



## **Consultation on the Co-ordinated Admission Schemes for 2012-2013**

### **SUMMARY**

#### **1 Requirement to consult on admission arrangements for 2012/2013**

Admission authorities, subject to certain limitations, are required by law to consult on their admission arrangements every year, with every governing body in its relevant area. This consultation must be completed by 1 March 2011. These arrangements must then be determined before 15 April 2011.

### **RECOMMENDATION**

- 2.1 To note and support the Authority's stance on the co-ordination of admissions to all schools in Derby City.

### **REASONS FOR RECOMMENDATION**

- 3.1 To ensure compliance with the School Admissions Code

### **SUPPORTING INFORMATION**

- 4.1 The Code of Practice on School Admissions, which came into force on 10 February 2010, specified that all admissions to both primary and secondary schools are to be co-ordinated by the local authority from September 2010 onwards. This continues to be the case for the 2012-2013 academic year.
- 4.2 Whilst Derby City has dealt with all such admissions since September 2005, this aspect remains a requirement of the Code. The new Department for Education supports mandatory closing dates for primary reception intake, junior transfers, and a separate date for secondary transfers. The national closing date for reception and junior intake will be 15 January 2012, and for secondary transfer will be 31 October 2011.

- 4.3 It is not envisioned that the secondary closing date will be an obstacle to the current processes. However, the imposition of a national closing date of 15 January 2012 will extend the date by which offers will be issued to parents. In order to exchange data with other local authorities, and to ensure that parents receive only one offer of a school place, the timescale completing this process means that offers will be issued on or around 3 May 2012.
- 4.4 The code requires that parents can state up to three preferences for primary and secondary applications. The increase in the additional preference for primary applications has been in place in Derby City since September 2010 and will continue to be so for the 2012-13 academic year.
- 4.5 The dates on the attached Admission Schemes have been formulated after consultation with Derbyshire County Council, and ensure that the data can be exchanged with all admission authorities.
- 4.6 On 7 July 2009 the Secretary of State wrote to the Chief Schools Adjudicator (CSA) asking him to undertake an investigation into 'fraudulent or misleading applications' for admission to schools. In the CSA's report on the findings to the investigation he recommends that a parent who obtains a school place by deception, but does not have the place removed due to the local authority or appeals panel considering the best interests of the child, would not be able to gain priority over other applicants by using a 'sibling link' for subsequent children in future years. The local authority accepts the recommendation and has amended the published admission arrangements accordingly.

## OTHER OPTIONS CONSIDERED

- 5.1 None arising from this report

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Robin Constable Alison Parkin Linzi Spargo Rita Silvester Gurmail Nizzer
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<b>IMPLICATIONS</b>
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**Financial**

- 1.1 None arising from this report.

**Legal**

- 2.1 There is a legal duty to comply with the mandatory requirements of the Code of Practice.

**Personnel**

- 3.1 There is no direct impact upon personnel issues arising from this report.

**Equalities Impact**

- 4.1 There is no direct impact upon equality issues arising from this report. The Code of Practice requires that all applications are dealt with fairly and equitably in accordance with the relevant legislation.

**Health and Safety**

- 5.1 Co-ordinated Admissions Scheme is aimed at ensuring every child receives an offer of a school place.

**Carbon commitment**

- 6.1 None arising from this report.

**Value for money**

- 7.1 None arising from this report.

**Corporate objectives and priorities for change**

- 8.1 CYP1 – To ensure that all parents who need support know where to turn to and benefit from a range of appropriate and accessible services.
- 8.2 CYP3 – To ensure the physical, emotional well-being and safe choices.

**DERBY CITY COUNCIL**

**CO-ORDINATED SCHEME FOR ADMISSION TO PRIMARY SCHOOL  
FOR THE 2012/13 ACADEMIC YEAR**

**1. Introduction**

1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002, introduced a new statutory requirement for every local authority to draw up a scheme covering every maintained school (but not special schools) in its area. Regulations also require authorities to exchange specified information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child residing within that authority who has applied for a school place in the normal admissions round, and all in year applications, receives an offer of one, and only one, school place. Applications will be assessed by using the address the child resides at, at the closing date. In-year applications will be issued with a results letter from Derby City Council within 20 school days of their application being submitted.

1.2 The duty to comply with parental preference will not be affected by co-ordinated admission arrangements, except where more than one place could be offered, nor will the co-ordinated scheme affect the rights and duties of governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and over subscription criteria. The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications to Primary Schools, both transfers and in-years are made through one body

**2. Main Obligations of the City Council & other Admission Authorities**

2.1 Regulations required applications for all primary schools within a local authority's area to be co-ordinated from September 2006 intakes onwards. This scheme covers intakes for the academic year 2012/13 into Foundation Stage 2 classes (Reception) at infant and primary schools and for Y3 transfers to junior schools and Hardwick Primary school, Dale Primary and St John Fisher Catholic Primary School and for all in-year applications to Primary Schools.

2.2 Parents must be invited to express their three preferences for schools on a common application form, which the authority should provide and make available to all parents resident in its area. Applications will only be considered on the common application form. The common application form can be supplemented (but not replaced) by additional forms where particular schools in the area might need extra information, e.g. to assess denominational commitment. The City Council must ensure that the Common Application Form enables parents to:

- Express their preferences; and
- Give their reasons for applying for their preferred schools.

- 2.3 Full details of the co-ordinated scheme must be included in the City Council's composite prospectus.
- 2.4 The Common Application Form should be returned to Derby City Council for residents within Derby. Derby schools that receive direct applications in error must inform the Admissions Team at Derby City Council. Parents cannot change their preferences after the closing date, unless parents have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an 'on-time' application being reclassified as a 'late' application if the order of their ranking / schools changes.

### **3. Administration of the scheme**

- 3.1 Derby City Council's form invites all parents resident in Derby to name their preferred school(s) by 15 January 2012. Parents may express a preference for up to three schools. If there are three preferences, they must be ranked by the parent. It is made clear that parents should name the school(s) at which they wish their child to be considered for a place including community, voluntary controlled, foundation, trust or voluntary aided schools. Although parents must rank their preferences, all preferences will be treated as equal by admissions authorities in applying their own admissions policies. Ranking only applies when more than one school can offer a place as a means to decide which school should be offered, i.e. the school with the highest ranking by the parent which can offer a place will be the school offered, and all applications ranked lower will be withdrawn. Attendance at a Nursery school does not automatically transfer to the school's infant department and attendance at an Infant School does not automatically transfer to a Junior School. Applications have to be made in both instances.
- 3.2 Derby residents who wish to apply for a school within the area of another local authority should name that school on the Derby City common application form.
- 3.3 By 6 February 2012 Derby City Council will send to other local authorities details of applications for schools in their authority. By 17 February 2012 Derby City Council will sent to other admission authority schools details of applicants for their schools. Any additional information received by the other admissions authorities direct (e.g. proof of religious commitment) can be treated in the same way as that received via Derby City Council once it has been established that this only relates to applications that have been submitted via Derby City Council.
- 3.4 Derby City Council applies its own admission criteria to requests for places in its community and controlled schools.
- 3.5 The other admission authorities apply their admission criteria, and send the Admissions Team, by 12 March 2012 a list indicating the order in which all children for whom application to the school has been made have priority by reference to their over-subscription criteria.
- 3.6 By 19 March 2012, data will be exchanged again with other local authorities and Derby City Council then compares the lists from all schools in its area. Where it is the case that a child is eligible for more than one provisional offer of a place, the

parent will be offered the higher ranked of those provisional offers as determined by their stated preferences on the common application form.

- 3.7 Derby City Council then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- 3.8 Where the Authority 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 catchment area school (if places are available) or next nearest Derby primary school, with places available, to their place of residence.
- 3.9 By the last working day in March 2012, all local authorities will have exchanged final data.
- 3.10 On or around 4 May 2012 Derby City Council writes, second class, to resident parents who filled in an application form to tell them of the allocated school place. Where the school in question is its own admission authority, the Council must state that the offer is being made on behalf of that school's governing body.
- 3.11 Late applications received after the closing date will only be considered alongside on-time applications if there is a significant reason, (eg single parent ill for some time) and documentary evidence is provided to the satisfaction of the City Council.
- 3.12 Any other applications will be considered to be late and will not be dealt with until places have been allocated to those who met the deadline.

#### Applications received after 4 May

- 3.13 These will be dealt with in the order they arrive. Allocations will only be made where spare places exist. If no preference can be met, a place will be allocated to the child at the catchment area school (if places are available) or next nearest Derby primary school, with places available, to their normal place of residence.
- 3.14 Admission applications received after the normal admission round, or for years other than the normal year of entry, will be handled, in the order they arrive, as quickly as possible, and in any even no later than 20 school days after their receipt. All the provisions of this scheme (excluding the timetable) apply for all applications received.

#### **4. Waiting Lists**

- 4 The Authority will establish a waiting list for all Derby Primary Schools where the number of applications has exceeded the number of places available. Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been offered to the parent. A vacancy arises only when the number of offers to a particular school falls below the Published Admission Number. The waiting list will be established on the offer day and be maintained until

the end of the Autumn Term. After this date the lists will be sent to the individual voluntary aided, trust and foundation schools, although not all schools will continue with the waiting list. The Council will continue to maintain the waiting lists for community and controlled schools. Priority on the waiting list is determined according to the over-subscription criteria for that school. Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the criteria, they will be placed on the waiting list above those with a lower priority.

## **5. Right of Appeal**

- 5 Any parent whose child is refused a school place for which they have applied has the right to an independent appeal for the school(s) ranked higher than their final offer. Lower ranked applications will be withdrawn.

## **6. Fair Access Protocol**

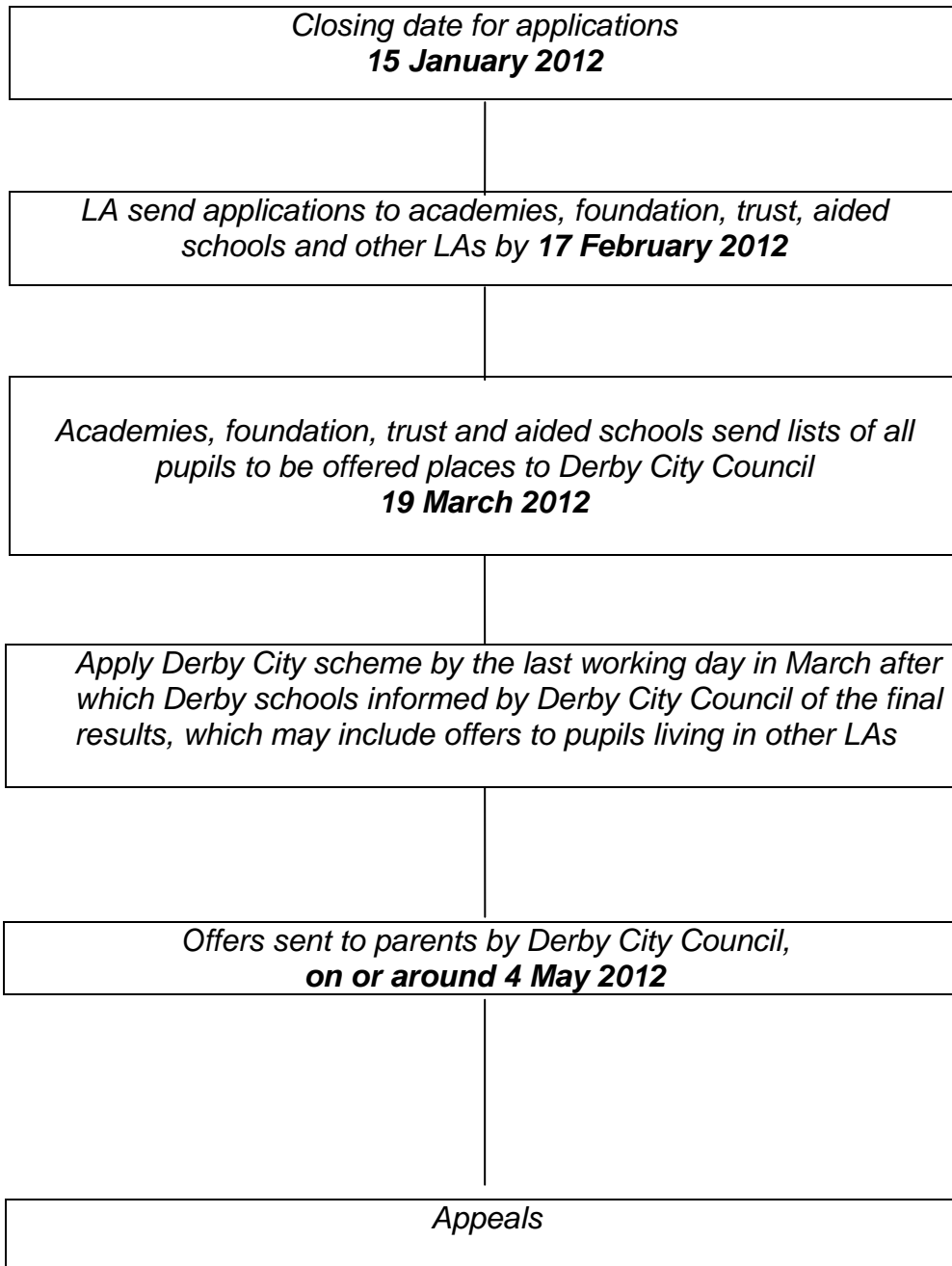
- 6 All schools within Derby City are partners within the Fair Access Protocol. Children who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

## **7. Fraudulent / Misleading Applications**

- 7 All cases of potential fraudulent or misleading applications are investigated rigorously. When applicants move into Derby City and cannot provide proof of their address, their residency will be calculated using the furthest point to the city boundary from the school applied for.
- 7.1 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly, they may have the place withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

**NB:** Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

**ANNEX 1: PROVISIONAL TIMETABLE FOR PRIMARY  
ADMISSIONS FOR SEPTEMBER 2012**





- The admission limits may need to be reviewed at some schools as part of any Children’s Centre proposals linked to the second phase of centres and due to the Strategy for Change document due on Primary Capital Programme Area Review.

School	Published Admission Number 12/13	Number of Nursery Places
Allenton Community Primary	52	
Alvaston Infant and Nursery	90	26
Alvaston Community Junior – Enhanced Resource School	90	
Arboretum Primary	45	39
Ash Croft Primary	40	
Ashgate Primary	45	
Asterdale Primary	30	26
Beaufort Community Primary	45	52
Becket Primary	30	26
Borrow Wood Primary	60	26
Boulton Primary	INCREASE FROM 30 45	52
Brackensdale Infant – Enhanced Resource School	60	26
Brackensdale Junior - Enhanced Resource School	60	
Breadsall Hill Top Infant	60	26
Breadsall Hill Top Junior	60	
Brookfield Primary	30	15
Carlyle Infant	60	26
Cavendish Close Infant	90	39
Cavendish Close Junior	90	
Chaddesden Park Infant	60	26
Chaddesden Park Junior	60	
Chellaston Infant	120	
Cherry Tree Hill Primary	65	26
Dale Community Primary	75 KS1 / 81 KS2	
Derwent Community	30	39
Firs Estate Primary	45	39
Gayton Community Junior	90	
Grampian Primary	30	26
Griffe Field Primary	60	26
Hardwick Primary	60 KS1 / 90 KS2	30
Homefields Primary	30	26
Lakeside Community Primary	50	52
Lawn Primary	60	
Lees Brook Community Sports College – Enhanced Resource School	219	
Littleover Community School	265	
Markeaton Primary – Enhanced Resource School	45	
Meadow Farm Community Primary	30	26
Mickleover Primary	55	
Moorhead Primary	40	
Nightingale Primary	60	52
Oakwood Infant	90	39
Oakwood Junior	90	
Parkview Primary	30	26
Pear Tree Infant	90	
Pear Tree Community Junior	90	
Portway Infant	80	
Portway Junior	80	
Ravensdale Infant	INCREASE FROM 75 TO 90 90	30
Ravensdale Junior	90	
Redwood Infant	75	50
Redwood Junior	75	
Reigate Primary – Enhanced Resource School	60	26
Ridgeway Infant	90	
Roe Farm Primary	45	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	52	
Sinfin Primary	20	26
Springfield Primary	30	
St Chad’s Church of England (Controlled) Nursery and Infant	40	39
Village Primary	75	39
Wren Park Primary	54	

- Admission limits at some secondary schools may need to be reviewed as part of the Building Schools for the Future Programme.



DERBY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR  
PUPILS TO SECONDARY SCHOOLS  
2012-2013

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- ANNEX 1 - Timetable for admissions

## 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 i.e. in year applications. 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 2012. If the 1 March falls on a non work day, 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, trust 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
  - Trust
- 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 2011. Parents cannot change their preferences after the closing date, unless parents have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an 'on-time' application being reclassified as a 'late' application if the order of their ranking / schools changes.

### **3 Procedure**

- 3.1 By 21 November 2011 Derby City Council will send to other Derby admission authorities and other local authorities 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 12 December 2011 Derby City Council will aim to:
- (a) have completed a list of provisional offers for community schools.
  - (b) have received from Academies, Voluntary Aided, Trust 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 place of residence.

3.7 By 10 February 2012 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 local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority 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 they have a genuine reason for doing so, such as changing 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, Trust 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 Fair Access Protocol**

- 9.1 All schools within Derby City are partners within the Fair Access Protocol. Children who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

## **10 Information required by voluntary aided, trust and foundation schools**

- 10.1 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.
- 10.2 In addition to the common application form each voluntary aided, trust 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 and these forms are to be returned direct to the schools.
- 10.3 These supplementary forms are **not** application forms for admission to a voluntary aided, trust 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.
- 10.4 Parents who intend to express a preference or preferences for voluntary aided, trust or foundation schools must follow the procedure set out below:
- (a) obtain a copy of the additional information form from the voluntary aided/trust/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 2011.



- (d) return the additional information form(s) to the preferred voluntary aided/trust/foundation school(s) by 31 October 2011.
- 10.5 The supporting information provided by parents will be used by the voluntary aided/trust/foundation school in applying their admission criteria. This information would be over and above the standard information supplied by the common application form.
- 10.6 Where an additional information sheet is not submitted to the voluntary aided/trust/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.
- 10.7 **The completion and return of the additional information form does not guarantee a place at the school.**

## **11 Fraudulent or Misleading Applications.**

- 11 All cases of potential fraudulent or misleading applications are investigated rigorously. Applicants who move into Derby City and who cannot provide proof of their address, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 11.1 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly, will have the place withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

**NB:** Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

**ANNEX 1: PROVISIONAL TIMETABLE FOR SECONDARY  
ADMISSIONS FOR SEPTEMBER 2012**

