

DERBY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR PUPILS TO SECONDARY SCHOOLS

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1. Introduction

1.1 This scheme for admission to secondary school is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a secondary school place for their child in the normal admission round receives a single offer of a school place on the same day. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.

1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications to Secondary Schools, both transfers and in-years are made through one body.

1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary aided, foundation schools and Academies in the city, the neighbouring local authority of Derbyshire and any other applicable local authority.

1.4 Derby City Council will be the only body to transmit an offer on behalf of all admission authorities to a Derby resident of a single place at any secondary school during the normal admissions round or at any other time. Applications will be assessed by using the address the child resides at at the closing date.

1.5 The offer of a single place to a parent in the normal admission round will be made on 1 March. If the 1 March falls on a weekend, the offers will be posted the next working day after the 1 March second class.

1.6 The scheme for secondary admission arrangements will not affect the duty of the governing bodies of Academies, voluntary aided and foundation schools to set and apply their own admission arrangements.

1.7 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place (see Annex 1 – Timetable)

- 2.1 All applications from Derby residents for admission to any secondary school must be made on the **common application form**.
- 2.2 Parents of children attending Derby schools will receive the common application form via their child's primary school at the beginning of Year 6.
- 2.3 Parents who reside outside Derby should request the common application form from their home authority.
- 2.4 Parents can state preferences for any combination of the following schools:
- Community
 - Voluntary Aided
 - Foundation

- Academy

- 2.5 Parents will be invited to state three preferences on the common application form for secondary schools in their rank order and give reasons for those preferred schools.

An 'opt in' box will allow parents to select their catchment area school. If selected this will be processed as a fourth preference (if not included in the three stated preferences).

- 2.6 Parents will return the common application form direct to their home authority.
- 2.7 In all cases the common application form must be received by the closing date of 31 October 2010. Parents cannot change their preferences after the closing date, unless parents have changed address, or have had a move fall through – proof will be required.

3 Procedure

- 3.1 By 20 November Derby City Council will send to other Derby admission authorities and other LAs responsible for admission to any school stated on the common application form details of the applicants for their schools.
- 3.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 3.3 By 11 December Derby City Council will aim to:
- (a) have completed a list of provisional offers for community schools.
 - (b) have received from Academies, Voluntary Aided and Foundation schools a list of children who can be offered a place at their school and those not offered a place in rank order.
- 3.4 by 22 January Derby City Council will:
- (a) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer made to the parent.
 - and
 - (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common

application form will be used to determine which of those provisional offers becomes the single offer of a place.

- (b) inform any other Derby admission authorities and other LAs of those provisional offers which are to be confirmed or not confirmed.

- 3.5 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which have spare places or insufficient places.

For under-subscribed schools all preferences will have been met irrespective of their ranking.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken. This cycle will continue until all places for which there are preferences have been allocated.

- 3.6 Where Derby City Council cannot make a single offer for any of the preferences expressed by a parent resident in Derby, a place will be allocated to the child at the nearest Derby secondary school, starting with their catchment area school, with places available, to their normal place of residence.
- 3.7 By 9 February Derby City Council will inform Derbyshire County Council and any other LA of any provisional offers for parents resident in their authority.

4 The offer of a place

- 4.1 Parents will be sent a single offer of a place for admission to a Derby secondary school from Derby City Council on 1 March or the next working day if this falls on a weekend.
- 4.2 In the absence of full inter LA co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other LAs may also receive multiple offers. Having inter LA Co-ordination is aimed to reduce if not eliminate the possibility of parents receiving more than one offer of a school place.

5 Applications outside of the normal admission round

- 5.1 All applications for admission to a Derby secondary school outside the normal admission round must be made on the common application form.
- 5.2 Parents will be invited to state on the common application form three preferences for secondary schools in rank order.

- 5.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 5.4 The offer of a place at any Derby school will be made by Derby City Council.

6 Right of Appeal

This process does not alter the parents' right to appeal*. Any parent whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. Lower ranked applications will be withdrawn. The right to appeal also applies at times other than the normal times of entry to school (eg when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from primary to secondary school). Parents who have missed the normal deadlines for applying for admission or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

**Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.*

7 Late applications

- 7.1 Late applications submitted in the normal admission round will be considered after all other provisional offers have been determined.
- 7.2 Places will be allocated where no application has been received after those who have made late applications.
- 7.3 The School Admissions Code state that Local Authorities must not allow parents to change their preferences after the closing date, unless parents have changed address.

8 Waiting lists

- 8.1 Derby City Council will establish a waiting list for each secondary school where the number of applications for those schools has exceeded the places available in Year 7. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 8.2 The waiting lists will be established on the offer day and be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to Foundation and VA schools, who may, or may not, continue with the waiting lists. The LA will continue to keep a waiting list for community schools after the end of the Autumn Term.

- 8.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

9 Information required by voluntary aided and foundation schools

- 9.1 Voluntary aided schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member.
- 9.2 In addition to the common application form each voluntary aided and foundation school may have their own supporting supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus.
- 9.3 These supplementary forms are **not** application forms for admission to a voluntary aided or foundation school. The forms will be labelled as an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 9.4 Parents who intend to express a preference or preferences for voluntary aided or foundation schools must follow the procedure set out below:
- (a) obtain a copy of the additional information form from the voluntary aided/foundation school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack.
 - (b) complete the additional information form(s)
 - (c) Return the common application form to Derby City Council by the 31 October
 - (d) return the additional information form(s) to the preferred voluntary aided/foundation school(s) by 31 October.
- 9.5 The supporting information provided by parents will be used by the voluntary aided/foundation school in applying their admission criteria. This information would be over and above the standard information supplied by the common application form.
- 9.6 Where an additional information sheet is not submitted to the voluntary aided/foundation school in support of the common application form, it may affect the consideration of the preference expressed by the governing body of that school.
- 9.7 **The completion and return of the additional information form does not guarantee a place at the school.**

**ANNEX 1: PROVISIONAL TIMETABLE FOR SECONDARY
ADMISSIONS FOR SEPTEMBER 2008**

