

PETERBOROUGH



**DETERMINED IN-YEAR
CO-ORDINATED SCHEME FOR ALL MAINTAINED
AND ACADEMY SCHOOL FOR THE ACADEMIC
YEAR 2019 - 2020**

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CO-ORDINATED IN-YEAR ADMISSION ARRANGEMENTS 2019 - 2020

Introduction

The School Admissions Code which came into force in December 2014 states that there is no requirement for local authorities to co-ordinate In Year applications for the offer year 2013/14 and all subsequent years for own admission authority schools, but they must provide in the composite prospectus how in year applications can be made and will be dealt with.

Peterborough Local Authority (LA) currently provides an in-year co-ordination service to all schools free of charge.

This document provides information and guidance about how an application received by the LA Admissions Team will be processed.

This document also brings together locally agreed protocols already in place in relation to the in-year admission of children to state-funded schools in Peterborough, whether co-ordinated by the LA Admissions Team, or not. These are set out in the appendices at the end of this document.

SECTION 1 – Statutory Requirements

The School Admission Code is issued under Section 84 of the School Standards and Framework Act 1998. The School Admissions Code came into force on December 2014 and applies to admissions to all maintained schools in England. It imposes mandatory requirements on all admission authorities.

Academies are required by their funding agreements to comply with the School Admissions Code and the law relating to admissions.

Point 2.21 of The School Admissions Code requires that, “Local authorities **must**, on request, provide information to a parent about the places still available in all schools within the area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.”

Point 2.22 of The School Admissions Code requires that those own admission authority schools, who choose not to use the LA Admissions In Year Service;

“... **must**, on receipt of an In Year application, notify the LA of both the application and its outcome in order to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right of appeal against the refusal of a place.”

Own Admission Authority Schools not using the LA Admission Team In Year Co-ordination Service

The governing body or trust of those voluntary aided and foundation schools and academies, which have chosen not to use the LA Admissions Team service, will be responsible for considering and determining all applications in which their school is named, in accordance with this scheme and in accordance with the School Admissions Code.

They must also ensure that their arrangements for managing In-Year applications are published on their school's website and included in the school's admission policy.

In Peterborough, to ensure that information provided to parents is as up-to-date as it can be, own admission authority schools not using the LA Admission Team In Year Co-ordination Services are required under the co-ordinated scheme to ensure that the LA Admissions Team are informed on a fortnightly basis of all the applications they have received in accordance with 2.22 of the School Admissions Code.

Please note: Details are available from the LA Admissions Team to assist the governing body or trust in this function.

If a school no longer wishes to be in the In Year co-ordinated scheme, the LA must be notified before the scheme is determined and no later than 1st May in each year.

SECTION 2 – Elements of the Scheme

For entry in the 2019/20 academic year, the LA Admissions Team will manage **all** In Year applications for school places at all community and voluntary controlled schools within Peterborough and for those own admission authority schools, for whom the governing body or trust has requested this service by signing and returning the Service Level Agreement for Admission services for the 2019 – 20 academic year.

This document explains how those applications will be processed.

1. Application Forms

In accordance with the School Admissions Code the LA will provide an application form to be used by all parents with school age children who move into or within Peterborough and require a school place outside of the normal transfer round.

Parents of children with a statement of Special Educational Need (SEN) or Education Health Care Plan (EHCP) should refer to **Appendix 1** for more information as to how their application will be processed.

We encourage all applications to be made [online](#). A paper application form can be requested by contacting the LA Admissions Team or parent/s could contact the school at which they are seeking a place to request assistance to complete an online application.

School places cannot be allocated on the basis of intended future changes of address unless the house move to a new build has been confirmed by sight of a solicitor's letter stating contracts have been exchanged. If the move is to an established property (previously occupied) it is necessary for a completion date to be provided. For rentals a signed tenancy agreement by all parties is required.

Please note: Applications for school places will not be considered more than 6 teaching weeks before the date that the place is required and will not be considered where the school place is required for less than 6 teaching weeks.

Applications for places for the next academic year ie. September 2020, will not be accepted until 1st May 2020 and once received offers will not be made until the first allocation date in July (please see published timetable for September 2020 in-year allocations from 1 May 2020 on the county's website)

Exemption to the above requirement is provided to UK service personnel (UK Armed Forces) by point 2.18 of the School Admissions Code.

2. Requirement on Schools

In order to be able to meet parental expectations, safeguarding of children and the requirements of the School Admissions Code, excellent communication between all schools and the LA Admissions Team will be essential.

To support this, regular communication with the school will take place to ensure the completion of all required tasks as part of the in-year allocation process, but as a minimum the following will be required:

2.1 Class Organisation Charts

Schools' proposed class organisation charts for the new academic year, using templates issued by the LA Admissions Team, will be issued during week commencing 3 June 2019.

These should be completed and returned no later than the 30 June 2019 to support the allocation of In Year school places for the beginning of the Autumn Term. These must accurately reflect the number of children in each year group and the way in which classes will be organised within the school.

In order to accurately reflect pupil movement which may have occurred during the summer holidays, schools will be requested to send an updated class organisation chart by the end of the third full week of the Autumn Term of the new academic year.

Throughout the rest of the academic year on a two weekly basis, to meet with timescales of the allocation rounds and on the last working day before school holidays, schools will be asked to confirm the joiners and leavers which the Admissions Team holds for their school and confirm their vacancies for each year group using the School Access Module (SAM).

2.2 Applications for schools in Peterborough

Applications for community and voluntary controlled schools and own admission authority schools which have chosen to use the LA Admissions Team service will be processed by the LA Admissions Team in accordance with the process and timetable set out in section 3 of this document.

Applications for own admission authority schools which have chosen to manage their own in-year applications will be loaded on to the Admissions system and will be made available in the SAM system. An officer will email the school's named contact at the school/academy to advise that an application was received. From 1 September 2019 these schools are:-

Secondary Schools

Arthur Mellows Village College
Thomas Deacon Academy

Primary Schools

Fulbridge Primary Academy
Gladstone Primary Academy

These schools, as stated in Point 2.22 of the School Admissions Code (December 2014), must on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

2.3 Children leaving the school

Children must only be withdrawn from the school roll in accordance with the "Children Missing Education Policy and Procedures" published in October 2017.

In cases where schools have followed this guidance, they must inform the LA Admissions Team immediately of the child leaving. This should be done by entering an end date on the child record in SAM module. Schools must also complete the CME form which is then emailed to the CME Tracking Officer and the LA Admissions Team or uploaded via Google Drive.

2.4 Placing Children on Roll

Once a place has been offered a start date for the child should be agreed with the parent/carer within **10 school days of the date of the offer letter**.

It is imperative that schools attempt to contact families who have been offered a place. If the child does not attend school and it has not been possible to make contact with the family, then CME Policy and Procedures should be followed.

Schools are reminded that they **are not allowed** to refuse to accept a child if a school place exists. The only exception to this is if the child concerned is one the school believes should be considered as a “child with challenging behaviour” as described within the Peterborough Fair Access Protocol (Point 3.12 of School Admissions Code (December 2014)).

3. Requirements on LA Admissions Team

3.1 Class Organisation Charts

In order to meet the requirements of the Code regarding availability of places, the LA Admissions Team will maintain the class organisation charts for schools based on information received both in terms of children to be offered a place, and children who have left the school, together with information provided by schools via the SAM system.

Please see section 2 above. This information will be used to maintain the vacancy information published on the council’s website, in accordance with the requirements of the School Admissions Code (Point 2.22).

3.2 Continuing Interest Lists

Continuing Interest Lists will be held by the LA Admissions Team for all year groups for all community and voluntary controlled schools, and for those schools who have signed a Service Level Agreement for the LA Admissions Team to manage and process applications on their behalf. This information is available to schools to view via the Schools Portal.

Ranking of applications received for an oversubscribed school will be carried out by the LA Admissions Team for all Community and Voluntary controlled schools, and those who have signed a Service Level Agreement for the LA Admissions Team. Schools must rank any religious criteria which form part of the over-subscription criteria and where a Supplementary Information Form (SIF) has been completed. Additionally, they will be required to confirm rankings where staff or medical over-subscription criteria are used. In these circumstances details of the child applying will be sent to the governing body/admissions committee to rank against their published criteria.

Own admission authority schools who choose not to sign to a Service Level Agreement with the LA Admissions Team will need to maintain their own Continuing Interest lists in accordance with their determined admission arrangements.

SECTION 3 - Application Process

The table below shows how applications managed by the LA Admissions Team will be processed when the application is for a child who does not have an Education, Health and Care Plan, and/or is not a Looked After Child.

Appendix 4 of this document shows the proposed In Year Allocation Timetable for admission in the 2019 – 20 academic year.

On receipt of an application form the LA Admissions Team will load the application to the admissions database. Where any information or documentation is missing the application will not be processed and will be closed on the database. The parent will be emailed, or written to (2nd class postage) if a paper application has been made, to advise to resubmit with the relevant missing documentation.

In Year School Moves within Peterborough

When an application is received requesting a change of schools between two Peterborough schools, either as the result of a future house move within the County, or as a result of parental preference, the application will not be processed without a Part 2 being completed by the child's current school and attached to the application prior to submission. The parent/carer is responsible for requesting the completion of this form from the current school prior to making the application to move schools.

There is no obligation on other LA schools to complete Part 2.

Fair Access Questions

The Peterborough application form will request information, in accordance with the School Admissions Code, necessary to determine whether an In Year application should be considered under the Peterborough Fair Access Protocol. Admission officers will consider the applications on receipt and where there is evidence and information which requires the application to be considered in accordance with the description of "challenging behavior", as defined in the Peterborough Fair Access Protocol the application will be referred to the next available panel. The applicant will be advised of this by email/letter.

Where the information provided to these questions is subsequently found to be inaccurate or misleading, following an offer being made and before the place is taken up, the admission authority for the school offered will, under 2.12 of the School Admissions Code, have the right to withdraw the offer and refer the application back to the LA Admissions Team for processing under the Fair Access Protocol.

Applications received will be loaded to the admissions system and processed every two weeks as per the timetable in **Appendix 4**. All preferences will be ranked according that the preferred schools oversubscription criteria and the bulk allocation run will offer to the highest preference with a place available.

Where a place cannot be offered at a preferred school the LA Admissions Team will consider the application in accordance with the In-Year Over-admission protocol, in **Appendix 2**.

Where it is still not possible to offer a place at a school the LA Admissions Team will consider the application again under the list of 'other' criteria and based on the information, whether to refer to Fair Access Protocol (FAP), see section 4 below.

In Year Applications for September 2019 entry

There will be two in year rounds during the summer holidays (see Appendix 4).

Parents will be advised of the schools who do not wish for offers to be made during the summer holidays and that the LA Admissions Team will not be able to make any offers for those schools until the first allocation day at the beginning of the Autumn Term

SECTION 4 - Fair Access Protocol and In Year Admissions

4.1 The School Admissions Code

Point 3.9 of The School Admissions Code requires that;

“Each local authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority **must** ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from another school, or who have challenging behaviour.”

Point 3.10 of The School Admissions Code requires that;

“The operation of Fair Access Protocols is outside the arrangements of co-ordination (at point of entry) and is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements”

Point 3.12 of The School Admissions Code requires that;

“... a looked after child, a previously looked after child, or a child with a statement of special educational needs naming the school in question, **must** be admitted”

All admissions made in accordance with this document will not be considered as Fair Access admissions, unless they have been identified as such following the process outlined above.

It is acknowledged that, children admitted “in year” with an education, health and care plan, or who are looked after, may require significant support when joining a new school.

As stated in point 3.12 of the School Admissions Code, these children must be admitted. However, their admission will be reflected in management information presented to, and considered by, the Fair Access Panel, when making decisions about the admission of children who are being placed in accordance with the Peterborough Fair Access Protocol.

Full details of the proposed Peterborough Fair Access Protocol can be found in a separate document entitled, “Peterborough Fair Access Protocol” published in October 2018

4.2 Procedure for Referral and Consideration by Officer Panel of Fair Access Cases submitted by Admission Officer

The Admission Officer will identify the criterion under which they feel the case should be considered as a Fair Access case recording this in the “Notes” field of the School Admissions Module. The application will then be considered by an Admissions Manager.

Where it is considered appropriate for the case to be heard by the Panel, the Admissions Officer will then notify the parent and the application will be forwarded to the next available Panel. Further information might be required prior to consideration at the next Fair Access Panel meeting. This might include the following;

- Information obtained in discussion with the child, where appropriate;
- Information obtained in discussion with the family;
- Information from the current school;
- Information obtained in discussion with officers from the locality team or any other service or specialist team who have been working with or have knowledge of the family; and
- Information from the preferred school/governing body as to why it is not appropriate to admit the child to the school.

SECTION 5 – Co-ordination with Other LAs

There is no longer a legal requirement for local authorities to co-ordinate applications across county borders. The following procedures will apply.

5.1 Peterborough resident moving to another LA area

Where a Peterborough child is moving to another LA area, the LA Admissions Team will advise the parent that they need to apply to that authority using that LA's application form.

5.2 Applying for a place in a Peterborough school from other LA areas

The LA In-Year Admissions Team will accept applications for places in Peterborough schools for children outside the LA area where the child is able to access the school within the travel timescales in the home to school transport policy.

SECTION 6 - Contact

Admissions Team

Email: admissions@Peterborough.gov.uk

Tel: 01733 864007

Appendix 1

Process for the admission of children with an Education Health and Care Plan (EHC Plan) transferring into Peterborough

The Special Educational Needs and Disability Code of Practice: 0 to 25 years (COP) January 2015 states:

Paragraph 9.157 “Where a child or young person moves to another local authority, the ‘old’ authority **must** transfer the EHC plan to the ‘new’ authority. The old authority **must** transfer the EHC plan to the new authority on the day of the move, unless the following condition applies. Where the old authority has not been provided with 15 working days’ notice of the move, the old authority **must** transfer the EHC plan within 15 working days beginning with the day on which it did become aware.”

When a parent/carer of a child with an EHC Plan decides to move from another LA to Peterborough they should contact the Statutory Assessment and Monitoring Service (SAMS) to advise them of their intention to move into the county giving details of their child's special educational needs. Parent/carer's will be asked for specific details regarding their child's needs and will contact their current LA for copies of the EHC Plan and associated paperwork.

The receiving local authority has a duty to replicate “like for like” provision in terms of the ‘type’ of placement, (e.g. mainstream or special).

The receiving LA has a duty to ensure an annual review is undertaken within three months of the child/young person moving to the area in order to formally ‘adopt’ the EHC Plan and transfer it to Peterborough documentation.

When a mainstream school is named in Section I of the EHC Plan:-

If the EHC Plan issued by the old authority names a maintained local mainstream school in Section I, the SAM Service will ascertain the parents/carers preference of school and will then formally consult with the local mainstream school and parents preference of school if not their local school. Once a place has been confirmed SAMS will arrange the provision outlined in Section F of the EHC Plan to the school offered. The Admissions Team will receive confirmation of the placement.

When a state funded special school is named in Section I:-

If the EHC Plan issued by the old authority names a state funded special school in Section I the statutory assessment team will formally consult with the local area special school for consideration. Once a school place has been identified parents will be asked to arrange a visit to the school. Following the visit, the school, parents and the LA will liaise and by agreement will confirm the offer of a school place. It will be important for Peterborough LA to consider the needs of the child against the criteria for admission to an area special school/specialist provision, as LAs may have different criteria and thresholds for placing in special schools. In these instances the papers will be submitted to the SEN Panel for consideration.

When an independent or non-maintained special school or a residential school is named in Section I of the EHC Plan:

The receiving local authority has a duty to replicate “like for like” provision in terms of the ‘type’ of placement, (e.g. mainstream or special) and therefore will usually offer the most appropriate local provision.

Peterborough LA will only continue to maintain the school placement, if practical to do so, in certain circumstances and until such time that an Annual Review has taken place and the EHC

Plan has been amended. Where this is not appropriate, the local special school will be consulted.

When a parent/carer expresses a preference for a type of provision that is different to that named in Section I:

The receiving local authority has a duty to replicate “like for like” provision in terms of the ‘type’ of placement, (e.g. mainstream or special) and therefore will usually offer the most appropriate local provision. Where a parent/carer requests a change for ‘type’, this will need to be done via the statutory review process.

The COP states that:

Paragraph 9:160 “The new authority may, on the transfer of the EHC plan, bring forward the arrangements for the review of the plan, and may conduct a new EHC needs assessment regardless of when the previous EHC needs assessment took place. This will be particularly important where the plan includes provision that is secured through the use of a direct payment, where local variations may mean that arrangements in the original EHC plan are no longer appropriate. The new authority **must** tell the child’s parent or the young person, within six weeks of the date of transfer, when they will review the plan (as below) and whether they propose to make an EHC needs assessment.”

When a child moves into Peterborough with a statement of special educational needs, or similar, from another country but not another LA

Parents are required to follow the in-year admissions process as described in the In Year co-ordinated admission scheme. On receipt of an in year admissions applications, the School Admissions Team will make a referral to the Head of SEN and Inclusion (SENI) with details of the application and details of the preferences expressed. The Head of SENI will then allocate this referral to an appropriate officer to undertake initial visits and assessment and, where appropriate, to support the preferred school to meet the needs of the child to support their admission.

Where it is not possible to offer a place at the preferred school as part of normal in year admission processes, the application will be considered under the Peterborough Fair Access Protocol

Appendix 2

Local Protocol on Overadmission Checklist

Child :..... D.O.B.
 Over admitting school :..... Application Date:

From the start of each Academic Year overadmissions above the PAN for the year group may be made for applications as follows:	Condition met?
1. in all circumstances, and all year groups, where the “exceptions” to Infant Class Size Legislation would apply (2.63 of the School Admissions Code);	
2. for any child where the admission has been made under the Fair Access Protocol or is a Looked After or previously Looked After child;	
3. for a catchment child where there are no other children on the continuing interest list and if there are this child would be at the top without any others in the same criterion;	
4. for an out of catchment child, where the catchment area school is unable to accommodate and there is no reasonable alternative (can be legitimate exception to ICS, but usually only in Y2 and above);	
5. for an out of catchment child whose older sibling was allocated a place at the school due to oversubscription at the catchment area school;	
6. for an out of catchment child whose sibling attends the school, where ALL the following conditions are met:	
<ul style="list-style-type: none"> • the overadmission will not result in the total number of children exceeding the net capacity of the school; and • the overadmission will not result in the school being unable to take the next catchment area child who applies for that year group; and • the overadmission will not result in the school being able to accommodate all catchment area children the following September; and • the headteacher and governing body of the catchment area school have no objection to the overadmission; and • the headteacher and governing body of the preference school support the overadmission; and • there is no concern about the school’s ability to meet infant class size legislation, either at the time or in the future; and • class sizes in KS2 are not expected to exceed 32 for a mixed year group class or 34 for a single year group class. 	

¹ The older sibling must have applied on time and still be in attendance at the school at the time of admission of the younger.

Appendix 3

Back Office Process for administration of In Year Applications

With effect from 1st June 2018, there will be a change to the way in which in year applications are processed. This change is being made to streamline the process for both the admissions team, for schools and to improve information to parents and to allow applications, where there are places available to be processed during the school holidays. This will rely on schools updating the vacancy information using the Schools Admissions Module fortnightly during term time and on the last day of each term and half term.

Applications will be processed and considered on a fortnightly basis as follows:-

Admissions Team	<p>Fortnightly on a Friday in accordance with published timetable In year Applications received since last day of previous deadline for applications to be received will be imported and/or loaded to School Admissions Module.</p> <p>Loading of all applications will be completed by midday on Monday.</p>
Schools	<p>Each fortnight on a Monday afternoon (during term time) and on the last day of each school term and half term, schools will be required to log into the School Admissions Module and take the following actions:-</p> <ul style="list-style-type: none"> • Check ranking of applications of children for whom an application has been received according to published over-subscription criteria. Where there is a faith criteria and a SIF has been received, schools will be required to rank children accordingly; • Provide updated information about available spaces in each year group
Admissions Team	<p>Fortnightly on a Tuesday midday Auto allocation process will be run and offer letters will be produced for applicants where a place is available.</p>
Schools	<p>Fortnightly on a Tuesday afternoon Schools Portal will be updated to show places offered through the auto allocation process</p>
Admissions Team	<p>Fortnightly on a Wednesday Places will be identified at the next nearest school with a place available for those children who were not allocated a place as part of the auto allocation process using the vacancy information supplied by schools on Monday.</p> <p>Fair Access Protocol will be implemented where appropriate</p> <p>Over-admissions will be sought in accordance with the over-admission protocol detailed in appendix 4.</p> <p>Offer letters will be produced and Schools Portal will be updated.</p>
Schools	<p>From Wednesday each fortnight Schools will be able to view details of all offers made this week, either as a preference, or as the next nearest school with a place available.</p>

School Holidays

The above process has been designed with the aim of allowing admissions to be made to schools with vacancies during the school holidays and to prevent children from being out of school for extended periods at the beginning of the academic year, where a place was available.

In order to minimise the length of time that a child might be out of school, vacancy information will be available to parents from the council's webpages and parents will be encouraged to consider this information before making their application.

Appendix 4 – Timetable for IY Allocations

Allocation Dates – Week Commencing	Deadline for Applications to be received	Offer letters/emails to be sent no later than
5 August 2019	2 August 2019	9 August 2019
27 August 2019	23 August 2019	31 August 2019
Start of new Academic Year 2019-2020		
9 September 2019	9 September 2019	13 September 2019
23 September 2019	20 September 2019	27 September 2019
7 October 2019	4 October 2019	11 October 2019
HALF TERM	21 October 2019 –	25 October 2019
28 October 2019	25 October 2019	1 November 2019
11 November 2019	8 November 2019	15 November 2019
25 November 2019	22 November 2019	29 November 2019
9 December 2019	6 December 2019	13 December 2019
CHRISTMAS HOLIDAY	19 December 2019 –	3 January 2020
6 January 2020	3 January 2020	10 January 2020
20 January 2020	17 January 2020	24 January 2020
3 February 2020	31 January 2020	7 February 2020
HALF TERM	17 February 2020 –	21 February 2020
24 February 2020	21 February 2020	28 February 2020
9 March 2020	6 March 2020	13 March 2020
23 March 2020	20 March 2020	27 March 2020
EASTER HOLIDAY	2 April 2020 –	17 April 2020
20 April 2020	17 April 2020	24 April 2020
5 May 2020	1 May 2020	8 May 2020
18 May 2020	15 May 2020	22 May 2020
HALF TERM	25 May 2020 –	29 May 2020
8 June 2020	5 June 2020	12 June 2020
22 June 2020	19 June 2020	26 June 2020
13 July 2020	10 July 2020	17 July 2020