Hetton Primary	Shield Row Primary
South Stanley Infant	Greenland Community Primary