

The Co-ordinated Admissions Scheme for Peterborough Secondary Schools September 2019

1) Introduction

1.1 All local authorities are required¹ to formulate a scheme to co-ordinate admissions during the normal admissions round to maintained secondary schools (including academies, but excluding maintained special schools and maintained nursery schools) within their area.

Co-ordination for September 2019

1.2 Peterborough City Council (LA) will notify the Secretary of State for Education by 28 February 2018 that agreement to its co-ordinated scheme for admissions has been secured and has provided him/her with a copy.

Admission Criteria

1.3 Under the co-ordinated scheme, the LA, as the admission authority, will set and apply the oversubscription criteria for all maintained community and voluntary controlled schools. Academies, voluntary aided, free and foundation schools continue to set and apply their own oversubscription criteria.

2) Aims of the Secondary Scheme

2.1 Co-ordination schemes are intended to simplify the admissions process whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school is sent a single offer of a school place by their local authority.

2.2 Co-ordination schemes do not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and oversubscription criteria, nor for academies and free Schools to agree their own arrangements with the Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area.

- To meet all statutory requirements relating to the co-ordinated admissions process
- To ensure that the needs of the child and the wishes of the parent(s) are the prime considerations
- To ensure that as many parents as possible gain a place for their child at one of their preferred schools
- To ensure that every child living in the LA area who has applied for a school place in the normal admission round is issued with an offer letter on the agreed offer letter date
- To specify how late applications should be dealt with and how applications that fall outside of the normal admission round should be dealt with
- To ensure that all parties to the admissions process work together to achieve the above aims, within the limits of the legislation relating to school admissions

¹ The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 No.8

3) The Scheme

3.1 The scheme shall:

- apply to all maintained secondary schools in the LA area;
- ensure that a fair and transparent system for the allocation of school places is achieved;
- the LA will produce a secondary admissions information booklet providing information to parents about the admissions process, the application procedure and containing information relating to every Peterborough maintained secondary school, specifying the criteria by which the admission authority for each school shall determine whether a child is to be granted, or refused, admission. This booklet will be available on the LA website and in hard copy on request;
- provide a single on-line application form enabling a parent living in LA area to apply for up to three secondary² schools, whether in the LA's area or not, to give reasons for those applications and to rank them in order of preference;
- provide a paper common application form upon request for parents/carers unable to make their application through the on-line facility;
- ensure that on the national offer date (1 March, or next working day, where this is a weekend or bank holiday) a single offer of a secondary school place is made by the LA to the parent of every child living within the LA area for whom an "on-time" application has been received within the published timetable;
- stipulate timetables for all aspects of the process;
- set out a procedure for determining any application made otherwise than in the course of a normal admission round, or where it is for admission during the normal round, any application submitted after the application deadline stipulated by the scheme;
- specify whether, in determining if a pupil is to be granted or refused a place at a school in the LA area, the LA will have regard to any information provided by another LA as to whether that pupil is to be granted a place in that LA's area.

4) The Process of Allocation

Normal admission round

- 4.1. This scheme will apply to all children resident in the LA area who are applying for a school place for the school's initial year of entry for the start of the relevant autumn term; that is Year 7 for all Peterborough secondary schools) and Year 10 for the Greater Peterborough University Technical College (GPUTC).
- 4.2. Applications received for children transferring to Secondary School and to GPUTC will only be considered in the normal admission round where the year group applied for is the point of entry to the school. Applications received for schools where this is not the point of entry will be considered as an in year application.
- 4.3. For information regarding admission to these year groups and all other year groups after the start of the academic year please refer to "In Year Co-ordination – Admission Arrangements for all Maintained and Academy Schools"

Common Application Form and the Admissions Information Booklet

- 4.4. Parents are expected and encouraged to apply online. We will, therefore, limit the availability of a paper version of the common application form; instead signposting the on-line access to as many applicants as possible.
- 4.5. The LA will provide a brief guide to the application process and information on applying for a school place in advance of the application process opening to all:

² Within this scheme, 'secondary' refers to any school with an initial year of intake between Year 7 and Year 11.

- Primary Schools in respect of admission to Year 7; and
 - Secondary schools in respect of admission to Year 10 at the UTC.
- 4.6 This information will allow schools to support the parents of children who are due to start or transfer to the school the following September. Electronic copies of the Admissions Information booklets, (composite prospectus) will include information and guidance explaining the operation of the co-ordinated scheme and advice on completing the application form, will be available on the council's website. Hard copies are available on request.
- 4.7 The LA will identify those pupils in Year 6, attending schools in Peterborough, through data exchange with Peterborough schools and through information held on council databases about children attending schools in other local authority areas. Neighbouring local authorities will be asked to provide records of Peterborough children attending schools in their areas so that application information can be sent directly to their parents. The LA, will in return, provide information to other local authority admission teams about any of their residents attending Peterborough schools.
- 4.8 The on-line facility is available at: **www.peterborough.gov.uk/admissions**
- 4.9 The on-line facility, or the common application form, (whichever is used by the applicant) will collect the basic pupil/parent data required by all LAs to process the application. This will include the child's name, date of birth, address, telephone number, applicant details, primary school attended (where applicable), sibling details, nationality and whether or not the child is Looked After or was previously looked after, but ceased to be so by reason of adoption, a resident order or special guardianship order, or has a statement of special educational need (SEN) or an Education Health Care Plan (EHCP).
- 4.10 The application form will allow parents to express a preference for up to three schools, to rank the preferences in order and to provide reasons for their preference.

Supplementary Information Form (SIF)

- 4.11 Admission authorities, other than the LA may have their own Supplementary Information Form (SIF) for the collection of any necessary additional information from parents to enable them to apply the school's oversubscription criteria. This will include any criteria relating to church attendance.
- 4.12 A SIF must not ask:
- personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status;
 - for any financial contribution, voluntary or otherwise;
 - details of parents' achievements, educational background or whether either the parents' or the child's first language is English;
 - details about parents' or children's disabilities, special educational needs or medical conditions;
 - about parents' or children's interests, hobbies or membership of societies;
 - for parents to agree to support the ethos of the school in a practical way; or
 - for both parents to sign the form, or for the child to complete the form.
- 4.13 Information on which schools may require a SIF will be provided in the LAs composite prospectus. Copies of the SIF will be available for download from the Council's website and will be available from the school. Secondary Admissions Information booklet and on the LA website.
- 4.14 All parents making applications for a school requiring the completion of a SIF will still be required to complete an online/paper common application form. All SIFs must be returned directly to the school at which a place is being sought by the national closing date for the respective co-ordinated scheme. Any forms, which are submitted to the LA, will be forwarded to the relevant school.

Processing Applications

- 4.15 The LA will co-ordinate all applications and the offer of places for all school places in the Peterborough area (being the admissions authority for all community and voluntary controlled schools and acting as a co-ordinator for all other own admission authority schools within the Peterborough local authority area).

On time applications

- 4.16 An “on-time” application is an online or emailed application submitted and received by the local authority admissions team by no later than 23:59 on the National Closing Date (see timetable attached), or a hand-delivered or posted paper application received at the local authority offices within office opening hours of Monday – Thursday 9am – 5pm and Friday 9am – 4.30pm.

Late Applications

- 4.17 Any application for the normal admission round received after the published deadline (15th January) will be deemed ‘late’. Late applications will be dealt with after all on-time applications have been processed and places allocated. The late allocations are processed in batches and are allocated on a monthly basis.

Verification of Data

- 4.18 Parents may be asked to provide proof of address by the LA at the data processing stage.

Request to Change Preferences

- 4.19 Once an application form has been received no changes can be made to that application after the National Closing Date has passed, unless there is a genuine reason for the change (such as a change of address or siblings have changed schools). A second deadline date (see timetable in appendix 1) applies for such changes.

Children of UK Service Personnel (UK Armed Forces)

- 4.20 Applications received for children of UK Service Personnel will be accepted in accordance with the requirements of 2.18 of the School Admissions Code. Applications submitted after the national closing date will be accepted and treated as having been received “on-time” where this is received with documentation specified in 2.18 of the School Admissions Code provided this received by the second deadline date specified in the timetable in appendix 1.

Applicants Moving into Peterborough

- 4.21 Applications submitted after the closing date will only be accepted and treated as having been received “on time” where a parent can demonstrate a valid reason for not meeting the closing date in accordance with recommendations within the School Admissions Code. This will include parents moving into the LA area from other parts of England and Wales, who have made an on-time application to the local authority admissions team in which they previously lived.

All Preferences Equal

- 4.22 Parental preferences will be ranked by the relevant authority within the Peterborough area according to the oversubscription criteria for the relevant school. The order of preference will not affect this ranking as the system operated is one where ‘all preferences are equal’.
- 4.23 Own admission authority schools will receive from the LA a list of all preferences received for their school and will be asked to rank all preferences for their school in accordance with the published timetable. Children will be ranked according to the school’s determined over-subscription criteria and not by the order of their preference. These schools will provide the LA with a list of how these applications have been ranked in accordance with their admission policy and return this to the LA in accordance with the published timetable.

Allocation of Places

- 4.24 The LA, using preference and oversubscription criteria rankings (including those supplied by own admission authority schools), will allocate places according to each parent’s preference ranking, as follows:

- Where a parent's first preference can be met, a place will be allocated at that school. The LA will then 'discard', i.e. not consider, any lower ranked preferences;
- Where a parent's first preference cannot be met, but the second preference can, a place will be allocated at the second preference school. The child's name will be placed on the waiting list for the first preference school ranked according to their oversubscription criteria. The third preference will be 'discarded' i.e. not be considered;
- Where a parent's first and second preference cannot be met, but the third preference can, a place will be allocated at the third preference school. The child's name will be placed on the waiting list for the first and second preference schools ranked according to their oversubscription criteria;
- Where none of the parent's preferences can be met, a place will be allocated at the next nearest school to the home address with available places (if the child resides in the Peterborough City Council area). The child's name will be placed on the waiting list for first, second and third preference schools ranked according to their oversubscription criteria.

Co-ordination with Other Local Authorities

- 4.25 The LA will, wherever possible, take account of higher preference offers that can be made by another local authority

Offer Letters

- 4.26 Parents will receive one offer of a school place. Offer letters will provide parents with the reasons for refusing their child at their first, second or third preference schools (if applicable). It will explain that they have the right to appeal against those refusals.

Reply to an offer

- 4.27 Parents are required to accept/refuse the allocation of a school place within two weeks of the offer letter being sent, or posted. During that two week period the allocated school will attempt to contact parents to confirm if the place offered is to be accepted, or refused. Ten working days after the national offer date the LA will send a chaser letter to all parents who have not confirmed their admissions decision. If, after a further 10 working days from this date, no decision has been received from the parent, the place will be withdrawn and offered on to the person at the top of the waiting list.

Refusing an offer

- 4.28 **Parents should not refuse the offer of a place unless they are certain of a place at an alternative school.** (This does not remove a parent's right of appeal, but should ensure that all children have a school place.)

Co-ordination after allocation day (1 March)

- 4.29 The School Admissions Code (page 37 "The Admissions Timeline") clarifies that parents must continue to apply to their home local authority for "late" applications for the normal admissions round (i.e. between 16 March and 31 August for Year 6 places). This will ensure that places which become available are re-allocated effectively and duplicate offers are avoided.

5) Waiting Lists

- 5.1 Waiting lists for all oversubscribed community schools will be maintained by the LA until co-ordination ends, i.e 31 August. (Waiting lists for schools that are their own admissions authority will be maintained by the school). Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school's oversubscription criteria and the LA will continue to coordinate with own admission authority schools to allocate places from those lists if places become available.
- 5.2 After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

- 5.3 Schools must advise the LA when a place becomes available. The LA will then offer the place to the child who is at the top of the waiting list.
- 5.4 Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.
- 5.5 If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the waiting list for that school, the original offer will be withdrawn at the same time as the new offer is made (as the child will not have been placed on roll at the school and we are obliged to meet a parent's highest preference).
- 5.6 After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Appendix 1

Secondary Admissions – Year 7 and Year 3 Intake Timetable for Admission in September 2019

Date	Action
5 September 2018	Autumn term starts
From 12 September 2018	Secondary booklet distributed to schools. Booklet available on-line. On-line application facility opens
September/October 2018	Schools open evening visits
September/October 2018	Local authority begin to receive and process applications
22 – 26 October 2018	Half term
31 October 2018	Closing date for all applications (to be classed as 'on-time')
From 1 November 2018	Any applications received from this date will be clearly marked/noted as 'late' and dealt with accordingly i.e not considered until after the National Offer Day as part of the second allocation round.
14 November 2018	Secondary schools to have checked applications and reported any anomalies
19 November 2018	All EHCP and ETCiC children to have been nominated schools
23 November 2018	Final date change requests (the second deadline date)
28 November 2018	Exchange of data with other local authorities
19 December – 2 January	Christmas holidays
19 December 2018	Voluntary Aided, Free, Foundation and Academy schools to have applied their own oversubscription criteria and to have ranked the preferences received.
1 February 2019	Data exchange with other Local Authorities.
18 – 22 February 2019	Half term
1 March 2019	National Offer date (NB Any letters to be sent will be posted via Royal Mail by 2nd Class post on

	this day)
15 March 2019	Acceptance/decline to offer to be confirmed by parents Any offers not responded to or formally accepted will be removed
18 March 2019	Reminder letter to be sent to all those not accepted their offered place
29 March 2019	Deadline for parents to return appeal papers to Legal Department (20 school days after allocation date) – the deadline
29 March – 16 April 2019	Easter holidays
24 April 2019	Late allocation date and/or second allocation, for those received after 31 October 2018 and for any new/amended applications received up to 30 March 2019.
20 May 2019	Late allocation date and/or third allocation for those applications received by 3 May 2019
27 May – 31 May 2018	Half term
17 June 2019	Late allocation date and/or fourth allocation for those applications received by 31 May 2018
18 June 2019	Deadline for appeals to have been heard (40 school days from the deadline for lodging appeals)
10 July 2019	Late allocation date and/or fifth allocation for those applications received by 24 June 2019
23 July 2019	End of Summer term
31 August 2019	In Year Co-ordination commences

Appendix 2

Secondary School Admission Authorities within Peterborough Local Authority Area

Peterborough City Council on behalf of all Community and Voluntary Controlled Schools as follows:-

Ken Stimpson Community School

Academies

Arthur Mellows Village College

City of Peterborough Academy

Hampton College

Hampton Gardens School

Nene Park Academy

Ormiston Bushfield Academy

Queen Katharine Academy

Stanground Academy

Thomas Deacon Academy

Foundation Schools

Jack Hunt School

University Technical Colleges

Greater Peterborough UTC

Voluntary Aided Schools

St John Fisher Catholic High School

Voluntary Aided Academies

The King's (The Cathedral) School