



NORTH EAST LINCOLNSHIRE COUNCIL Communities

Qualifying Co-ordinated Admissions Scheme for Primary Schools in North East Lincolnshire

**Applicable to admission arrangements for the academic year
2017-2018**

This scheme aims, in so far as is practicable, to be compatible with the schemes for North Lincolnshire and Lincolnshire. North East Lincolnshire will co-ordinate arrangements with these two authorities. This means that the dates for transferring information will be compatible. It does not mean that the procedures and rules governing admissions and allocations are the same. These are described in each local authority's published information.

CONTENTS

	Page No
Introduction	3
The Scheme	3
Schedule 1:	
Part I: The Scheme	4
Processing of Common Application Forms	5
Determining Offers in response to the Common Application Forms	5
Part II: Late Applications	7
Part III: False Information	8
Part IV : Appeals	8
Schedule 2	
Co-ordinated Scheme Timetable	9
Schedule 3	
Determination of Next Nearest School	10
Schedule 4	
Admission Authorities of North East Lincolnshire Primary Schools covered by the Scheme	11
Glossary	12

Qualifying Coordinated Admissions Scheme for Primary Schools In North East Lincolnshire

Introduction

- 1 This scheme is made under Section 89B and 89C of the School Standards and Framework Act 1998 and section 40 of the Education and Inspections Act 2006 and in accordance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 and 2008, and The School Admissions (Alteration and Variation of, and Objections to, Arrangements (England) (Amendment) Regulations 2007.

The Scheme

- 2 Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 and 2008, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to primary schools in the area (“the scheme”).
- 3 The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 2.
- 4 The scheme shall apply to every primary school in the local authority’s (LA) area, excepting special schools and nursery schools, and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 4.
- 5 The Deputy Chief Executive, Communities, is authorised to make minor amendments to this scheme in consultation with admission authorities affected in order to ensure the smooth implementation of the procedures described.

SCHEDULE 1

PART I - THE SCHEME

- 1 North East Lincolnshire Council will have a Common Application Form (CAF) available for all parents/carers of pupils who reside within North East Lincolnshire and whose child is due to start school for the first time or transfer to junior school.
- 2 The CAF must be used as a means of expressing up to three preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by parents/carers resident within North East Lincolnshire wishing to express a preference for their child.
 - a) to be admitted to a school within the LA area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies);
 - b) to be admitted to a school located in another LA's area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies);
- 3 The CAF will –
 - a) invite the parent/carer to express up to three preferences including, where relevant, any schools outside the LA's area, in rank order of preference.
 - b) invite parents/carers to give their reasons for each preference.
 - c) together with the Authority's booklet, Your New School – A guide for parents, explain that the parent/carer will receive no more than one offer of a school place and how that place will be allocated.
 - d) specify the closing date and where it must be returned to.
- 4 The LA will make appropriate arrangements to ensure:
 - a) that the CAF together with the booklet are available on request, and wherever possible distributed through primary schools and early years providers to all parents/carers who reside within North East Lincolnshire.
 - b) that the CAF is accompanied by all relevant information which will explain the co-ordinated admissions scheme.

The LA has agreed with the other LAs concerned that it will make available its booklet and relevant information but not its CAF to parents/carers of children residing in other LAs.
- 5 All preferences expressed on the CAF are valid applications. The governing body of a voluntary aided, trust, foundation school or academy can require parents/carers, who have named their school as a preference on the CAF, to provide additional information and/or a supplementary form where it is required for the governing body to apply their oversubscription criteria to the application.
- 6 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the North East Lincolnshire CAF or, if resident in another area which has a common application form, their home area's common application form, and the school is nominated on it. Where supplementary forms are received directly by academies, voluntary aided, trust or foundation schools the school must

inform the LA immediately so it can verify whether a CAF or neighbouring area's CAF has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. Under the requirements of the scheme, parents/carers will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

- 7 Any school which operate criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2.
- 8 Parents/carers who wish to request admission outside of their child's normal age group must still make an application in line with timescales set out in this scheme for the child's chronological year group. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers, preferred school / academy, decision of the relevant admission authority and the best interests of the child.

Processing of CAFs

- 9 Completed CAFs are to be returned to the LA by **15 January 2017**, so that the LA can keep track of parents/carers that do not complete a CAF.

Determining offers in response to the CAF

- 10 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent /carer has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 12 of this schedule.

- 11 **By 27 January 2017** the LA will have provided other LAs and admission authorities details of every preference from North East Lincolnshire residents for a place in a primary school maintained by those admission authorities and have received from other LAs details of every preference from one of their residents for a place in a North East Lincolnshire primary school. The LA will also have provided the admission authority of each primary school with details of every preference that has been made for that school including, where required by the admission arrangements for the school in order to apply their oversubscription criteria and all relevant details received by this date.

By 10 February 2017 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the LA to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.

- 13 **By 17 February 2017** the LA will match this ranked list against the ranked lists of all other primary schools in North East Lincolnshire and:
- Where the child is eligible for a place at only one of the schools preferred on the CAF, that school will be provisionally allocated to the child.
 - Where the child is eligible for a place at two or more of the schools preferred, they will be provisionally allocated a place at whichever of these is the highest ranked preference.

The LA will inform other LAs of the outcome of all parental preferences for places in North East Lincolnshire primary schools from their residents together with reasons for any unsuccessful preferences.

- 14 **By 3 March 2017** the LA will, in light of information received from other LAs regarding preferences expressed for places in their primary schools from North East Lincolnshire residents, again carry out the actions identified in paragraph 12 of this schedule **by 10 March 2017** inform other LAs of those potential offers and of those they will not with reasons. The LA will also notify neighbouring LAs of any consequential potential offers that can now be offered to applicants resident in their areas.

- 15 **By 24 March 2017**, following any consequential amendments arising from further information received from other LAs under paragraph 13 of this schedule, no further changes will be made to the ranked lists and each child will be offered the potential place applicable at that date. Where a child is not eligible for a place at any of the three preferred schools on his/her CAF the child will be allocated a place at the nearest appropriate school with a vacancy as defined in Schedule 3.

- 16 The LA will also inform North East Lincolnshire primary schools of the pupils to be offered placed at their schools before **18 April 2017** (16th April being a Sunday and 17th April being a Bank Holiday).

- 17 **On 18 April 2017** (16th April being a Sunday and 17th April being a Bank Holiday), 'National Offer Day', parents/carers will be notified on behalf of the relevant admission authorities that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- Where a child has been refused a place at a school ranked higher on the CAF than the one of which a place has been offered, the reasons why the child is not being offered a place;
- Information about their statutory right of appeal against the decisions to refuse places;
- Contact details for the relevant LA for community schools and those voluntary aided, trust, foundation schools and academies where they were not offered a place, so that they can lodge an appeal with the governing body responsible;
- Where a child has been refused a place at a North East Lincolnshire School ranked higher on that CAF than the one at which a place has been offered the child's name will be added to the waiting list of the school (see admission policies).

- Where a child, residing in North East Lincolnshire, has been refused a place at all of their preferences, the Local Authority will allocate a place at the next nearest school in accordance with Schedule 3.

18 **28 April 2017** is the deadline for parents/carers to accept the place offered or request admission outside normal age group. If they do not respond by this date it will be assumed that they have accepted the place.

19 **18 May 2017** the LA reallocates any places that may have become available since 18 April 2017. From 18 May 2017 onwards all further applications are dealt with on an ongoing basis.

20 June 2017 is when parents will be advised of decisions regarding requests admission outside of normal age group.

PART II - LATE APPLICATIONS

21 The closing date for applications in the normal admissions round is **15 January 2017**. **Applications received after 15 January 2017 and up to 27 January 2017** where the lateness has been unavoidable (e.g. parents/carers move into the area) will be considered and included in the offer of places made on the offer day (18 April 2017).

22 As far as is reasonably practicable applications received after the allocations procedure has begun on **27 January 2017** and prior to **18 April 2017** will be offered a place on 18 April 2017, but the closer to that date the application is received, the less likely it is that an offer will be made on that date.

23 There will be a reallocation of places on 18 May 2017 where the LA will reallocate places that have become available since 18 April 2017. Late applications will be included in the reallocation. Applications received after 18 May 2017 and before 1 September 2017, will be processed in order of the date received and an offer/refusal letter sent as appropriate.

No CAF received by 18 May 2017

24 On **18 May 2017** the LA will allocate places to any North East Lincolnshire child of whom it is aware, or for whom it has not received an application under the scheme. A place will be offered at the nearest appropriate school with a vacancy as defined in Schedule 3.

PART III – FALSE INFORMATION

25 Where, under the scheme, the offer of a place is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.

26 In determining whether to withdraw the offer of the place account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.

27 Where a place or an offer has been withdrawn, the application will be reconsidered and an independent appeal offered where the child is re-offered a place or re-admitted to the school.

PART IV - APPEALS

Parent/carers have a statutory right of appeal against the decision to refuse admission to any of their preferred schools. Appeals **must** be lodged **within 20 school days** from the date of notification that their application was unsuccessful and no later than **18th May 2017**. Appeals must be lodged in writing. the LA will provide information in the refusal letter as to where appeal forms can be obtained. Appeals for primary schools will be heard in June of the offer year. Appeals submitted late will still be heard but at a later date.

SCHEDULE 2
CO-ORDINATED SCHEME TIMETABLE
(for primary admissions for the academic year 2017-2018)

By 23 September 2016

Inform other LAs of Y2 pupils who reside within their administration area and receive details of North East Lincolnshire pupils attending their primary schools

By 4 November 2016

LA issues forms to Infant and Primary schools and Early Years Providers

On 7 November 2016

Schools issue letters to parents applying for admission to schools

By 25 November 2016

Schools must notify the LA as to whether they intend to admit pupils above their PAN

By 15 January 2017

Closing date for the applications

By 27 January 2017

Last date for exchange of information between other LAs and other admission authorities within North East Lincolnshire

By 17 February 2017

Indication of offers to/from other admission authorities

By 10 March 2017

Firm offer of a place to/from other admission authorities

By 24 March 2017

Final review of places to be offered to/from other admission authorities

On 18 April 2017

(16th April being a Sunday and 17th April being a Bank Holiday)

Parents/carers informed of allocation (to be posted on that day)

By 28 April 2017

Last date for offers to be accepted by parents/carers and for parent/carers to request admission outside of normal age group.

18 May 2017

Last date for appeals to be lodged

18 May 2017

Second allocation date

June 2017

Appeals heard/parents/carers informed of decisions re requests for admission outside of normal age group

SCHEDULE 3

DETERMINATION OF NEXT NEAREST SCHOOL

- 1 When a preference cannot be met the “nearest school” must be one with places available. The “nearest school” means:
 - The catchment school, if that has not been named as a preference;
 - If there is no place available at the child’s catchment area school the nearest school (with a vacancy) will be determined by measuring the distance between home and school in the way described in “Your New School – A Guide for Parents”.
- 2 If the ‘nearest school’ referred to above is a voluntary aided, trust, foundation school or academy a place will be offered after consultation with the school.

SCHEDULE 4

ADMISSION AUTHORITIES OF NORTH EAST LINCOLNSHIRE PRIMARY SCHOOLS COVERED BY THE SCHEME

Community Schools: Admissions Authority - North East Lincolnshire Local Authority

Infant Schools

Queen Mary Avenue Infant School
Scartho Infants School

Junior Schools

William Barcroft Junior School

Primary Schools

Allerton Primary School
Coomb Briggs Primary School
Grange Primary School
Great Coates Primary School
Humberston CE Primary School
Littlecoates Primary School

St Peter's CE Primary School
Stallingborough CE Primary School
Stanford Junior & Infants School
Western Primary School
Woodlands Primary School

Primary Academies: Admission Authority - The Governing Body of the School

Bursar Primary Academy
Canon Peter Hall CE Primary Academy
Eastfield Primary Academy
East Ravendale C of E Primary Academy
Edward Heneage Primary Academy
Elliston Primary Academy
Enfield Academy of New Waltham
Fairfield Primary Academy
Healing Primary School
Humberston Cloverfields Primary Academy
Laceby Acres Academy
Lisle Marsden CE Primary Academy
Macaulay Primary Academy
Middlethorpe Primary Academy
New Waltham Academy
Oasis Academy Nunsthorpe
Old Clee Primary Academy
Ormiston South Parade Academy
Reynolds Academy
St Joseph's Catholic Primary Voluntary Academy
St Mary's Catholic Primary Voluntary Academy
Scartho Junior Academy
Signhills Infant Academy
Signhills Academy
Springfield Primary Academy
Strand Primary Academy
Thrunsoe Primary & Nursery Academy
Waltham Leas Primary Academy
Weelsby Academy
Welholme Academy
Willows Academy
Wybers Wood Academy
Yarborough Academy

Glossary

In this scheme –

“the LA” means North East Lincolnshire Council acting in its capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, academy, voluntary controlled or aided, trust or foundation, school (but not a special school) which is maintained by the LA;

“appropriate school” means a primary school providing primary education;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a voluntary aided, trust, foundation school or academy means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September for the year of admission;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“late application” means any application for a place in the first year of secondary education that is received after the deadline for application and up to the start of the academic year beginning at or about the beginning of September for the year of admission;

“eligible for a place” means that a child has been placed on a school’s list at such a point which falls within the school’s published admission number.