

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 9 October 2009

## NOTICE OF MEETING

### CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

**Wednesday, 21 October 2009 at 8.30 a.m.**

Venue at

**Room 14, Priory House, Monks Walk, Shefford**

Edwina Grant  
**Acting Chief Executive/  
Deputy Chief Executive &  
Director of Children,  
Families & Learning**

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE ADMISSIONS FORUM:

<b>Local Education Authority:</b>	Cllr Anita Lewis, Portfolio Holder for Children's Services
<b>Community Schools:</b>	Steve Morrow, Headteacher, Flitwick Lower School Anne Phillips, Headteacher, Streetfield Middle School, Dunstable Jacqueline Woodthorpe, Headteacher, Campton Lower School
<b>Voluntary Controlled Schools:</b>	(two vacancies – headteachers or governors) David Brandon-Bravo, Headteacher, Parkfields Middle School, Toddington
<b>Foundation and Trust Schools:</b>	Shawn Fell, Headteacher, Harlington Upper School
<b>Voluntary Aided Schools:</b>	Chris Spurgeon, St Mary's Lower School, Clophill (Church of England) Pauline Cotton, St Vincent's Primary School, Houghton Regis (Roman Catholic) Nick Sharpe, Ashton Middle School, Dunstable

**Church of England Diocese:** Ray Slade, Diocese of St Albans

**Roman Catholic Diocese:** Frances Image, Catholic Diocese of Northampton

**Academy:** John Kemp, Vice-Principal, All Saints Academy, Dunstable

**Parent Representative:** Ben Sear, Parent Governor, Alameda Middle School  
Ian Robinson, Parent Governor, Caldecote VA Lower School

**Local Community:** Wendy Anderson-Welsh (ethnic minorities groups)  
Squadron Leader Michelle Ramsden, RAF Henlow  
Dawn Day, Virtual School Headteacher, Central Bedfordshire Council (representing Looked after Children)

<b>AGENDA</b>
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No.	Item	Lead Person	Time
1.	Apologies for Absence	Chairman	8:30
2.	Minutes of the Central Bedfordshire Admissions Forum held on 24 June 2009	Chairman	8:35
3.	Co-ordination of In-Year Admissions - 2010/2011	Rosa Bonwick	8:40
4.	Admission Arrangements - September 2011	Rosa Bonwick	8:55
	<ul style="list-style-type: none"> <li>(i) Consultation</li> <li>(ii) Standard Admissions Policy</li> <li>(iii) Admission Numbers</li> <li>(iv) Co-ordinated Admissions Schemes</li> <li>(v) Open Evenings</li> </ul>		
5.	Membership of the Admissions Forum - Oral Report	Rob Mills	9:45
6.	Date and Time of Next Meeting	Chairman	9:55
	The next Admissions Forum is scheduled for 8.30 a.m. on 24 March 2010.		
7.	Close	Chairman	10:00

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held in Room 14, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ on Wednesday, 24 June 2009

**Present:**

Pauline Cotton

Shawn Fell

Sigrid Hillman

Frances Image

Councillor Mrs Anita Lewis

Anne Phillips

Nick Sharpe

Ray Slade

Ben Sear

Officers in Attendance: Rosa Bonwick, Alison Bray, John Goldsmith, Sandra Hobbs, Keith Lakin, Jo Maule, Rob Mills, Dr Kirit Modi and Patrick Shevlin

L/04/1

**WELCOME, INTRODUCTIONS AND APOLOGIES**

The Forum Administrator welcomed Members to the meeting whereby Members introduced themselves.

Apologies were received from Steve Morrow, David Brandon-Bravo, Jim Parker and Chris Spurgeon.

L/04/2

**ELECTION OF CHAIRMAN**

**RESOLVED** that, in the absence of any other proposal from the meeting, Patrick Shevlin act as Chairman for this meeting of the Admissions Forum and Shawn Fell become Chairman for future meetings.

L/04/3

**ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Nick Sharpe becomes Vice-Chairman of the Admissions Forum.

L/04/4

**MINUTES OF CENTRAL BEDFORDSHIRE ADMISSIONS FORUM HELD ON 24 MARCH 2009**

**RESOLVED** to approve the Minutes of the meeting of the Central Bedfordshire Admissions Forum held on 24 March 2009 as a correct record and to authorise the Chairman to sign them.

L/04/5

### **MATTERS ARISING**

A query was raised about minute no. 19 'Co-ordinated Admission Arrangements – Primary Schools 2010-2011'. Members were advised that the Regulation referred to primary schools and that because middle schools had an entry age below 11 years they were governed by the Primary regulations.

Members were advised that the Bedford Borough Council Admissions Forum had agreed to the joint approach between the two Councils with regard to parents applying for a primary school place during the 2010 admissions round, as this would ensure that two school places would not be offered.

L/04/6

### **UPDATE ON MEMBERSHIP AND TERMS OF REFERENCE**

Members received an oral update on the revision needed to the Admissions Forum membership due to the changes arising from the new regulations and School Admissions Code, as previously reported at the last meeting of the Forum. The amendment to the Membership was submitted and approved by the Central Bedfordshire Executive at their meeting on 12 May 2009.

Members had received a revised agenda notice advising of the new membership, vacancies and Councillor Mrs Lewis, Executive Portfolio Holder for Children's Services, was appointed as the Local Education Authority representative. There were currently 13 members and 7 vacancies.

The School Admissions Administrator had written to community upper and voluntary controlled schools seeking nominations for the vacancies in those groups. Jacqueline Woodthorpe from Campton Lower School had been approached to become the community schools lower school headteacher representative, as she had shown an interest in the previous recruitment round.

Members were advised that as from September 2009 Northfields Technology College would become All Saints Academy. This would entitle them to a place on the Admissions Forum and John Kemp, Vice-Principal of All Saints Academy had been nominated for this position.

There was one vacancy for a parent representative. Members were informed that an election process was being held for a parent governor on the Children, Families and Learning Overview and Scrutiny Committee. Members agreed that interest should be sought from the successful and unsuccessful candidates to become a member on the Admissions Forum.

Members were advised that with the resignation of Councillor Mrs Fairbairn there was a vacancy for a local community representative. Councillors Mrs Fairbairn had represented looked after children and a view was sought from members whether this vacancy should remain as a representative of looked after children. Members agreed that it was imperative that looked after children were represented as these children could be very vulnerable.

## RESOLVED

- 1) that interest be sought from the successful and unsuccessful candidates from the nominations for a parent governor on the Children, Families and Learning Overview and Scrutiny Committee, to become a parent representative member on the Admissions Forum
- 2) that a suitable representative of looked after children be approached to fill the vacancy under local community representatives.

L/04/7

## UPDATE ON 2009 ADMISSIONS AND APPEALS

The Forum received a report that provided Members with an update on admissions for 2009 and appeals held since 1 September 2008. The school preference data and online data in the report related to Central Bedfordshire and Bedford Borough. The appeals data related to Central Bedfordshire schools.

Members were advised that the total preferences met for lower, middle and upper schools were between 98.38% - 99.5%. The national average for secondary (upper) schools was 96.2%, the regional average was 96.4% and the total preferences met for Bedfordshire was 99.5%. The percentage of Bedfordshire parents offered a place for their child at their first preference secondary (upper) school exceeded both national and regional averages, as did the percentage of total preferences met. Members noted that Bedfordshire achieved the highest percentage of first preferences met in the eastern region.

Members were advised that Officers worked hard to ensure that sufficient school places were available and that this would have enabled more parents to be offered their preferences. It was hard to determine whether there was any correlation between the preferences being met and surplus places, as surplus places in some schools had arisen from having popular schools locally.

The percentage of online applications received for each school phase across Central Bedfordshire and Bedford Borough was:

- 52.44% for Lower Schools
- 31.51% for Middle Schools
- 30.0% for Upper Schools.

The national average for online applications was 30.0%, the regional average was 49.6% and Bedfordshire was 30.0%. Members were advised that when parents applied online an email confirming receipt was sent to the parents' email address. Headteachers would encourage parents to apply online and possibly have computers available at open evenings.

Members were advised of the number of appeals heard and the number upheld for the period 1 September 2008 and 5 June 2009 for Central Bedfordshire. There were still ten appeals pending, but all appeals had been processed within the required timescale.

Members were advised that discussions were taking place to extend the Service Level Agreement with Bedford Borough with regard to joint partnership working on Admission Appeals. Currently the Service Level Agreement ceased at the end of August, but it was hoped that this would be extended to July 2010.

Members noted that the phase transfer applications were required to be heard by 6 July. The headteachers reported that schools arrange their days when children visit their new schools at the very start of July. Members requested that all phase transfer appeals be scheduled to be heard by no later than the end of June (provided of course that they are not late appeals).

#### **NOTED**

- 1) the school preference and online application data
- 2) the appeals information.

L/04/8

#### **ANNUAL REPORT TO THE SCHOOLS ADJUDICATOR**

The Forum received a report that set out the requirement for the Local Authority to report to the School Adjudicator, by 30 June each year, on the admission arrangements for schools in Central Bedfordshire. It had been agreed at the Admissions Forum meeting on 24 March 2009 that the Forum would provide input to the Local Authority's statutory report rather than producing a separate report.

Members were advised that the wording in the Code was given in italics and had been retained in the draft report for the information of Forum members. The wording would be replaced by appropriate headings in the final version.

Members were taken through the Annual Report section by section and raised the following points:

- the number of children identified for admission to each school and admitted to the school under the Fair Access Protocol between 1 September 2008 and the date of report should be included in the report as well as in the appendix
- headteachers to be reminded that high level teaching assistants and teaching assistants were not permitted to teach an infant class
- members noted that officers were working closely with Thomas Johnson Lower School to address the organisational issues and to ensure that the school was not in breach of the infant class size legislation
- acronyms be spelt out in full, in particular in section 4.9 d) iii

- the Choice Adviser had held advice sessions for parents in Children's Centres including Leighton Buzzard and was due to hold further sessions in Dunstable and Houghton Regis to clarify any uncertainties about the admission process
- there had been an increase from 2008 to 2009 in the number of pupils eligible for free school meals this was likely due to the economic climate
- a request was made that if possible the data held within the ACORN database be circulated to headteachers as this information would prove useful
- it was agreed to include some information in the admissions booklet for September about the admission of twins where the Local Authority would seek to admit those children to the same school if that is the wish of the parent etc
- it was agreed to suggest to the Schools Adjudicator that there should be something in the Code that would enable twins, or children from multiple births, to be admitted to the same school where an infant class size has reached its maximum number of pupils.

The Forum thanked Rosa Bonwick and her team for their hard work in putting together the Annual Report.

**RESOLVED** to endorse the information provided in the Annual Report.

**RECOMMENDED** to the Deputy Chief Executive and Director of Children, Families and Learning that the report be agreed.

L/04/9

### **CHOICE ADVICE**

The Forum received a report that summarised the work of the county's School Transfer Adviser, for the period April 2008 – March 2009. The report set out the details of the reactive case work and proactive projects that were undertaken to help vulnerable parents engage with the school admissions process across Bedfordshire.

Due to the successful School Action/School Action Plus Admissions sessions in 2008, four sessions were planned with the Parent Support Advisers in Leighton Buzzard and Dunstable/Houghton Regis.

The current post holder was providing a service for both Bedford Borough Council and Central Bedfordshire Council until the end of the academic year. Interviews would be taking place for the School Transfer Adviser for Central Bedfordshire and it was hoped the successful candidate would be able to start on 1 September.

Members were advised that the School Transfer Adviser had supported and helped vulnerable parents with completing their appeal form including the preparation for the appeal hearing, but had not attended school appeals with parents.

Members thanked the School Transfer Adviser for an excellent report.

**RESOLVED** that the School Transfer Adviser regularly provides information to the Forum arising from her regular contact with many parents regarding School Admissions issues and her assistance to numbers of vulnerable families, often as a result of referrals from the School Admissions Service.

L/04/10

### **IN-YEAR FAIR ACCESS PROTOCOL**

The Forum received a report that addressed issues raised by Central Bedfordshire schools about the Protocol and took account of implications for the practice of forthcoming new legislation and Department for Children, School and Families (DCSF) guidance.

Officers had taken on board issues raised by schools which included not receiving sufficient information or that planning prior to the child's admission with the interim provider was not adequate. The headteachers were pleased that Officers had taken on board their concerns.

The Fair Access Protocol (FAP) Review Group had been reconstituted into two separate groups to serve Bedford Borough and Central Bedfordshire. Each Group had headteacher representation from each phase and included senior managers from each Local Authority. The Central Bedfordshire FAP Group had met twice and had decided to maintain the basic framework of the existing FAP and to include the changes under the new Admissions Code.

### **RESOLVED**

- 1) that provision for children and young people excluded or out of school be tailored to suit the pupil's individual needs, that alternative provision be used more as an early intervention, that assessments for pupils excluded or out of school, be swift, flexible, responsive and child centred and that reintegration back into school be provided
- 2) that a Central Bedfordshire Fair Access Protocol (FAP) would include clear timescales and processes for considering the resolving cases
- 3) that information provided by a school to a future school would be through a structured meeting so that there was an understanding and an awareness of the pupil and that planning prior to the child's admission was good, that officers draw up guidance as recommended in the latest 'Back on Track Agenda' and that this be issued as a school circular
- 4) that the FAP would include a system by which information on SEN placements and LAC placements could be provided and taken into account when naming a school as part of the FAP process



- 5) that the Behaviour and Attendance Partnerships implement the FAP at a local level through headteachers' reintegration and placement panels, that each panel hold devolved resources and be supported by area/locality services
- 6) that the implications arising from the report by Sir Alan Steer be considered at a future Admissions Forum
- 7) that when identifying the receiving school any issues the school may have be taken into account.

L/04/11

### **ADMISSIONS ARRANGEMENTS FOR 2010**

The Forum received a report on the admission arrangements for all foundation, trust and voluntary aided schools for 2010.

Members were advised that Sundon Lower School was the only school still to circulate their determined admission arrangements. The final version of their policy was expected shortly and officers reported that there were unlikely to be any issues. Officers had received Pulford Voluntary Aided (VA) Lower School's admission arrangements.

At the last meeting of the Forum St. Mary's Catholic Lower School had not consulted on their proposed admission arrangements. Consultation had now taken place and the Governors had determined their arrangements which were fully compliant with the School Admissions Code. Officers thanked Ray Slade for his support with the Church of England schools.

Members were advised that there was still concern that John Donne VA School's criteria, which gave siblings a higher priority than parish children, was inconsistent with the Local Authority's catchment area policy. The Governors felt that as a Christian School the family was at the heart of its community and that it would wish to support those parents from outside of the catchment area who had shown a commitment to the school. Members debated if it would be appropriate to refer the matter to the Schools Adjudicator for a judgement. Some of the Members were concerned that if the Local Authority agreed to this change then there was a chance that this would set a precedent in future years for other schools to follow the same practice and felt that advice needed to be sought from the Schools Adjudicator. Members took a vote on whether Officers should contact the School Adjudicator to see if it was appropriate to refer this issue to them, and if so, refer John Donne VA School's policy to the School Adjudicator for determination. A vote was taken and this was agreed.

**NOTED** that the admission arrangements for all foundation, trust and voluntary aided schools would be compliant with the School Admissions Code, once Sundon Lower Schools had circulated their admission arrangements.

**RESOLVED** to seek advice from the Schools Adjudicator to see if it was appropriate to refer the policy for John Donne VA School's for determination.

L/04/12

### **Parental Feedback on 2009 Admissions**

The Forum received a report that provided Members with feedback on the admissions process, from parents who had applied for a lower, middle or upper school place for September 2009. The Admission booklets and the online application system contained feedback forms seeking parents' comments on the application process. The information in the report related to responses received from parents applying for a school place prior to the establishment of the unitary authority and therefore covered both Central Bedfordshire and Bedford Borough.

Members were advised that there had been a few technical problems with the online admission process, but these had been resolved.

The number of responses received was very low. For transfer to Middle and Upper School only 17 parents returned the feedback form. For admission to lower school only two responses were received. From those parents filling in online application forms 41 responses were received. All comments were summarised in appendices A – E.

**NOTED** the analysis of responses and comments.

L/04/13

### **INFORMATION FOR PARENTS FOR 2010 ADMISSIONS**

The Forum received a report that sought Members' approval to the information to be distributed to parents in respect of the transfer of children from lower to middle school and middle school to upper school, admissions to lower schools and In Year applications.

Last year's transfer phase booklet had been used as the basis for the 2010 version. The transfer to upper school form is specific to Central Bedfordshire as the secondary transfer process had to be co-ordinated by the home local authority. The transfer to middle school process did not have to be co-ordinated by the home local authority, so the 2010 application form would represent the shared approach with Bedford Borough and would have the appropriate logo(s).

The First Admission to Lower School booklet and In Year Applications guidance notes had been based on the 2009 version and the application process would also represent the shared approach and would have the appropriate logo(s).

It was agreed that where there were cross border issues between Central Bedfordshire and Bedford Borough these issues/schools would be included in both booklets, including a note regarding St. Vincent's Primary School, Houghton Regis.

Members were advised that if any further amendments were needed then these could be fed back to Patrick Shevlin.

**RESOLVED** to approve the information to be distributed to parents in respect of the school admissions processes.

L/04/14

**DATE AND TIME OF FUTURE MEETINGS**

**RESOLVED** that future meetings be scheduled at 8.30 a.m. at Priory House, Monks Walk, Chicksands on the following dates:

21 October 2009  
24 March 2009  
23 June 2010

(Note: The meeting commenced at 8.45 a.m. and concluded at 10.30 a.m.)

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**Meeting:** Admissions Forum  
**Date:** 21 October 2009  
**Subject:** Co-ordination of In-Year Admissions – 2010/2011  
**Report of:** Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning

**Summary:** The purpose of this report is to inform the Forum that the arrangements for co-ordinating in-year admissions for 2010/2011 have been formulated, consulted upon and agreed.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

1. To note the co-ordinated schemes for in-year admissions for 2010/2011.

**Background**

1. Local authorities are required to have in place a scheme each year for co-ordinating admission arrangements. From the 2010-2011 academic year, local authorities must formulate a scheme for applications for admissions to age groups other than the normal year of entry i.e. in-year applications. The scheme for in-year admissions must be formulated by 1 January 2010.
2. Members of the Forum will recall that the consultation on the co-ordinated schemes for admissions during the normal admissions round for 2010-2011, included the scheme for in-year admissions for that academic year. A copy of the section relating to in-year admissions for upper schools and the academy is attached at Appendix A and a copy of the section relating to primary schools (middle and lower) is attached at Appendix B. No changes to those schemes are proposed for the 2010-2011 academic year. As the Local Authority has already consulted on the schemes, no further action is required, other than to notify the Department for Children, Schools and Families that schemes have been formulated, consulted upon and agreed.

**Appendices:**

Appendix A – Co-ordinated Admission Arrangements for In-Year Admissions to Upper Schools and Academy Academic Year 2010/2011

Appendix B - Co-ordinated Admission Arrangements for In-Year Admissions to Primary Schools Academic Year 2010/2011

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## Appendix A

### **CO-ORDINATED ADMISSION ARRANGEMENTS FOR IN-YEAR ADMISSIONS TO UPPER SCHOOLS AND ACADEMY ACADEMIC YEAR 2010/2011**

1. If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
2. All schools and the academy will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or the academy and to rank their preferences.
3. Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area should also complete the In-Year application form. The form is available to download from the Local Authority website.
4. The form will be returned to the Local Authority. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided, trust school or the academy, for which the governing body is the admission authority, the School Admissions Service will contact the school or academy to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
5. Where a child is eligible for a place at more than one school or the academy, a place will be offered at the school or academy ranked the highest by the parent. The School Admissions Service will notify the relevant school, academy or Local Authority of the outcome of that process.
6. The School Admissions Service will notify parents of the outcome of their application, irrespective of whether the school or academy is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
7. If all preferred schools or the academy are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.

8. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academy are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school or academy, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
9. Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
10. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or the academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.





## Appendix B

### **CO-ORDINATED ADMISSION ARRANGEMENTS FOR IN-YEAR ADMISSIONS TO PRIMARY SCHOOLS ACADEMIC YEAR 2010/2011**

1. If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are likely to make contact with the local school or the Local Authority.
2. All schools will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools and to rank their preferences.
3. Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area should also complete the In-Year application form. The form is available to download from the Local Authority website.
4. The form will be returned to the Local Authority. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided or trust school, for which the governing body is the admission authority, the School Admissions Service will contact the school to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
5. Where a child is eligible for a place at more than one school, a place will be offered at the school ranked the highest by the parent. The School Admissions Service will notify the relevant school or Local Authority of the outcome of that process.
6. The School Admissions Service will notify parents of the outcome of their application, irrespective of whether the school is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
7. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.

8. Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
9. Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
10. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

**Agenda Item: (i)**

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**Meeting: Admissions Forum**

**Date: 21 October 2009**

**Subject: Consultation**

**Report of: Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning**

**Summary:** The purpose of this report is to inform the Forum of the arrangements for consulting on changes to admission arrangements.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

- 1. To note the requirement on admission authorities to consult every three years, unless the admission arrangements are to be changed.**

**Background**

1. The School Admissions Code requires admission authorities to consult, every three years, on their proposed admission arrangements unless the admission arrangements are not the same as those determined following the last consultation. The consultation must last for a minimum of eight weeks and must take place between 1 November and 1 March.
2. Admission authorities must consult with their local authority, all other admission authorities within the relevant area, the Admissions Forum, admission authorities in neighbouring local authority areas (as prescribed in the regulations), the relevant religious authority (in the case of faith schools), relevant parents and other groups with an interest in the local area e.g. community groups. Where an admission authority proposes an increase in their published admission number of 27 or more, the trade union representing staff at that school should also be consulted.
3. All admission authorities were required to consult on their arrangements for admissions in September 2010. Consultation in respect of the admission arrangements for September 2011 is, therefore, only required if any changes are proposed.

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**Agenda Item: (ii)**

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**Meeting: Admissions Forum**

**Date: 21 October 2009**

**Subject: Standard Admissions Policy**

**Report of: Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning**

**Summary:** The purpose of this report is to seek agreement to the proposed change to the admissions policy for community and voluntary controlled schools.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

- 1. That the proposed change to the admissions policy for community and voluntary controlled schools for September 2011 be agreed, subject to appropriate consultation.**
- 2. That the governing bodies of foundation, trust and voluntary aided schools that serve a local catchment area be asked to consider adopting a similar change to their policies.**

**Background**

1. Members of the Forum will recall, from the meeting on 24 March 2009, that the local authority proposed a change to the standard admissions policy for community and voluntary controlled schools which would give catchment siblings a higher priority than other children living in the catchment area. Members agreed that this was a sensible option and that it should be considered in relation to admissions for 2011.
2. The standard admissions policy for community and voluntary controlled schools, for September 2011, has been amended accordingly and is attached at Appendix A. Members of the Forum are asked to agree the proposed change.
3. As this is a significant change from the admission arrangements determined for September 2010, the Local Authority would be required to consult in accordance with the requirements of the School Admissions Code.

4. Members of the Forum are asked to recommend to the governing bodies of foundation, trust and voluntary aided schools that serve a local catchment area, that they consider making a similar change to their admissions policies for September 2011. If the governing bodies agree to this and it is the only change to their policies, the local authority would be willing to consult on the change on their behalf. If other changes are proposed then the governing body would have to undertake the necessary consultation.

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**Appendices:**

Appendix A Standard Admissions Policy for Community and Voluntary Controlled Schools

**Agenda Item No. 4 (ii)**  
**Appendix A**

**Standard Admissions Policy 2011**  
**Community and Voluntary Controlled Schools**

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children (see definition);
2. Pupils living in the catchment area with siblings attending the school (see definition of sibling);
3. Other pupils living in the catchment area;
4. 'Very exceptional' medical grounds (see definition);
5. Other siblings (see definition);
6. Any other children

**Notes**

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.

## Definitions

### 'Looked after' children

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

### Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### 'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

### Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.



**Agenda Item: (iii)**

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**Meeting: Admissions Forum**

**Date: 21 October 2009**

**Subject: Admission Numbers**

**Report of: Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning**

**Summary:** The purpose of this report is to inform the Forum of proposed changes to admission numbers and to seek agreement to the revised exceptions which may result in the admission number for a school being exceeded.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

- 1. To note the proposed change to the admission number for the replacement Roecroft Lower School.**
- 2. To agree the additional exception which may result in the admission number being exceeded.**
- 3. To invite the governing bodies of foundation, trust and voluntary aided schools to adopt the revised exceptions.**

**Changes to Admission Numbers**

1. A report will be submitted to the Executive on 10 November 2009 seeking funding approval for the building of a replacement school for Roecroft Lower School. The school will be two forms of entry and subject to funding approval, the admission number for the new school will be 60. The school currently has a published admission number of 30.
2. The Local Authority will, therefore, be consulting on an increase to the admission number for the school which, subject to the completion of the building project, will be effective from September 2011.
3. An increase to the published admission number of 27 or more would require an admission authority to consult with the trade union representing staff at the school. In the case of Roecroft Lower School, the relevant trade unions will have been consulted when the statutory notice for the replacement school was published. It is not, therefore, necessary to include the trade unions in this process.

4. No other increases are proposed for September 2011. However, the Local Authority will be writing to community and voluntary controlled schools about the arrangements proposed for September 2011. This may result in other changes which will be reported to the next meeting of the Forum.

**Admissions above the published admission number**

5. At the meeting of the Forum on 24 March 2009, members agreed the exceptions which may result in the admission number for a school being exceeded. A copy of those exceptions is attached at Appendix A.
6. An additional exception has been added for consideration by the Forum. Members will recall the discussion at the meeting on 24 June 2009, concerning the admission of twins or children from multiple births. The Local Authority would seek to admit those children to the same school, even if the school had reached its published admission number, provided the admission of those children would not cause a breach of infant class size limits. It is recommended that this be added to the list of exceptions and that foundation, trust and voluntary aided schools be invited to adopt the revised exceptions.

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**Appendices:**

Appendix A – Admissions above the published admission number

## Appendix A

### Admissions above the published admission number

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place
- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of a looked after child outside of the normal admissions round as a result of a direction by the local authority acting as corporate parent
- The admission of a child in very exceptional circumstances in which the Local Authority and the headteacher are in agreement that not to agree to admit the child would be perverse
- ***The admission of a twin or children from multiple births provided the admission would not cause a breach of infant class size limits.***

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**Agenda Item: (iv)**

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**Meeting: Admissions Forum**

**Date: 21 October 2009**

**Subject: Co-ordinated Admission Schemes**

**Report of: Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning**

**Summary:** The purpose of this report is to inform the Forum that no changes are proposed to the co-ordinated admissions scheme for upper schools and the academy for 2011/2012 and to seek agreement to the changes proposed to the co-ordinated admissions scheme for primary schools for 2011/2012.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

- 1. To note the co-ordinated admissions scheme for upper schools and the academy.**
- 2. To note and agree the proposed changes to the co-ordinated admissions scheme for primary schools.**

**Co-ordinated Scheme for Upper Schools and the Academy**

1. The proposed co-ordinated scheme for upper schools and the academy is attached at Appendix A. No changes are proposed to the scheme, other than the timescales which have been updated for 2011/2012.
2. Members of the Forum will note that the national closing date of 31 October 2010 falls at the weekend. The Department of Children, Schools and Families (DCSF) has confirmed that the national closing dates have been set irrespective of whether those dates are working days.

**Co-ordinated Scheme for Primary Schools**

3. The proposed co-ordinated scheme for primary schools (middle and lower) is attached at Appendix B. The scheme has been updated to reflect the requirement, from September 2011, for Local Authorities to co-ordinate primary applications from residents living in the Local Authority area.

4. Parents applying for a middle or lower school place will be required to submit their application to their home Local Authority, irrespective of whether their application is for a school in or outside that Local Authority area. If the application is for a school maintained by another Local Authority, the home Local Authority will be required to liaise with that authority, to determine whether a place is available, and to notify the parent of the outcome of their application.
5. Members will recall that the scheme for admissions in 2010/2011 makes provision for the joint arrangements for processing primary applications, between Central Bedfordshire and Bedford Borough. That has been removed from the scheme for 2011/2012 as those joint arrangements will cease before the 2011 admissions round commences.
6. The timescales have been updated and additional dates have been added for the exchange of information between Local Authorities. Members will note also that the national closing date of 15 January 2011 falls on a non working day.
7. As there will be a significant change to the co-ordinated scheme for primary admissions, the Local Authority would be required to consult in accordance with the School Admissions Code. Although there are no changes to the co-ordinated scheme for upper schools and the academy, other than the timescales, the Local Authority suggests that this scheme is issued as part of the consultation, for information purposes only.

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**Appendices:**

Appendix A - Co-ordinated Admission Arrangements Upper Schools and Academy  
Academic Year 2011/2012

Appendix B - Co-ordinated Admission Arrangements Primary Schools Academic Year  
2011/2012



## Appendix A

### CO-ORDINATED ADMISSION ARRANGEMENTS UPPER SCHOOLS AND ACADEMY - ACADEMIC YEAR 2011/2012

#### Section 1

##### Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation, trust school or academy in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools and the academy is the governing body of the school or academy.
- 1.4 This scheme will apply to all upper school and academy admissions in the Central Bedfordshire Council area from September 2011.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.

#### Section 2

##### The Scheme

- 2.1 There will be a standard form known as the Standard Application Form (SAF).
- 2.2 The SAF will be used for the purposes of admitting pupils into the first year of an upper school or academy (Year 9).
- 2.3 Parents of all children living in Central Bedfordshire and attending a middle school in the Local Authority area will receive the SAF together with the School Transfer booklet which will contain information on:
  - the schools and the academy in Central Bedfordshire;
  - dates of open evenings;
  - schools' admission numbers and admissions criteria;
  - how to complete the common application form;
  - how to make an on-line application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport
  - who to contact for advice

## Appendix A

- 2.4 Parents of children attending a middle school in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a middle school in the Local Authority area and those who wish to apply for an upper school place in another Local Authority may obtain the SAF and School Transfer booklet from the School Admissions Service. The SAF and booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will also be able to apply on-line for a school place.
- 2.7 The SAF or on-line application form will enable parents/carers to:
- express a preference for up to 3 schools or the academy
  - give reasons for their preferences
  - rank their preferences
- 2.8 Parents of children living in Central Bedfordshire who wish to apply for a secondary school place (Year 7) in another Local Authority can obtain the Transfer to Secondary School application form from the School Admissions Service. The form is also available to download from the Local Authority website. Parents are **not** able to apply on-line for a secondary school place.

### The Timetable

- 2.9 In **September 2010** the School Transfer booklet and SAF is sent to parents of all children living in and attending a middle school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.
- 2.10 Completed SAFs are to be returned to the School Admissions Service by **31 October 2010** via the middle school or to the School Admissions Service. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.
- 2.11 By **30 November 2010** applications for places in other Local Authority schools are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **10 January 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and the academy of every nomination that has been made for that school or academy.
- 2.13 By **21 January 2011** the admission authority for each foundation, voluntary aided, trust school and the academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.



**Appendix A**

- 2.14 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated or the academy.
- where the child is eligible for a place at only one of the nominated schools or academy, that school or academy will be allocated to the child
  - where the child is eligible for a place at two or more of the nominated schools or academy, they will be allocated a place at whichever of these is the highest ranked preference
- 2.15 Between **7 February 2011 and 18 February 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.16 Where the child is not eligible for a place at any of the nominated schools or the academy, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies or the academy. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.17 On **28 February 2011** all upper schools and the academy will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.18 On **1 March 2011** the School Admissions Service will post letters to parents notifying them of the outcome of their applications. Parents who have applied online will be able to access the decision online. The School Admissions Service will make the offer of places for all schools and the academy in Central Bedfordshire. Parents of children living in Central Bedfordshire who have applied for an upper or secondary school place in another Local Authority will also be notified by the School Admissions Service of the outcome of their application for a place.
- 2.19 By **15 March 2011** parents are to notify the School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.20 By **15 March 2011** parents not offered a school place will be invited to request a place at a school with vacancies.
- 2.21 From **1 April 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 1 March 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

## Appendix A

### Waiting Lists

- 2.22 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academy are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school or academy, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.23 Waiting lists will be maintained until **the end of the Autumn term 2011**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or the academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

### Late Applications

- 2.24 The closing date for applications in the normal admissions round is **31 October 2010**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **10 January 2011**, the date the allocation procedure begins.
- 2.25 Applications received late with *good reason* after the allocation procedure has begun on **10 January 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **1 March 2011**.
- 2.26 Late applications not considered as part of the allocation round and any applications received after **1 March 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school or academy that has a place available. If all preferred schools or the academy are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available. However, it may be necessary to make a priority placement available for children living in rural areas whose application is late for *good reason*.

### In-year Admissions

- 2.27 If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 2.28 All schools and the academy will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or the academy and to rank their preferences.
- 2.29 Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.

**Appendix A**

- 2.30 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority and return the form to that Local Authority.
- 2.31 Parents of children living in Central Bedfordshire must return their application form to the School Admissions Service. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided, trust school or the academy, for which the governing body is the admission authority, the School Admissions Service will contact the school or academy to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
- 2.32 Where a child is eligible for a place at more than one school or the academy, a place will be offered at the school or academy ranked the highest by the parent. The School Admissions Service will notify the relevant school, academy or Local Authority of the outcome of that process.
- 2.33 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school or academy is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
- 2.34 If all preferred schools or the academy are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.
- 2.35 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academy are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school or academy, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
- 2.36 Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
- 2.37 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or the academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

## Timetable for Co-ordinated Upper School and Academy Admissions

### September 2011

<b>September 2010:</b>	Transfer booklet and Standard Application Form issued
<b>31 October 2010:</b>	Closing date for receipt of applications
<b>30 November 2010:</b>	Applications for places in other Local Authority schools sent to those authorities
<b>10 January 2011:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academy
<b>21 January 2011:</b>	By this date foundation, voluntary aided and trust schools and academy provide the School Admissions Service with ranked lists of applicants
<b>7 February 2011 – 18 February 2011</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>28 February 2011:</b>	Information on pupils to be offered places will be available to schools and the academy via the web based School Admissions Module
<b>1 March 2011:</b>	Notification to be posted to parents and available online
<b>15 March 2011:</b>	Date by which parents accept or reject offer of a place
<b>15 March 2011:</b>	Date by which parents not offered a place can request a place at a school with vacancies
<b>From 1 April 2011:</b>	School Admissions Service will start to allocate any places that have become available

October 2009

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## Appendix B

### **CO-ORDINATED ADMISSION ARRANGEMENTS PRIMARY SCHOOLS - ACADEMIC YEAR 2011/2012**

#### **Section 1**

##### **Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation or trust school in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools is the governing body of the school.
- 1.4 This scheme will apply to all middle and lower school admissions in the Central Bedfordshire Council area from September 2011.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 The scheme is in two parts. Part A relates to middle schools and Part B to lower schools.

## Appendix B

### Section 2 - The Scheme

#### Part A – Middle Schools

- 2.1 There will be a standard form known as the Standard Application Forms (SAF).
- 2.2 The SAF will be used for the purposes of admitting children into the first year of middle school (Year 5).
- 2.3 Parents of all children living in Central Bedfordshire and attending a lower school in the Local Authority area will receive the SAF together with the School Transfer booklet which will contain information on:
  - the schools in Central Bedfordshire;
  - dates of open evenings;
  - schools' admission numbers and admissions criteria;
  - how to complete the common application form;
  - how to make an on-line application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport
  - who to contact for advice
- 2.4 Parents of children attending a lower school in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a lower school in the Local Authority area and those who wish to apply for a middle school place in another Local Authority may obtain the SAF and School Transfer booklet from the School Admissions Service. The SAF and booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will be able to apply on-line for a school place.
- 2.7 The SAF or on-line application form will enable parents/carers to:
  - express a preference for up to 3 schools
  - give reasons for their preferences
  - rank their preferences

#### The Timetable

- 2.8 In **October 2010** the School Transfer booklet and SAF is sent to parents of all children living in and attending a lower school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.
- 2.9 Completed SAFs are to be returned to the School Admissions Service by **15 January 2011** via the lower school or to the School Admissions Service. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.

## Appendix B

- 2.10 By **7 February 2011** applications for places in other Local Authority schools are sent to those authorities.
- 2.11 All preferences will be logged on the database and by **23 February 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided and trust school of every nomination that has been made for that school.
- 2.12 By **2 March 2011** the admission authority for each foundation, voluntary aided and trust school will consider all applications for their school, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.13 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:
- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
  - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference
- 2.14 Between **14 March 2011 and 18 March 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.15 Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.
- 2.16 On **30 March 2011** all middle schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.17 On **31 March 2011** the School Admissions Service will post letters to parents notifying them of the outcome of their applications. Parents who have applied online will be able to access the decision online. The School Admissions Service will make the offer of places for all schools in Central Bedfordshire. Parents of children living in Central Bedfordshire who have applied for a middle school place in another Local Authority will also be notified by the School Admissions Service of the outcome of their application for a place.
- 2.18 By **14 April 2011** parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.19 By **14 April 2011** parents not offered a school place will be invited to request a place at a school with vacancies.

## Appendix B

- 2.20 From **2 May 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 31 March 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

### Waiting Lists

- 2.21 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.22 Waiting lists will be maintained until **the end of the Autumn term 2011**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

### Late Applications

- 2.23 The closing date for applications in the normal admissions round is **15 January 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **23 February 2011**, the date the allocation procedure begins.
- 2.24 Applications received late with *good reason* after the allocation procedure has begun on **23 February 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **31 March 2011**.
- 2.25 Late applications not considered as part of the allocation round and any applications received after **31 March 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.



## Appendix B

### Part B – Lower Schools

- 2.26 There will be a standard form known as the Standard Application Form (SAF).
- 2.27 The SAF will be used for the purposes of admitting pupils into the intake year of a lower school (Year R).
- 2.28 Parents of all children born between **1/9/06 and 31/8/07** and living in Central Bedfordshire will be able to apply for a school place using the SAF. The SAF will be available with the Starting School booklet from any local lower school, from the School Admissions Service or it can be downloaded from the Local Authority website.
- 2.29 The Starting School booklet which will contain information on:
- the schools in Central Bedfordshire;
  - schools' admission numbers and admissions criteria;
  - how to complete the common application form;
  - how to make an on-line application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport
  - who to contact for advice
- 2.30 Parents of children living in Central Bedfordshire who wish to apply for a lower or primary school place in another Local Authority must also use this application form.
- 2.31 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority.
- 2.32 Parents of children living in Central Bedfordshire will be able to apply on-line for a school place.
- 2.33 The SAF or on-line application form will enable parents/carers to:
- express a preference for up to 3 schools
  - give reasons for their preferences
  - rank their preferences

### The Timetable

- 2.34 In **October 2010**, the Local Authority booklet on lower school admissions and the SAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must contact their home Local Authority for an application form.
- 2.35 Completed SAFs are to be returned to the School Admissions Service by **15 January 2011**. On-line applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.

## Appendix B

- 2.36 By **28 February 2011** applications for places in other Local Authority schools are sent to those authorities.
- 2.37 All preferences will be logged on the database and by **7 March 2011** the School Admissions Service will notify the admission authority for each foundation, voluntary aided and trust school of every nomination that has been made for that school.
- 2.38 By **14 March 2011** the admission authority for each foundation, voluntary aided and trust school will consider all applications for their school, apply the school's oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to the school's oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.39 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated and:
- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child
  - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference
- 2.40 Between **28 March 2011 and 14 April 2011** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school) to determine the allocation of a place at the highest ranked preference.
- 2.41 Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.
- 2.42 On **28 April 2011** all lower schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.43 On **29 April 2011** the School Admissions Service will post letters to parents notifying them of the outcome of their applications. Parents who have applied online will be able to access the decision online. The School Admissions Service will make the offer of places for all schools in Central Bedfordshire. Parents of children living in Central Bedfordshire who have applied for a lower or primary school place in another Local Authority will also be notified by the School Admissions Service of the outcome of their application for a place.
- 2.44 By **13 May 2011** parents are to notify School Admissions Service of acceptance or rejection of place offered. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.45 By **13 May 2011** parents not offered a school place will be invited to request a place at a school with vacancies.

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- 2.46 From **1 June 2011** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since 29 April 2011 and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

### Deferred Entry

- 2.47 Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents of children offered a place for admission in January may defer the admission until April, provided the child is not of statutory school age. Parents of children offered a place for admission in April cannot defer admission until September. If those parents do not want their children to be admitted in April, they would need to re-apply for admission in September.

### Waiting Lists

- 2.48 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.49 Waiting lists will be maintained until **the end of the Autumn term 2011**, with the exception of the following schools that have more than one point of entry:
- Gothic Mede and Lawnside Lower schools - the waiting lists will be maintained until **May 2012 half term**
- 2.50 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

### Late Applications

- 2.51 The closing date for applications in the normal admissions round is **15 January 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **7 March 2011**, the date the allocation procedure begins.
- 2.52 Applications received late with *good reason* after the allocation procedure has begun on **7 March 2011**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **29 April 2011**.
- 2.53 Late applications not considered as part of the allocation round and any applications received after **29 April 2011** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.

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### In-year Admissions

- 2.54 If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are likely to make contact with the local school or the Local Authority.
- 2.55 All schools will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools and to rank their preferences.
- 2.56 Parents of children living in Central Bedfordshire who wish to apply for a place in a school in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.
- 2.57 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school must complete an application form available from their home Local Authority and return the form to that Local Authority.
- 2.58 Parents of children living in Central Bedfordshire must return their application form to the School Admissions Service. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation, voluntary aided or trust school, for which the governing body is the admission authority, the School Admissions Service will contact the school to determine whether a place is available. If the application is for a place at a school(s) in another Local Authority area, the School Admissions Service will forward details to that Local Authority indicating whether or not a place could be offered at a school in Central Bedfordshire (if the parent has applied for a school in Central Bedfordshire).
- 2.59 Where a child is eligible for a place at more than one school, a place will be offered at the school ranked the highest by the parent. The School Admissions Service will notify the relevant school or Local Authority of the outcome of that process.
- 2.60 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
- 2.61 If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.
- 2.62 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.

**Appendix B**

- 2.63 Waiting lists for schools in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
- 2.64 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

**Appendix B**

**Timetable for Co-ordinated Middle School Admissions - September 2011**

<b>October 2010:</b>	Transfer booklet and Standard Application Form issued
<b>15 January 2011:</b>	Closing date for receipt of applications
<b>7 February 2011:</b>	Applications for places in other Local Authority middle schools sent to those authorities
<b>23 February 2011:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools
<b>2 March 2011:</b>	By this date foundation, voluntary aided and trust schools provide School Admissions Service with ranked lists of applicants
<b>14 March 2011 – 18 March 2011</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>30 March 2011:</b>	Information on pupils to be offered places will be available to schools via the web based School Admissions Module.
<b>31 March 2011:</b>	Notification to be posted to parents and available online
<b>14 April 2011:</b>	Date by which parents accept or reject offer of a place
<b>14 April 2011:</b>	Date by which parents not offered a place can request a place at a school with vacancies
<b>From 2 May 2011:</b>	School Admissions Service will allocate any places that have become available

**Appendix B**

**Timetable for Co-ordinated Lower School Admissions - September 2011**

<b>October 2010:</b>	Lower school booklet and Standard Application Form available
<b>15 January 2011:</b>	Closing date for receipt of applications
<b>28 February 2011:</b>	Applications for places in other Local Authority schools sent to those authorities
<b>7 March 2011:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools
<b>14 March 2011:</b>	By this date foundation, voluntary aided and trust schools provide School Admissions Service with ranked lists of applicants
<b>28 March 2011 – 14 April 2011</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>28 April 2011:</b>	Information on pupils to be offered places will be available to schools via the web based School Admissions Module
<b>29 April 2011:</b>	Notification to be posted to parents and available online
<b>13 May 2011:</b>	Date by which parents accept or reject offer of a place
<b>13 May 2011:</b>	Date by which parents not offered a place can request a place at a school with vacancies
<b>From 1 June 2011:</b>	School Admissions Service will allocate any places that have become available

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**Agenda Item: (v)**

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**Meeting: Admissions Forum**

**Date: 21 October 2009**

**Subject: Open Evenings**

**Report of: Acting Chief Executive/Deputy Chief Executive and Director of Children, Families and Learning**

**Summary:** The purpose of this report is to seek the views and agreement of the Forum on the proposed dates for open evenings.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

- 1. To agree the proposed dates for the open evenings and to recommend those dates to schools.**

**Background**

- The proposed dates for open evenings are:  
  
Upper Schools: 20 September 2010 – 22 October 2010  
Middle Schools: 1 November 2010 – 26 November 2010
- Although the dates of the open evenings are part of the admission arrangements for September 2011, they are not subject to consultation. However, it is helpful to have the views of members of the Forum, and in particular headteacher members, on the appropriateness of the proposed timescales.
- Members of the Forum are, therefore, asked to consider the proposed dates and if agreed to recommend those dates to schools.

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