



CROFTLANDS INFANT AND NURSERY SCHOOL

Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumbria County Council 2018–2019

Note: the list of schools may need to be revised to provide for the conversion of some schools to academies or to take account of other school organisational changes.

For the purposes of this document 'school' refers to maintained schools and academies unless otherwise indicated.

1. Introduction

(1) In line with the requirements of the 1998 School Standards and Framework Act (as amended) this scheme has been drawn up by Cumbria County Council to co-ordinate admissions to all maintained schools and academies in Cumbria, except for entry to Year 12 and for entry to special and nursery schools, regardless of whether the Local Authority (LA) or the governing body is the admission authority.

(2) The scheme's purpose is to ensure that, as far as reasonably practicable:

i) Every parent and carer living in Cumbria who has applied for a place for their child for entry in September 2018 to Reception or Year 3 in junior school or to Year 7 at a secondary school in the normal admissions round, receives only one offer of a school place for each child on:

- (a) 1 March 2018 (or the next working day) for transferring to Year 7 at a secondary school;
- (b) 16 April 2019 (or the next working day – 18 April 2018) for starting infant or primary school (Reception year group);
- (c) 16 April 2019 (or the next working day – 18 April 2018) for transferring to Year 3 at a junior school.

ii) Every parent and carer living in Cumbria who applies for a school place at a school at any other time, except for admission to Year 12 and for entry to special and nursery schools receives only one offer of a place for each child on the following basis:

- (a) Applications received after the reallocation process for the main admissions round, and at any other time for entry to the normal year of entry, will be treated as 'in year' admissions
- (b) The scheme does not apply to those places set aside for boarders
- (c) The scheme will be implemented in line with the timetables set out in Appendices 1 and 2
- (d) Appendices 3 and 4 list the admission authorities to which the scheme applies

Note: The management of school applications may be severely delayed where separated parents or carers of the child each submit a separate application for different schools. The School Admissions Code 2012 states that only one offer per child is made by the LA. In this situation the LA asks that parents and/or carers attempt to resolve matters between themselves, and inform the LA in writing of which application should be processed. It is not appropriate for the LA to become involved in private disputes. The LA does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LA to take a decision. Where this is the case the LA will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

2. The Common Application Forms

(1) There will be three standard forms known as the Common Application Forms. In line with county council policy, online applications are encouraged and references to the various forms below include those available on line. Hard copies are also available. The forms are as follows:

SA1 – Admission to Infant or Primary School – September 2018

SA2 – Transfer to Junior School – September 2018

SA3 – Transfer to Secondary School – September 2018

(2) The forms will be used for the purpose of admitting pupils into the Reception Year for infant and primary, Year 3 for junior and Year 7 for secondary intake groups in September 2018. They will:

- invite parents and carers to express three preferences for schools in rank order of preference including, where relevant, any schools outside the LA's area;
- explain that parents and carers are entitled to give their reasons for their preferences;
- specify the closing date and to whom the form must be returned; and

(3) The LA will ensure that the SA1, SA2, and SA3 are available on line and from the LA. They will be available on line by 11 September 2015. Parents and carers of children in their last year at an infant school will receive information about how to apply for a junior school place from the school. Those with a child in the last year of a primary or junior school will receive information about how to apply for a secondary school place, also from their existing school.

Information about schools together with an application form will be made available on the Cumbria County Council website.

(4) The governing body of a voluntary aided or foundation school, or academy trust can require parents and carers who wish to express a preference for their school on the common application form, to provide additional information on a supplementary form only where the information is required for the governing body to apply their oversubscription criteria. Where a supplementary form is required it must be returned to the school where entry is sought.

(5) A supplementary form will not be regarded as a valid application unless the parent and carer has also completed a common application form and the school has been given as one of their preferences.

(6) Where common application forms are sent directly to voluntary aided or foundation schools or academies, they must be passed to the LA within five school days.

3. The Closing Date for Application Forms [SA1, SA2 and SA3]

(1) Completed forms must be returned as follows:

SA3 – by 31 October 2018 online or to the child’s current junior or primary school;

SA1 – by 15 January 2018 online, or to the parent or carer’s preferred school or directly to the School Admissions and Appeals team;

SA2 – by 15 January 2018 on line or to the child’s current infant school; and Parents and carers who are resident in Cumbria and whose children do not attend a school in Cumbria, or any parent or carer preferring to return their form direct to the LA, should return the form to the School Admissions and Appeals Team. The same closing dates apply.

Parents and carers who are resident in Cumbria and who wish to apply for a school place at a maintained school or academy outside of Cumbria should still complete one of the above forms and make an application via Cumbria and submit their application to the School Admissions and Appeals Team.

(2) Where a preference has been expressed for a voluntary aided or foundation school or academy requiring a supplementary form, this should be returned directly to that school by the above closing dates.

(3) All schools must forward completed application forms to the LA on a weekly basis as and when they are received. The final deadlines for the forms to be sent by first class post are:

SA3 – 6 November 2017

SA1 – 15 January 2018

SA2 – 15 January 2018

(4) In relation to oversubscribed schools, preferences which are submitted or changed after the closing date will only be considered in exceptional circumstances. This is only likely to be where a family was living outside of England and Wales and was, therefore, unable to submit an application by the closing date. Parents and carers moving within England and Wales must have submitted an application by the closing date to have grounds for a late change of preference.

(5) Even if there are exceptional circumstances, it will not be possible to consider applications received or changed after:

04 January 2018 for Transfer to Secondary - Year 7 [SA3]

20 February 2018 for Starting Infant or Primary - Reception [SA1]

20 February 2018 for Transfer to Junior - Year 3 [SA2]

until after the allocation of places has been made for all those parents and carers who applied on time.

4. Completing the SA1, SA2 and SA3 application forms

(1) If a parent or carer completes the application form in such a way that the ranking of two or more preferences is not clear, the distance between home and school, measured by a straight line between the centre of the pupil's home address and a common point on the school site as determined by the LA (usually the main door to the school building), using the LA's GIS mapping system, will be used to rank the preferences concerned. The nearest school will be regarded as the highest preference.

(2) If more than one form is received, and any earlier applications have not been withdrawn in writing, the most recently dated application form [submitted by the relevant closing date] will be used. If forms are not dated or are dated on the same day, those schools where the order of preferences is not clear will be ranked as in 4(1) above.

5. Testing of Ability or Aptitude

(1) Where a selection test of any kind, i.e. for ability or aptitude, is part of the school's admission arrangements, the admission authority for the school must make it clear to parents and carers that, whilst they can be tested, they are required to express a preference for that school on the appropriate form SA1, SA2 or SA3 otherwise they will not have applied for a school place.

6. Determining Offers in Response to the Common Application Forms [i.e. SA1, SA2 and SA3]

(1) All preferences will be considered equally. Where a child of a parent or carer is eligible for a place at more than one school, a place at the school given as the highest preference will be offered.

(2) The LA will only make any decision with respect to the offer or refusal of a place in response to any preferences expressed on the application forms where:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school [see 6(1) above];

or

- an applicant is not eligible for a place at any school for which they have expressed a preference. A place would only be offered at a voluntary aided or foundation school or academy if its admission number had not been reached in offering places to those parents and carers who gave the school as one of their three preferences.

7. Parents and carers Applying for a Place at a School Outside of Cumbria

(1) Parents and carers may express a preference for school[s] in another LA area.

(2) If a pupil would be eligible for a place at a school in Cumbria and a neighbouring Authority has also indicated that a place can be offered at one of its schools, the parents and carers will be offered the place at the school which was ranked as their highest preference.

8. Processing Parental Preferences

The following timetable showing the final deadline dates will apply to the processing of parental preferences:

	Secondary [SA3]	Reception [SA1]	Junior [SA2]
LA notification to other LAs of preferences expressed for schools in their area.	20.11.15	20.01.16	20.01.16
LA notification to voluntary aided and foundation schools, free schools and academies of all first preference applications received [see note 1]	27.11.15	29.01.16	29.01/16
Final date for Governing Bodies of voluntary aided and foundation schools, free schools and academies to consider all applications apply the school's oversubscription criteria and provide the LA with a list showing which category in their admissions policy each applicant falls into. Ranking of applicants in the category in which the cut-off point falls must also be shown. Note: Any school having difficulties meeting this deadline must agree an alternative one with the School Admissions and Appeals Team.	16.12.15	12.02.16	12.02.16
Liaison period for the LA and voluntary aided and foundation schools, free schools and academies to finalise allocations. Lists for oversubscribed schools will be compared. Where a place can be offered at more than one school, the LA will identify the highest preference school that can be offered. This will become the 'provisional allocation'.	17.12.15 to 29.01/16	15.02.16 to 17.03.16	15.02.16 to 17.03.16
Finalise Allocations Other LAs notified of places in schools in Cumbria to be offered to their residents. Notification to all schools of pupils allocated places. NB: This is	15.02.16 19.02.16 01.03.16	18.03.16 15.04.16 18.04.16	18.03.16 15.04.16 18.04.16

<p>confidential information and must not be passed on to parents and carers. LA notification to parents and carers informing them of the outcome of their application [Offer Days].</p>			
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Note

The LA will notify voluntary aided and foundation schools, free schools and academies of all first preference applications which have been received for their school. If a school is oversubscribed, or close to being so, second and third preferences will also be notified in respect of those pupils whose parents and carers may not be offered their first preference school. Where these preferences are passed on, the order of parents and carers’ preferences will not be made known.

- During the liaison period with voluntary aided and foundation schools and academies, the LA will adjust the pupil lists to remove children who can be offered a higher preference school.
- If, as a result of adjusting allocation lists to accommodate those pupils who cannot be offered a higher preference, the cut-off point moves to a different category in a school’s admissions policy, further ranking of applications will be required. This information should be provided by the voluntary aided and foundation schools and academies within a week – where this time limit can not be achieved, a new time limit should be agreed with the School Admissions and Appeals Team.

9. Where a Place is Not Available at the Parents or Carers’ Preferred Schools

(1) Where a child is not eligible for a place at any of their parents or carers’ preferred schools, they will be allocated a place at the nearest school in Cumbria with a place available, measured by the nearest walking route by road using the LA’s GIS mapping system. Unless a parent or carer has specifically stated that they would not accept a place at a Catholic school, a place at a Catholic school would be offered where this is the nearest school.

(2) If a school is identified as the alternative school for more pupils than there are places available, the school’s oversubscription criteria will determine priority for a place.

10. Informing Parents and carers of the Outcome of Their Application

(1) The LA will inform all parents and carers of the outcome of their application as follows:

Online applications

Parents and carers who have made their application online will receive an email on the following dates:

Year 7 Places [Secondary] - 1 March 2018

Reception Places [Infant/Primary] - 18 April 2018

Year 3 Places [Junior] - 18 April 2018

Paper applications

Parents and carers who have made paper applications will receive a letter, which will be sent by post on the dates above.

The letters will give the following information:

- the name of the school at which a place has been offered;
- in relation to voluntary aided and foundation schools and academies, that the offer is on behalf of the governing body;
- the reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);
- contact details for the LA and any voluntary aided and foundation schools and academies where a place has not been offered;
- information about their statutory right of appeal against the decision to refuse a place at any school given as a higher preference;
- confirmation that the right of appeal is in relation to any school given as a preference and where a place has not been allocated; and
- confirmation that in the re-allocation process, parents and carers will be considered for any places that might become available in schools they ranked higher than the school they have been offered, and what to do if they wish to be considered for any vacancies beyond that point.

(2) Parents and carers who wish to refuse the place offered will be asked to do so by the following dates. Where parents and carers do not respond, they will be assumed to have accepted the place offered:

Year 7 Places [Secondary] 16 March 2018

Reception Places [Infant/Primary] 04 May 2018

Year 3 Places [Junior] 04 May 2018

If parents and carers do not respond by this date it will be deemed that they have accepted the place.

11. Re-allocating Places which are not Taken Up or Subsequently Become Vacant

(1) The LA will re-allocate any places which have become vacant since allocation letters were sent out. This will take place on:

Year 7 Places [Secondary] 28 March 2018

Reception Places [Infant/Primary] 13 May 2018

Year 3 Places [Junior] 13 May 2018

(2) Consideration will be given to all outstanding applicants, including any late ones.

(3) Places will be re-allocated by applying the school's oversubscription criteria.

Where the information is not already held, the LA will liaise with voluntary aided and foundation schools and academies regarding the ranking of outstanding applicants.

(4) During the course of the year as vacancies arise the LA will re-allocate the places to those applicants on the waiting list of Community and Voluntary Controlled schools in accordance with its oversubscription criteria.

12. Late Applications Submitted After the Main Intake Closing Dates

(1) Applications received by the LA after the main admissions round closing dates and where there are no exceptional circumstances, or after the dates specified at 3(5) even if there are exceptional circumstances, will only be considered **after** the allocation decisions have been made in paragraph 8.

(2) Where it is not possible to offer a place on the Offer Dates [Paragraph 8] a place will be offered as soon as possible thereafter.

13. Waiting lists

Waiting lists for schools will be kept by the relevant admission authority to the end of the autumn term as a minimum.

14. Applications Received After the Re-allocation Process and Other In Year Requests for Admission

(1) Applications received after the re-allocation process [Paragraph 11] for the main admissions rounds, and at any time for entry other than to the normal year of entry, will be treated as in year admissions.

(2) For all Community and Voluntary Controlled schools which have been oversubscribed, the LA will continue to re-allocate places up to the end of the autumn term in line with their published admission arrangements. Schools must, therefore, refer any parents and carers who contact them to request a school place to the LA.

15. Applications Received After the Re-allocation Process and Other In Year Requests for Admission

(1) Applications received after the re-allocation process [see paragraph 11] for the main admissions rounds, and at any time for entry other than to the normal year of entry, will be treated as in year admissions. These applications should be made on form SA8.

(2) Once any places have been re-allocated on the specified dates, voluntary aided and foundation schools and academies will be able to deal with any requests without involving the LA, but the LA needs to be informed where admission is refused. The LA, as the admissions authority, will have a greater role in relation to community and voluntary controlled schools.

(3) For community and voluntary controlled schools which have been oversubscribed, the LA will continue to re-allocate places into September in line with its published admission arrangements. Community and voluntary controlled schools which were close to being, or are, oversubscribed should, therefore, refer any parents who contact them to the LA. Other community and voluntary controlled schools should confirm the availability of places with the parent.

(4) On an ongoing basis it will be possible, in many instances, to deal with in year requests for places without involving the LA. Parents will contact schools direct and it will be possible to offer a place without any difficulty and without the need for a formal application.

(5) In relation to a community or voluntary controlled school, if a parent contacts the school requesting admission and it is not possible to offer a place, the parent should be referred to the School Admissions and Appeals Team in order that form SA8 can be completed by the parent. On receipt of the SA8 the LA will determine whether refusal is appropriate and, if so, write to the parents formally refusing the request and offering the right of appeal. Alternative preferences would also be pursued and if necessary, ie in relation to voluntary aided and foundation schools and academies, the application would be referred to the governing body for determination.

(6) If any parent approaches a voluntary or foundation school or academy directly about an in year admission, the governing body should offer a place where possible and notify the LA. Where a place cannot be offered, the governing body must offer the right of appeal, and advise the parent to contact the LA [School Admissions and Appeals Team] in order that a form SA8 can be completed.

(7) Where the LA receives an SA8 direct from a parent giving a voluntary aided or foundation school or academy as their first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the governing body to make a determination regarding the application. The governing body should notify the parent of its decision with a copy to the LA.

(8) Parents who are refused admission **must** be offered a right of appeal. Information about the appeals process **must** be provided by the relevant admission authority in the refusal letter.

(9) The LA will keep track of any pupils who apply for in year admission, and intervene as appropriate to ensure that they are placed in a school without undue delay.

Appendix 1

CO-ORDINATED ADMISSIONS SCHEME FOR INFANT, JUNIOR AND PRIMARY SCHOOLS [MAIN ADMISSIONS ROUND]

Scheme Timetable - September 2018 Entry to Reception and Year 3

15 January 2018 SA1s [Reception] to be returned on line to the School Admissions and Appeals Team or to the parents or carers first preference school if submitting a paper form. Any supplementary forms and documentary evidence, if required, that is relevant in relation to admission to voluntary aided and foundation schools and academies must be returned by parents or carers to the school for which the supplementary information is relevant.

SA2s [Year 3] to be returned on line to the School Admissions and Appeals Team or to the parents or carers current school if submitting a paper form. Any supplementary forms and documentary evidence, if required, that is relevant in relation to admission to voluntary aided and foundation schools and academies must be returned by parents and carers to the school for which the supplementary information is relevant.

15 January 2018 Schools to pass SA1s and SA2s to the LA on a weekly basis as and when they are received, but to be sent by first class post on this date at the latest.

Schools to maintain a record of all forms received. This should include a list of who has submitted an application form together with the date the form is received in school.

29 January 2018 Details of first preferences to be sent to voluntary aided and foundation schools, free schools and academies. If a school is oversubscribed, or close to being so, second and third preferences will also be notified in respect of those pupils whose parents and carers may not be offered their first preference school. Where second and third preferences are passed on, the order of parents and carers' preferences will not be made known.

12 February 2018 Voluntary aided and foundation schools, free schools and academies to provide LA with outcome of allocation process.

If any school has difficulties with this deadline, an alternative one must be agreed.

20 February 2018 After this date, no late or changed applications to be considered, even if there are exceptional circumstances.

15 February 2018 to

17 March 2018

The LA will liaise with voluntary aided and foundation schools, free schools and academies in order to finalise allocations.

18 March 2018 Other LAs will be notified of places in schools in Cumbria.

24 March 2018 LA will finalise allocations.

24 March 2018 LA will confirm final allocations with voluntary aided and foundation schools, free schools and academies.

18 April 2018 LA will notify parents and carers of their allocation.

04 May 2018 Parents and carers will be asked to respond by this date where they want to **refuse** the place offered. Where parents and carers have not responded by this date, the LA will assume acceptance of the place offered.

13 May 2018 LA will re-allocate any places which have become available.