

**CAMBRIDGESHIRE LOCAL AUTHORITY (LA)**

**SCHEME FOR  
CO-ORDINATION OF  
ADMISSIONS**

**September 2011 - August 2012**

**FOR ADMISSION TO SCHOOL FOR SEPTEMBER 2012**

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## 1. INTRODUCTION

Local Authorities (LAs) are required<sup>1</sup> to formulate a scheme to co-ordinate admissions to all primary and secondary schools in their area.

### Co-ordination for September 2012

Each LA is required to notify the Secretary of State for Children, Schools & Families by 15 April that agreement to its co-ordinated scheme(s) for admissions has been secured and to provide him with a copy. If the LA fails to secure agreement from all its schools, the Secretary of State will impose a scheme on the LA.

Cambridgeshire's scheme for secondary admissions was first approved by all Cambridgeshire schools and the Admissions Forum in March 2004 for September 2005 entry. The primary co-ordination scheme was first approved in 2005 for entry in September 2006.

Minor amendments were proposed and agreed for the September 2006 to 2008 entries. For 2009, the two schemes were amalgamated into one and further, minor amendments made. From September 2010, full co-ordination of in-year admissions is being introduced as well as further minor amendments to the schedules. This scheme benefits from the experience of four rounds of primary and five rounds of secondary co-ordination.

### Admission Criteria

Under the co-ordinated schemes voluntary aided and foundation schools continue to set their own admission criteria.

## 2. AIMS OF THE SCHEME

- To meet the statutory requirements of the Education Act 2002<sup>2</sup> in respect of co-ordinated admission arrangements;
- 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;

<sup>1</sup> The Education (Co-ordination of **Admission Arrangements**) (England) Regulations 2008. Statutory Instrument 2008 No. 3090.

<sup>2</sup> Although the Education and Inspections Act 2006 resulted in new regulations and a new Code of Practice on Admissions, there were no substantive changes to the requirements for co-ordinated schemes.

- To ensure that every child living in Cambridgeshire who has applied for a school place in the normal admission round is issued an offer letter on the agreed offer date;
- To specify how late applications should be addressed and also how applications which fall outside the normal admission round (in-year applications) will be handled;
- To ensure, within the limitations of the legislation, that the scheme minimises the administrative demands on schools and enables effective communication with them and neighbouring LAs.

### **3. MAIN REQUIREMENTS**

#### **3.1 Application to Secondary School**

The scheme shall:

- provide a single application form enabling a parent living in Cambridgeshire to apply for up to three secondary<sup>3</sup> schools, whether in the LA's area or not, to give reasons for those applications and to rank them in order of preference;
- ensure that in relation to any application made in the course of the normal admission round, so far as is reasonably practicable, each pupil in Cambridgeshire shall receive a single offer of a school place;
- specify the criteria by which the LA shall determine whether a child is to be granted or refused admission to a school in Cambridgeshire;
- communicate on the national offer date (the first working day of March) each year a single offer of a secondary school place by the LA to the parent of every child living within Cambridgeshire who submitted an on-time application;
- stipulate timetables of events for primary, middle and secondary co-ordination;
- 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 Cambridgeshire, 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.

#### **3.2 Application to Primary School, Transfer from Infant to Junior and First to Middle School**

The scheme shall:

- provide a single application form enabling a parent living in Cambridgeshire to apply for up to three primary<sup>4</sup> schools, whether in the LA's area or not, to give reasons for those applications and to rank them in order of preference;

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<sup>3</sup> Within this scheme, 'secondary' refers to schools which admit children into Year 7 or above in the year of entry.

<sup>4</sup> Within this scheme, 'primary' refers to any school with an initial year of intake between Reception and Year 6.

- ensure that in relation to any application made in the course of the normal admission round, so far as is reasonably practicable, each pupil in Cambridgeshire shall receive a single offer of a school place;
- specify the criteria by which the LA shall determine whether a child is to be granted or refused admission to a school in Cambridgeshire;
- communicate on a published chosen date each year a single offer of a primary, infant to junior and first to middle school place by the LA to the parent of every child living within Cambridgeshire who submitted an on-time application;
- stipulate timetables of events for primary, middle and secondary co-ordination;
- 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 Cambridgeshire, 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. **NORMAL ADMISSION ROUND**

4.1 This scheme will apply to all children resident in Cambridgeshire who are applying for a place in Reception Year at Primary or Infant School, or transferring to Year 3 at Junior School, Year 5 at a Middle School, Year 7 at Secondary School or Year 9 at Upper School.

4.2 For information regarding admission to these year groups or into all other year groups after the start of the academic year please see "In Year Co-ordination Admission Arrangements for all Maintained Schools"

4.3 This scheme will apply to all admission authorities in Cambridgeshire – see sections 9 & 10 for lists of these.

#### 4.4 **Data Gathering**

The LA will continue to try to identify as far as is practicable, those children of pre-school age seeking to apply for Reception places. The LA will identify those pupils in older year groups in Cambridgeshire schools through data exchange with schools. Neighbouring LAs will be asked to provide records of Cambridgeshire children attending schools in their areas so that application information can be sent to their parents. Cambridgeshire LA will in return provide information to other LAs about any of their residents attending Cambridgeshire schools.

#### 4.4 **Inter-LA Co-ordination**

Cambridgeshire LA will, wherever possible, take account of higher preference offers that can be made by another LA.

#### 4.5 **Application Form**

There will be a single paper application form available for parents to complete in order to make an application. Types exist for each relevant transfer group, as well as for in-year applications. These forms will be the only paper-based forms issued in

Cambridgeshire. Individual schools must not ask parents or children to complete a separate application form.

Over 70% of parents are expected to apply online for primary, junior, middle and secondary school places. For these cohorts, a letter, a brief guide to the application process and information on local schools will be sent via pupil post to parents of all pupils attending a Cambridgeshire Early Years Setting or a Cambridgeshire schools:

- Early Years settings (re reception transfer)
- infant and first (re junior and middle transfer);
- primary and middle (re secondary and upper transfer).

- 4.6 The letter will encourage parents to make their application online, draw parents attention to the availability of the full composite prospectus being available on the web, and provide details on how to request a paper copy of the additional information should they require it. The form and information will also be made available for parents to pick up from primary and infant schools and it will be available on request from the LA and downloadable from the County Council website.
- 4.7 As far as is reasonably practicable information will also be sent to children who live in Cambridgeshire but attend primary schools in other LA areas. It will also be available on request from the LA and downloadable from the County Council website.
- 4.8 The application form will collect the basic child/parent data required by Cambridgeshire and neighbouring LAs to process admissions. This will include the child's name, date of birth, address, telephone number, applicant details, early years/primary school currently attended, sibling details, nationality and whether or not the child is Looked After or has a statement of SEN.
- 4.9 The application form will allow parents to express a preference for up to three schools, to rank those preferences in order and to provide reasons for their preferences.
- 4.10 The composite prospectus will include notes of guidance explaining the operation of the co-ordinated scheme and advice on completing the application form.

#### **Supplementary Information Form (SIF)**

- 4.11 Admission Authorities (the governing body for foundation and voluntary aided schools and the LA for community and voluntary controlled schools) may have their own Supplementary Information Form (SIF) for the collection of any necessary further information from parents to enable them to apply the school's admission 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, occupational or financial status;
  - for any financial contribution, voluntary or otherwise;
  - details of parents achievements, educational background or whether either the parent 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.
- 4.14 Information on which schools require a SIF will be provided in the LA's composite prospectus. Copies of the SIF will be available for download from the county council website and must be made available to collect from the school. SIF's will not be available from the composite prospectus. All parents making applications for a school requiring the completion of a SIF will still be required to complete a Cambridgeshire application form. All SIFs will be returned direct to the school by the application closing date. Any forms, which are submitted to the LA, will be forwarded to the relevant school.
- 4.13 On the basis of the expected primary criteria, all voluntary aided schools with church-related criteria will require such additional information, either in the form of a SIF or a request for a letter or reference from a church leader.
- 4.14 On the basis of the expected secondary criteria, only St. Bede's Inter-church Comprehensive School will require parents to provide supplementary information in order to apply their admission criteria. This will include any criteria relating to church attendance/membership. All other secondary schools' information will be gathered using the application form only.

### **Processing Applications**

- 4.15 The LA will co-ordinate applications and the offer of places for all Cambridgeshire maintained schools, acting as the clearing house for the foundation and voluntary aided schools and as the admission authority for community and voluntary controlled schools.
- 4.16 Once an application form has been received, where parents request a further preference to be added or the order of preferences to be changed after the closing date, such a change will be treated as a new, late application. No parent will be allowed to have more than three live primary or secondary preferences at any point in time during co-ordination prior to the offer date. In line with the Code of Practice, parents will not be allowed to change the order of their preferences after the closing date, unless there is good reason for doing so<sup>5</sup>.
- 4.17 Parental preferences for a school will be ranked according to the oversubscription criteria for that school. The order of preference will not affect this ranking as all schools must operate an 'all preferences equal' policy.
- 4.18 Voluntary aided and foundation schools will be asked to rank all preferences for their school. Children will be ranked according to the school's determined oversubscription criteria and not by the order of their preference.
- 4.19 Voluntary aided and foundation schools will provide the LA with their lists of applications, ranked in accordance with their admission policy.
- 4.20 The LA offers to rank applications for foundation schools and for those aided schools without criteria relating to their religious ethos. Distance measurements will be calculated according to the shortest straight line using the LA's GIS. A charge will be agreed annually for this as one of the options available to admission authorities under a service level agreement with the Admissions Team.

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<sup>5</sup> A change of preference would be accepted where the child has moved house to a different catchment area or closer to a different school, or where an older sibling has changed school.

- 4.21 The LA, using preference and admission criteria rankings, including that supplied by foundation and voluntary aided schools, will allocate places according to each parent's preference ranking. The following rules will apply:
1. Where a parent's first preference can be met, a place will be allocated at that school and the LA will not consider any applications for schools ranked lower.<sup>6</sup>
  2. Where a parent's first preference cannot be met but the second preference can be met, a place will be allocated at the second preference school and the LA will then not consider any application for a school ranked as third preference. The application for the first preference will be placed on the reserve list for that school and ranked according to the school's oversubscription criteria.
  3. Where a parent's first and second preference cannot be met, but the third can be met, a place will be allocated at the third preference school. The applications ranked as first and second preferences will be placed on the reserve lists for those schools and ranked according to the schools' oversubscription criteria.
  4. If the LA is aware that a place is to be offered by another LA for a school with a higher ranked preference, then applications will not be considered for lower ranked preferences. If this information is not available then multiple offers may occur.
  5. Where none of the parent's preferences can be met, a place will be allocated at the nearest appropriate school with available places (if the child lives in Cambridgeshire).
- 4.22 Applications submitted after the deadline will be accepted where a parent can demonstrate a valid reason for not meeting the closing date in accordance with recommendations within the Code of Practice. This will include parents returning from abroad or moving from other parts of the country and service personnel who receive confirmation of a move after the closing date. Forms received after the national closing date, but before the 31<sup>st</sup> December, for secondary applications, and before the 31<sup>st</sup> January, for primary applications, where it is practicable to do so, will be considered as "Late applications". This means that these applications will be considered after places have been allocated to those applications which were received on time. An earlier date may apply where applications are for schools in other LA areas.
- 4.23 Where relevant, offer letters will provide parents with the reasons for refusing their child a place at either their preferred school(s) and will explain their right of appeal<sup>7</sup> against those refusals.
- 4.24 Parents will be asked to contact the Admissions Team if they do not wish to take up the offered place.
- 4.25 Following the National Offer Date/Primary Offer Date there will be no distinction drawn on school reserve lists between on time and late applications. All applications will be ranked according to the oversubscription criteria.
- 4.26 Where, following the National Offer Date/Primary Offer Date the offer of a place is declined, the LA will reallocate the place from the reserve list created following the National Offer Date. Applications received after the 31<sup>st</sup> December but before 1<sup>st</sup> April, for secondary applications, and after 31<sup>st</sup> January but before 1<sup>st</sup> June, for primary applications, will then be

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<sup>6</sup> This method avoids creating and having to resolve multiple offers within the LA.

<sup>7</sup> Where infant class size legislation applies, parents will be informed that the appeal will take the form of an infant class size appeal.

processed, ranked and if places remain available offered in accordance with the newly created reserve list.

- 4.27 A child's details will not be added to a school's reserve list if a higher preference school has been offered.
- 4.28 Where a parent wishes, after the offer date, to have their child considered for a lower preference school or a school not named on the original application form, a change of preference form must be completed, indicating the new order of preferences. No parent can hold preferences or have their child on the reserve list for more than the three schools allowed by this scheme. Further guidance on this will be provided for parents in the Authority's composite prospectus and issued with the change of preference form.
- 4.29 Full co-ordination by the LA will continue beyond the end of September, subject to new legislation, but applications received after this point will be considered as "in-year". The LA will maintain reserve lists for all oversubscribed schools, ranked according to the school's oversubscription criteria, and continue to allocate places from those lists if spaces become available.
- 4.30 Secondary applications from Cambridgeshire-resident children, who are seeking entry to schools in other LA areas that have their normal intake in a year group other than Year 7, will be provided with a Cambridgeshire Application Form. These forms will be passed to the maintaining authority for processing via their co-ordinated scheme. The maintaining authority will issue offer letters.

5. PRIMARY CO-ORDINATION TIMETABLE<sup>8</sup>

DATE	EVENT
<b>5 September 2011</b>	<b>AUTUMN TERM STARTS</b>
<b>25 – 29 October 2011</b>	<b>HALF TERM</b>
By 14 November 2011	LA Admissions Team will send to all registered Early Years settings in Cambridgeshire by Royal Mail UID letters for all children at the setting. The setting will issue these to the children via pupil post. The letter will provide a brief guide to the application process, encourage online application, provide the UID for their child, draw parents attention to the full composite prospectus available online, and where paper copies can be obtained.
	Copies of the composite primary prospectus and application forms will be sent to primary schools for those parents who request a copy and who wish to complete a paper application.
	The composite prospectus will be available from the county council website in a downloadable format from 12 <sup>th</sup> September 2011.
On 14 November 2011	The on-line application process will go live.
<b>17 December 2011 – 3 January 2012</b>	<b>CHRISTMAS HOLIDAYS</b>
By 4 January 2012	<b>Infant and First Schools</b> - Email sent to schools with reminder letter attached to be printed and issued to all pupils due to transfer to junior school reminding them of the need to apply for a place.
<b>15 January 2012</b>	<b>CLOSING DATE FOR PARENTS TO SUBMIT ON-TIME APPLICATION FORMS AND SIFs. (Or next working date where this is a weekend)</b>
24 January 2012	All applications collected by schools must be received by the LA Admissions Team
<b>31 January 2012</b>	Late applications no longer processed.
<b>13 – 17 February 2012</b>	<b>HALF TERM</b>
By 15 Feb 2012	START must have informed pupils with statements of the school named in their statement.
By 28 February 2012	LA enters all preferences onto Admissions & Transfers Module and carries out validation checks.
	LA undertakes data exchanged with neighbouring LA's.

<sup>8</sup> For all primary phase schools except Gamlingay Village College.

By 12 March 2012	LA sends details of all applications received to each foundation and voluntary aided primary school for ranking and transfers information to neighbouring LA the details of all applications for school in their LA area.  Allocation of places for children with Statements of Special Educational Needs completed.
By 23 March 2012	Voluntary aided and foundation schools send reminder letters to parents who have not submitted any required SIF, apply their own criteria and rank the preferences received.  Voluntary aided and foundation schools send the LA their lists ranked according to criteria.
<b>31 March to 15 April 2012</b>	<b>EASTER HOLIDAYS</b>
From 2 April 2012	LA processes applications and begins allocation process following exchange of date with other LA's.
By 20 April 2012	All allocations completed.  LA sends final allocation lists to all Cambridgeshire primary schools. LA Prints all offer letters
By 30 April 2012	Feeder infant/first schools receive details of which junior/middle school their children have been allocated.
<b>1<sup>st</sup> May 2012 (or next working day where this is a weekend)</b>	<b>CAMBRIDGESHIRE PRIMARY OFFER DATE</b>  Offer letters sent to parents via Royal Mail by 2 <sup>nd</sup> class post, or by email when parent has applied on line.  Parents asked to inform the LA if they do not intend to take up the offer or intend to appeal. Places declined are allocated to those on waiting list as and when received.
18 May 2012	Deadline for parents to submit appeal forms in order to ensure appeal is heard within 40 school days.
<b>4 June to 8 June 2012</b>	<b>HALF TERM</b>
By 11 June 2012	LA issues "2 <sup>nd</sup> round" offer letters by 2 <sup>nd</sup> class post.
By 18 June 2012	LA issues revised allocation lists to schools.
1 <sup>st</sup> July 2012	Places allocated to Cambridgeshire children currently in infant or first school who have not submitted an application. Letters sent via Royal Mail to parents to advise of the places offered.
20 July 2012	Deadline by which all appeals submitted by 18 May 2012 must be heard.
<b>24 July 2012</b>	<b>SUMMER HOLIDAYS BEGIN</b>
End of August	Final allocation lists send to schools
1 September 2012	In Year Co-ordination commences

**6. SECONDARY CO-ORDINATION TIMETABLE**

<b>DATE</b>	<b>EVENT</b>
<b>5 Sept 2011</b>	<b>AUTUMN TERM STARTS</b>
By 12 Sept 2011	LA Admissions Team will send to all primary and junior schools, via school bag UID letters for all children at the setting. The setting will issue these to the children via pupil post. The letter will provide a brief guide to the application process, encourage online application, provide the UID for their child, draw parents attention to the full composite prospectus available online.
On 12 September 2011	Form and information also made available for parents of Y7 applicants to pick up from primary schools and available on request from the LA and downloadable from the County Council website.  On-line application process goes live.
By 10 Oct 2011	Email to Cambridgeshire feeder schools with reminder letter to be issued to all pupils in the transfer group of the need to apply for a Year 7 place.
by end of first half term 2011	All secondary schools hold their open evenings/days.
<b>24 to 28 Oct 2011</b>	<b>HALF TERM</b>
<b>31 October 2011</b>	<b>CLOSING DATE FOR PARENTS TO SUBMIT APPLICATION FORMS &amp; SIFS. (Or next working date where this is a weekend)</b>
7 November 2011	All application forms, forwarded by schools, must reach the LA.  LA enters all preferences onto Admissions & Transfers Database.
28 November 2011	LA sends schools an email of the number of preferences expressed as an indication of level of subscription and sends details of applications to other LAs.
by 12 Dec 2011	LA sends to each foundation and voluntary aided secondary school details of applications for ranking and exchanges data with neighbouring LA's.
from 31 Dec 2011	Late applications no longer processed.  Notification received from START as to the "named schools" for statemented children.
<b>17 Dec to 3 Jan 2012</b>	<b>CHRISTMAS HOLIDAYS</b>

by 9 Jan 2012	Voluntary aided and foundation schools apply their own criteria and rank the preferences received.  Ranked lists are sent back to the LA
by 1 Feb 2012	LA processes applications following exchange of data with other LA's and criteria ranking and begins final allocation process
13 Feb 2012	All allocations completed.
<b>13 to 17 Feb 2012</b>	<b>HALF TERM</b>
By 15 Feb 2012	Student Assessment must have informed children with statements of the secondary school named in their statement.
20 Feb 2012	LA sends final allocation lists to all Cambridgeshire secondary schools and to neighbouring LAs.  Feeder schools receive details of which secondary schools their children have been allocated.  LA Prints all Offer Letters
<b>1 Mar 2012</b>	<b>NATIONAL OFFER DATE</b>  Offer letters sent to parents who have made an application via Royal Mail by 2 <sup>nd</sup> class post, and by email when parent has applied on line.  Parents asked to inform the LA if they do not intend to take up the offer or intend to appeal. Places declined are allocated to those on waiting list as and when received.
by 19 Mar 2012	Parents submit appeal forms in order to ensure appeal is heard by 6 July 2012 (National Secondary Appeals deadline).
<b>31 March to 15 April 2012</b>	<b>EASTER HOLIDAYS</b>
2 Apr 2012	LA begins to process 2 <sup>nd</sup> Round applications ie. those received between 1 <sup>st</sup> January and 31 <sup>st</sup> March.
16 April 2012	LA issues "2 <sup>nd</sup> round" offer letter by 2 <sup>nd</sup> class post.
By 30 Apr 2012	LA issues revised allocation lists to schools.
1 June 2012	Places allocated to Cambridgeshire children currently in Year 6 or Year 8 who have not submitted an application. Letters sent via Royal Mail to parents to advise of the places offered.
<b>4 June to 8 June 2012</b>	<b>HALF TERM</b>
6 July 2012	Secondary Appeals - statutory deadline by which appeals lodged by 19 March 2012 must be heard.
<b>24 Jul 2012</b>	<b>SUMMER HOLIDAYS</b>
By end of Aug 2012	LA issues revised allocation lists to schools.
1 September 2012	In year co-ordination begins

## **7. PRIMARY ADMISSION AUTHORITIES IN CAMBRIDGESHIRE**

1. Cambridgeshire LA  
(on behalf of all community and voluntary controlled primary schools)
2. Abbots Ripton C of E Primary School
3. All Saints Inter Church Primary School, March
4. Barton C of E Primary School
5. Bury C of E Primary School
6. Crosshall Infant School, St. Neots
7. Crosshall Junior School, St. Neots
8. Elsworth C of E Primary School
9. Elton C of E Primary School
10. Ely St. Mary's C of E Junior School
11. Gamlingay Village College
12. Great & Little Shelford C of E Primary School
13. Jeavons Wood Primary School
14. Linton C of E Infant School
15. Oakington C of E Primary School
16. The Park Lane Primary School, Whittlesey
17. Park Street C of E Primary School, Cambridge
18. Petersfield C of E Primary School, Orwell
19. Ridgefield Primary School, Cambridge
20. Stapleford Primary School
21. St. Alban's RC Primary School, Cambridge
22. St. Anne's C of E Primary School, Godmanchester
23. St. Helen's Primary School, Bluntisham
24. St. Laurence RC Primary School, Cambridge
25. St. Luke's C of E Primary School, Cambridge
26. St. Mary's C of E Primary School, St. Neots
27. St. Paul's C of E Primary School, Cambridge
28. St. Peter's C of E Junior School, Wisbech
29. St. Philip's C of E Primary School, Cambridge
30. Teversham C of E Primary School
31. The Icknield Primary School
32. Thriplow C of E Primary School
33. The Vine Inter-Church Primary School, Cambourne
34. Wheatfields Primary School, St. Ives
35. William de Yaxley C of E Junior School, Yaxley
36. Wisbech St. Mary C of E Primary School

8. **SECONDARY ADMISSION AUTHORITIES IN CAMBRIDGESHIRE**

1. Cambridgeshire LA  
(on behalf of all community and voluntary controlled secondary schools)
2. Bassingbourn Village College
3. Comberton Village College
4. Cottenham Village College
5. Impington Village College
6. Linton Village College
7. Longsands College, St. Neots
8. The Parkside Federation: Coleridge Community College, Cambridge
9. The Parkside Federation: Parkside Community College, Cambridge
10. Sawston Village College
11. Sawtry Village College
12. Sir Harry Smith Community College, Whittlesey
13. Soham Village College
14. St. Bede's Inter-Church Comprehensive School, Cambridge
15. St. Peter's School, Huntingdon
16. Swavesey Village College
17. Thomas Clarkson School, Wisbech

Other primary & secondary schools are thinking about a change of status & may be added to this list by September 2011.

10. **BACKGROUND DOCUMENTS**

The School Admissions Code is available from the DCSF website:

[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)

The Regulations are available from HMSO's website:

[www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)