

SECONDARY CO-ORDINATED ADMISSIONS SCHEME

Normal point of entry – 2018/2019



Introduction

The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies, Free Schools, Studio Schools and University Technical Colleges (UTCs) are required to participate in the co-ordinated scheme except that in the first year of opening, a Free School, Studio School or UTC may choose whether to participate in the local qualifying scheme.

Interpretation

1. In the scheme:

- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, studio, trust or VA school or a UTC, means the Board of Governors of that school;
- **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
- **in-year admission** means any application for a place in the first year of secondary education or entry year to a studio school or UTC that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
- **Local Authority (LA)** means the local Council. The LA for Plymouth is Plymouth City Council;
- **nearest appropriate school** means the nearest appropriate school to the applicant's home address with a vacancy;
- **PAN** means the Published Admission Number for the year of entry at a school.
- **school** means a maintained community, foundation, free, trust or voluntary aided (VA) school (but not a special school) or an academy, studio school or UTC;
- **the specified year** means the school year 2018/19 starting September 2018;

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 shall apply to every secondary school including academy, foundation, free, studio, trust and VA schools or a UTC in Plymouth (except special schools) and shall take effect from September 2017 for admissions to secondary schools in September 2018.

4. The scheme shall be based on the **equal preferences** system.
5. Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.

SCHEDULE I

PART I - THE SCHEME

1. There shall be a standard form known as the common application form.
2. The common application form shall be used for the purpose of admitting pupils into the first year of secondary education (year 7) or the first year of entry to a studio school or UTC in the admissions round leading up to the date specified in Schedule 2.
3. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents/carers resident in Plymouth wishing to express a preference for their child to be admitted to a state funded school in Plymouth (including academy, foundation, free, studio, trust or VA school or a UTC), or located in another LA's area (including academy, foundation, free, studio, trust or VA school or a UTC).
4. The common application form and the written information that accompanies it shall:
 - a) invite the parent/carer to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent/carer to give reasons for each preference;
 - c) explain that the parent/carer will receive no more than one offer of a school place and that:
 - i) a place shall be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place shall be offered at an alternative school; and
 - iii) any refusal of a place applied for will explain clearly why a place has not been allocated and will explain the right and procedure for appeal;
 - d) specify the closing date and where it must be returned.
5. The City Council shall make appropriate arrangements to ensure that the common application form is available on the City Council's website and on request from the City Council in respect of admissions to year 7 of a secondary school or the entry year of a studio school or UTC. The website will also display a parent/carer's guide which provides a written explanation of the scheme.
6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent/carer resident in Plymouth who has a child in their last year of primary education has access to a common application form and a written explanation of the secondary transfer process.

The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent/carer resident in Plymouth who has a child due to complete Year 8 or Year 9 of secondary school has access to a common application form and a written explanation of the key stage 4 transfer process.

7. All preferences expressed on the common application form are valid applications. The Board of Governors of an academy, foundation, free, studio, trust or VA school or a UTC may also require parent/carers who wish to nominate, or have nominated, their school on the common application form, to provide such supplementary information as is required for the Board of Governors to apply its over-subscription criteria to the application. Where supplementary information is required, the applicant shall return it direct to the relevant school.
8. When an academy, foundation, free, studio, trust or VA school or a UTC receives supplementary information, it shall not be regarded as a valid application unless the parent/carer has also completed either the City Council common application form or, if resident in another area, their home area's common application form, and the school is nominated on it. Where supplementary information is received directly by an academy, foundation, free, studio, trust or VA school or a UTC, the school shall inform the City Council so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer to ask them to complete one.

Applications outside of the chronological age group

9. Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the headteacher of the school(s) concerned. Parent/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.
 - (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
 - a decision will be made in conjunction with the Team Leader, School Admissions as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
 - (ii) In respect of own admission authority schools:
 - a decision will be made by the Board of Governors as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

Where an application is accepted out of age cohort, it will be considered in accordance with the normal admission arrangements.

Children being considered for early admission to a grammar school take the 11-plus tests. If you are thinking of requesting early admission you should consult your child's headteacher first. Early admission to a secondary school does not alter the age at which a child can leave education or training.

Processing common application forms

10. The closing date for the City Council to receive applications for Year 7 or the entry year to a studio school or UTC is as specified in Schedule 2.
11. Completed common application forms for children who live in Plymouth shall be returned to the City Council either via a primary school or direct, so that the City Council can keep track of parent/carers who do not complete a common application form.
12. Schools shall keep a record of all application forms forwarded to the City Council.

Determining offers in response to the common application form

13. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent/carer has nominated.

The City Council shall allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.

14. By the date specified in Schedule 2, where a parent/carer has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.
15. By the date specified in Schedule 2, in the case where the admission authority is undertaking the ranking of applications against the admission criteria, the City Council shall notify the admission authority for each academy, foundation, free, studio, trust or VA school or a UTC of every nomination that has been made for that school. The City Council will forward a report detailing the relevant information contained in the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria.
16. By the date specified in Schedule 2, the admission authority for each school undertaking the ranking of applications against the admission criteria, shall consider all applications for its school, apply the school's over-subscription criteria (if appropriate) and provide the City Council with a list of those applicants ranked according to the school's over-subscription criteria. Schools who are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.
17. By the date specified in Schedule 2, the City Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
 - eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference.
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at

the nearest appropriate school with a vacancy.

18. By the date specified in Schedule 2, the City Council shall inform each of its secondary schools, including studio schools and UTCs, of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.
19. On the National Allocation Date (1 March each year or next working day should 1 March fall on a non-working day), parent/carers shall be notified by second class post that they are being offered a place at a school. This letter shall include:
- the name of the school at which a place is offered;
 - the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust and VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal with the Board of Governors;
 - information about places still available at other schools;
 - a requirement to notify the City Council whether the applicant intends to accept the place allocated to the child.

Additionally, parent/carers who applied for a school place online and who requested electronic confirmation will receive an email on the national allocation date to confirm the school allocated.

Allocation letters for this scheme will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the co-ordinated scheme. Allocation letters must not be sent by individual schools. After this date, the local in-year co-ordinated scheme comes into force.

20. By the date specified in Schedule 2, parent/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
21. Where no common application form is submitted by the national allocation date, a place shall be offered at the nearest appropriate school with a vacancy in response to a late application. The City Council shall seek evidence to establish to which children this applies.
22. Neither the City Council nor any school shall inform any parent/carer before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

Children resident abroad*

23. The following children are not entitled to a state education:

- children from non-European Economic Area (EEA) countries who are here as short term visitors - these are children who live abroad but have been admitted to the UK for a short visit, for example as tourists or to visit relatives;
 - children from non-EEA countries who have the UK Border Agency's permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school;
24. Where the child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his/her passport confirming the nationality of a country in the European Economic Area (EEA) or Switzerland.
 25. Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those of the EEA or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
 26. Where a child whose nationality is of a country other than those in the EEA or Switzerland, an application will be accepted on production of his/her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restriction available for inspection. An address in Plymouth will also be required.
 27. The countries which constitute the EEA are Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

*The provisions under this section may be amended following the United Kingdom's decision to leave the European Union.

Parental responsibility

28. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility is in agreement with the application. Occasionally, objections are later raised by a person with legal parental responsibility.
29. Where this happens, we will ask for evidence of legal parental responsibility and will also ask all parties for evidence of court orders relating to education or a special guardianship order.
30. In the absence of such an order, we will make a decision in the best interest of the child taking into account any views submitted by persons with parental responsibility, the child's residence and who has day to day responsibility for the child e.g. transport to school. Where an objection is raised, parent/carers will be advised to seek legal advice with a view to obtaining a final court order relating to education/special guardianship. Once we receive evidence of this order, the case will be reviewed.

Waiting Lists

31. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. With the exception of Devonport High School for Boys, a child will

automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of Devonport High School for Boys, eligibility to join the waiting list is dependent upon score attained in the selection examination. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

32. Accordingly, where a child has been allocated a place:

- at the parent/carer's first ranked preference school, he or she shall not be considered for re-allocation;
- at the parent/carer's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
- at the parent/carer's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
- at a school that the parent/carer did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

33. Waiting lists shall be kept until the date specified in Schedule 2 as the start of the in-year admissions procedure. From that date, the procedures outlined in the in-year co-ordinated scheme apply and where appropriate, waiting lists will be passed to own admission authority schools.

Selection assessments and tests

34. Where a selection assessment or test is part of the school's admission arrangements, parent/carers will be invited to register their children for the selection assessment/examination. The admission authority will inform the parent/carer of the outcome of the selection assessments/tests before the close date for submission of the common application form making it clear that this does not equate to a guarantee of a selective school place.
35. Where a parent/carer fails to register their child for the selection assessment/examination, the child will not be included in the assessment/examination process for the allocations on the national allocation date in March. Late requests for selection assessments/testing will only be considered on exceptional grounds. In such a case, parent/carers will need to make a case why it was not possible for them to have reasonably been aware of the assessment/examination process.

PART II - LATE APPLICATIONS

36. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason will be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:
- when a single parent/carer has been ill for some time, or has been dealing with the death of a close relative;
 - where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases);

- the City Council will also consider other circumstances and decide each case on its own merits.
37. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the national allocation date but, if not, normally within four weeks of the City Council receiving the application.
38. Late applications made direct to any school on the common application form shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.
39. Children who are the subject of a direction to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child on a waiting list.

PART III – IN-YEAR ADMISSIONS

40. Applications received on or after the first day of the first school term of the admission year will be treated as an in-year application as will an application for admission to an age group other than the relevant age group. Note that a separate scheme applies to in-year admissions.

SCHEDULE 2

Timetable for admissions to Year 7 in a secondary school

From 4 September 2017	<ul style="list-style-type: none"> ▪ Availability of Parents Guide and relevant application forms.
24 April 2017 –1 September 2017	<ul style="list-style-type: none"> ▪ I I-plus registration takes place for grammar schools
16 and 23 September 2017	<ul style="list-style-type: none"> ▪ I I-plus selection examinations take place for grammar schools
11 October 2017	<ul style="list-style-type: none"> ▪ I I-plus results issued for boys and girls
By 31 October 2017	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date ▪ Supplementary information, as required, are sent direct to the relevant LA, academy, foundation, free, studio, trust, UTC and VA school.

By 30 November 2017	<ul style="list-style-type: none"> ▪ The City Council sends to other LAs details of relevant applications received. ▪ The City Council sends to academy, foundation, free, studio, trust, UTC and VA schools details of relevant applications received. ▪ The City Council notifies each community school of the number of applications for the school and how the applications are ranked.
By 10 January 2018	<ul style="list-style-type: none"> ▪ Academy, foundation, free, studio, trust, UTC and VA schools provide the City Council with ranked lists of applicants.
1 February 2018	<ul style="list-style-type: none"> ▪ The allocation procedure starts.
By 8 February 2018	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools on 1 March.
By 27 February 2018	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who will be offered places at the school on 1 March.
1 March 2018	The City Council sends allocation notifications to parent/carers.
By 15 March 2018	Parent/carers to respond to allocation notifications.
17 March 2018	<ul style="list-style-type: none"> ▪ Latest submission date for applications to be included in the 2nd allocation round
By 31 March 2018	<ul style="list-style-type: none"> ▪ Late 11+ Testing, results to be issued on 2nd round of allocations
31 March 2018	2nd round of allocations - The City Council sends allocation notifications to parent/carers
14 April 2018	Parent/carers to respond to allocation notifications.
From 1 September 2018	Applications for Year 7 are treated as in-year admissions.