

**DETERMINED IN YEAR CO-ORDINATED ADMISSION  
ARRANGEMENTS**

**FOR ALL**

**MAINTAINED SCHOOLS**

**FOR THE ACADEMIC YEAR 2011 - 2012**

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# CAMBRIDGESHIRE COUNTY COUNCIL CO-ORDINATED ADMISSIONS SCHEME FOR IN-YEAR APPLICATIONS

## SECTION 1 - STATUTORY REQUIREMENTS OF THE SCHEME

### 1.1 Regulations

The School Admissions Code states:

- “3.4 From the 2010 – 2011 academic year, local authorities **must** formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“In-year applications”).
- 3.5 They **must** formulate schemes for the 2010 – 2011 academic year by 1<sup>st</sup> January 2010. Such schemes **must** comply with the requirements set out in paragraphs 3.6 – 3.12 and 3.15 – 3.16 below

#### *Co-ordination of admissions from 2011 – 2012 onwards*

- 3.6 For admissions to schools in the academic year 2011 – 2012 onwards, local authorities **must** formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.
- 3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:
- a) comply with law and regulations, including all the procedural requirements (for example, the scheme **must** require a common application form to be completed, allowing at least three preferences, the scheme **must** provide for information sharing with other local authorities, and it **must** ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and
  - b) do not disadvantage families resident in other local authorities who apply for schools in their area (which would be contrary to the rule established by the Greenwich Judgement 51).
- 3.8 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 over-subscription criteria nor for Academies to agree their own arrangements with the Secretary of State. Admission Authorities do not have to determine the same or similar over-subscription criteria, but **must** ensure that their own admission

arrangements are compatible with, and do not undermine, the co-ordination scheme for their area. A summary of how the co-ordination scheme works **must** be included in the local authority's composite prospectus (Appendix 4 of the School Admissions Code)

- 3.9 Academies are required by their funding agreements to participate in co-ordination schemes and local authorities **must** consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities **must** also invite City Technology Colleges to participate in the scheme.
- 3.10 The Co-ordination Regulations cover secondary schools (defined as schools admitting children at age 11 or later) and primary schools (those schools admitting children at ages below 11 which also includes, for this purpose middle schools)
- 3.11 All local authorities **must** have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities **must** formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities **must** consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority **must** consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.
- 3.12 From the academic year 2010 – 2011 onwards local authorities **must** co-ordinate all “in-year” applications. In relation to academic year 2010 – 2011 only, the arrangements for co-ordinating these applications **must** be formulated by 1 January 2010. They **must** then consult the bodies mentioned in paragraph 3.11.

*Main obligations imposed by the Co-ordination Regulations*

- 3.15 The Co-ordination Regulations prescribe national closing dates for primary and secondary applications, and in the case of primary applications, prescribe the date by when the exchange of information described in subparagraphs b) and c) below **must** be completed. Local authorities **must** include these dates in their co-ordination schemes. Aside from this, the main requirements of the Co-ordination Regulations with regard to schemes are:
- a) A common application form **must** be completed, which allows parents to express at least 3 preferences in rank order of preference, which may be for schools within or outside their home local authority area,

and to give reasons for their preferences. The common application form **must** allow parents to provide their name, their address (including documentary evidence in support) and the name, address and date of birth of their child.

- b) Local authorities and admission authorities in the area **must** exchange information on applications made and potential offers by the dates specified in the scheme.
  - c) The home authority **must** pass information on applications to other local (“maintaining”) authorities about applications to schools in their area. The maintaining authority **must** determine the application in the normal way, and inform the local authority if a place is available, by the dates specified in the scheme. The maintaining authority **must not** tell parents of the offer.
  - d) Where a place is available for a child at more than one school, the home authority **must** ensure, so far as is reasonable practicable, that the parent is offered a place at whichever of these schools is their highest preference.
  - e) For applications made in the course of the normal admission round, offers of secondary places **must** be sent by the home authority on the 1 March, and offers of primary places on a date specified by the local authority (or the next working day if either date is not a working day) in the year during which a child will be admitted to school.
  - f) Offers of primary and secondary places **must** be sent by the home local authority. Schools **must not** contact parents about the outcome of their applications until after these offers have been received. Only the home local authority can make an official offer.
  - g) Parents who cannot be offered one of the preferred schools **must**, if there are places available be offered a place at another school.
- 3.16 Where admission authorities normally admit children to primary school at two or three points in the academic year, they **should** make all offers at the same time. Places allocated to children whose parents have deferred their entry until later in the same academic year cannot be offered to another child, unless the parent withdraws acceptance of the place.”

## SECTION 2

### APPLICATION PROCESS TIMETABLE FOR SCHOOL PLACE IN CAMBRIDGESHIRE

Application forms available throughout the academic year from schools, the LA Admissions Team or the county council website  
[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

Parents who approach schools direct **MUST** be provided with an application form and asked to forward the completed form to the LA Admissions Team to be processed.

On receipt by the LA Admissions Team applications will be date stamped, and processed in strict date order.

The LA Admissions Team will enter all details from the application form onto the ONE database within 2 school days of the date of receipt. Where Part 2 of the application has not been completed the LA Admissions Team will forward this to the previous school, where appropriate, for completion.

LA Admissions Team will check the school organisation chart, ONE and contact the first preference school to confirm the availability of place. Schools will confirm availability within 3 school days of contact from the LA Admissions Team.

If no place is available and the application is for a VA or Foundation School the application will be sent to the school for ranking in accordance with the over-subscription criteria. If the application is for a Voluntary controlled or Community School the LA Admissions Team will rank the application according to the school's over-subscription criteria. The child's name will then be added to the school's reserve list.

Where place is available LA Admissions Team will make the offer of the placement to the applicant.

Where not able to offer a place at the first preference school the LA will coordinate with second and third preference, as above, until a place can be offered at a preferred school, or at the next nearest alternative school with places available. LA will issue offer letter within 10 school days of receipt of application, where possible.

## **SECTION 3 – ELEMENTS OF THE SCHEME**

### **3.1 Application Forms**

From September 2010, Cambridgeshire County Council will co-ordinate **all** applications for school places within Cambridgeshire, for **all** schools.

Parents with children of school age, who move into or within Cambridgeshire and require a school place outside of the normal transfer round, can only be considered on receipt of a completed In-Year Application Form by the LA Admissions Team.

Application forms can be downloaded from the county council webpage, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions), by contacting the LA Admissions Team or from the school.

School places cannot be allocated on the basis of intended future changes of address unless the house move has been confirmed by sight of a solicitor's letter confirming the exchange of contracts and confirming the latest date expected for completion, or a signed tenancy agreement. We are unable to consider applications for schools where the date that the place is required from is more than 6 school weeks after the date of the application.

Exemption to the above requirements is provided to UK service personnel/Crown Agents by point 2.44 of the School Admissions Code which states; "For children of UK service personnel and other Crown Servants admission authorities **must** treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for the catchment area even if no house is currently owned in that area once proof of the posting has been provided."

### **3.2 Requirement on Schools**

In order to be able to deliver to the requirements of the School Admissions Code regarding In-Year co-ordination excellent communication between all schools and the LA Admissions Team will be essential.

To assist with this the following will be required:

#### **3.2.1 Class Organisation Charts**

Class organisation charts must be received by the LA Admissions Team by 1<sup>st</sup> September in each year. These must accurately reflect the numbers of children in each year group and the way in which classes have been organized within the school.

### **3.2.2 Children leaving the school**

Children must only be withdrawn from the school roll in accordance with the “Guidance for Headteachers on Extended Leave, Taking Children off Roll, Holding Open School Places” issued in January 2008.

When the procedures within this guidance have been followed, the school must contact the LA Admissions Team immediately. This should be done by email to the [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk). The subject heading of the email should be the name of the school. Within the content of the email, confirmation should be given that the procedures within the guidance have been followed, followed by details of the year from which the pupil has left, their name and where they will be receiving education (ie. The name of the school they will be attending)

### **3.2.3 Reserve Lists**

Reserve Lists will be held by the LA Admissions Team for all year groups. Ranking of applications received for an oversubscribed school will be carried out by the LA Admissions Team for all voluntary controlled, community schools and foundation schools. Those voluntary aided schools for whom religious criteria forms a part of the over-subscription criteria will be sent a copy of the application form for their governing body/admissions sub-committee to rank.

## **3.3 Requirements on LA Admissions Team**

### **3.3.1 Class Organisation Charts**

The LA Admissions Team will maintain the class organisation charts based on information received from schools.

### **3.3.2 Reserve Lists**

The LA Admissions Team will maintain the reserve lists for all schools. They will be responsible for the ranking of applications for over-subscribed schools, as described above, for updating reserve lists for schools who are required to rank their own applications and for offering places from the reserve list when notified by the school of places becoming available.

## SECTION 4

### APPLICATION PROCESS TIMETABLE FOR SCHOOL PLACE OUTSIDE OF CAMBRIDGESHIRE

Application forms available throughout the academic year from schools, the LA Admissions Team or the county council website  
[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

Parents who approach schools direct **MUST** be provided with an application form and asked to forward the completed form to the LA Admissions Team to be processed.

On receipt by the LA Admissions Team applications will be date stamped, and processed in strict date order.

The LA Admissions Team will enter all details from the application form onto the ONE database within 2 school days of the date of receipt

LA Admissions Team will contact appropriate LA to advise of receipt of application and will send an Other LA Decision Sheet, by secure email, to that office. The appropriate LA will confirm availability within 10 school days of contact from the LA Admissions Team.

Where place is available LA Admissions Team will write to parent to make offer of placement. If no place is available they will advise parents that the child has been placed on the reserve list for the school, and of their right of appeal with contact details of how to make an application for appeal in appropriate LA.

LA will co-ordinate with second and third preference, as above, or as per Section 2 for Cambridgeshire schools, until a place can be offered at a preferred school, or at the next nearest alternative school with places available. LA will issue offer letter within 15 school days of receipt of application, where possible. Where a child is moving to another LA area, and it has not been possible to meet any preferences expressed, then the parent will be advised to contact their new home authority for further information.

## **Section 5 – CO-ORDINATION WITH OTHER LA’S**

### **5.1 Cambridgeshire resident moving to another LA area**

Where a Cambridgeshire child is moving to another LA area, and confirmation of the new address has been provided, the LA Admissions Team will advise the parent in writing that they need to apply to that authority using that LA’s application form.

### **5.2 Cambridgeshire resident applying for a school place in another LA area**

On receipt of an application for a school place in another Local Authority area, the LA Admissions Team will contact the appropriate LA by email, within 3 working days of receipt of the application, and will email through a copy of the “Other LA Decision Sheet”, showing all preferences.

The appropriate LA will respond to the LA Admissions Team confirming the availability of a school place within 10 working days of receipt of the application. Where a place cannot be offered at the preferred school, the appropriate LA will notify the LA Admissions Team and will confirm that the child has been placed on the reserve list at the school, and who to contact to exercise their right of appeal.

The LA Admissions Team will then consider other preferences expressed on the form and will follow the processes outlined within this document, dependent on where a school place is being sought.

Whilst the LA Admissions Team will aim to respond to a parent within 10 school days of receipt of the application, in this situation, it may not always be possible to meet this deadline, but would aim to respond to a parent within 15 school days.

## **Section 6 – WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS**

**6.1** The following documents can be found on the County Council’s website:

1. Co-ordinated Admission Scheme for 2012;
2. Admission Arrangements for 2012 - 2013, including admission arrangements for all Community and Voluntary Controlled Schools;
3. List of Published Admission Numbers;
4. In Year Admissions – Co-ordinated Scheme with effect from September 2010
5. In-Year Fair Access Protocol – for September 2011
6. Admissions Criteria for Voluntary-Aided and Foundation Schools in Cambridgeshire for 2012 – 2013
7. Supplementary Information Forms used by Voluntary Aided and Foundation Schools in Cambridgeshire for 2012 – 2013.

**6.2** In addition, several documents are available on the Education Portal for the guidance and information of headteachers and governing bodies. These include:

1. Annual guidance for school – academic year 2010 -2011;
2. Guidance for placing children on roll;
3. Guidance on taking children off roll;
4. Guidance for governing bodies on changing status;
5. Admissions Service Level Agreement for aided and foundation schools.

**6.3** The Department for Education School Admissions Code can be found at:

[www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations](http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations)

## **Section 7 - CONTACT**

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