

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



**please ask for** Leslie Manning  
**direct line** 0300 300 5132  
**date** 24 October 2011

## NOTICE OF MEETING

### CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

**Tuesday, 1 November 2011 at 8.30 a.m.**

Venue at

**Room 3, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

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

Local Authority:	Cllr M A G Versallion, Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Mrs C Neale, Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth Mrs A Phillips, Headteacher, Streetfield Middle School, Caddington Mrs J Woodthorpe, Headteacher, Campton Lower School, Campton
Foundation and Trust Schools:	Mr S Fell, Headteacher, Harlington Upper School, Harlington

Voluntary Aided Schools: Mrs P Cotton, Headteacher, St Vincent's Catholic Primary School, Houghton Regis  
Mr N Sharpe, Ashton Middle School, Dunstable  
Mrs C Spurgeon, Headteacher, St Mary's C of E Lower School, Clophill

Academy : Mr J Kemp, Vice-Principal, All Saints Academy, Dunstable

Church of England Diocese: Mr R Garrard, Diocesan Representative, Diocese of St Albans

Roman Catholic Diocese: Mrs F Image, Diocesan Representative, Diocese of Northampton

Parent Governor: Mr I Robinson, Parent Governor, Caldecote VC Lower School, Upper Caldecote  
Mr B Sear, Parent Governor, Alameda Middle School, Ampthill

Local Community: Ms W Anderson-Welsh (representing Ethnic Minorities Groups)  
Mrs D Day, Virtual School Headteacher, Central Bedfordshire Council (representing Looked After Children)  
Squadron Leader Ted Sellers, RAF Henlow (representing the Armed Forces)

1. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Forum for the 2011/12 municipal year.

2. **ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman of the Forum for the 2011/12 municipal year.

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence and notification of substitute Members.

4. **MINUTES AND MATTERS ARISING**

To approve as a correct record the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 28 June 2011 (copy attached) and to note any actions taken since that meeting.

5. **ADMISSION ARRANGEMENTS SEPTEMBER 2013**

**(a) CONSULTATION**

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

**(b) STANDARD ADMISSIONS POLICY**

The purpose of this report is to inform the Forum of the change in the notes section of the standard admissions policy for community and voluntary controlled schools.

**(c) ADMISSION NUMBERS**

The purpose of this report is to inform the Forum that currently no changes are proposed to the admission numbers for community and voluntary controlled schools and that changes have been made to the exceptions which may result in the admission number for a school being exceeded.

**(d) CO-ORDINATED ADMISSION SCHEMES**

The purpose of this report is to inform the Forum of the proposed co-ordinated admission schemes for 2013/14.

**(e) OPEN EVENINGS**

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

6. **FUTURE OF THE ADMISSIONS FORUM**

To consider options for the future of the Admissions Forum.

7. **DATES OF FUTURE MEETINGS**

To agree the dates of future meetings.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held at Room 14, Priory House, Monks Walk, Shefford on Tuesday, 28 June 2011

**PRESENT**

Local Education Authority:	Cllr M Versallion	Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Mrs C Neale	Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth
	Mrs J Woodthorpe	Headteacher, Campton Lower School, Campton
Church of England Diocese:	Mr R Slade	Diocesan Representative, Diocese of St Albans
Academy:	Mr J Kemp	Vice-Principal, All Saints Academy, Dunstable
Parent Governor:	Mr I Robinson	Parent Governor, Caldecote VC Lower School, Upper Caldecote
Local Community:	Mrs D Day	Virtual School Headteacher, Central Bedfordshire Council (representing Looked After Children)
	Squadron Leader T Sellers	RAF Henlow (representing the Armed Forces)
Apologies for Absence:	Ms W Anderson-Welsh Mrs P Cotton Mr S Fell Mrs F Image Mrs A Phillips Mr B Sear Mr N Sharpe Mrs C Spurgeon	
Officers in Attendance:	Mrs R Bonwick Ms L Braisher Mr L Manning Mrs H Redding	Admissions Manager Senior Admissions Officer Committee Services Officer Head of School Support

**CBAF/11/1 Election of Chairman**

Nominations were sought for the position of Chairman of the Forum for the 2011/12 municipal year. However, no nominations were forthcoming.

**CBAF/11/2 Election of Vice-Chairman**

Nominations were sought for the position of Vice-Chairman of the Forum for the 2011/12 municipal year. However, no nominations were forthcoming.

**CBAF/11/3 Election of Chairman for the Meeting**

As there had been no nominations for either the post of Chairman or Vice-Chairman of the Forum for the current municipal year consideration was given to the election of a Chairman for the current meeting. Again no nominations were forthcoming and so, with the full agreement of those Members present, and for the purpose of facilitating the Forum's business, it was proposed that the Committee Services Officer be elected Chairman.

**RESOLVED**

**that the Committee Services Officer be elected Chairman of the Forum for this meeting only.**

(Mr L Manning in the Chair)

**CBAF/11/4 Minutes and Matters Arising**

There were no matters arising.

**RESOLVED**

**that the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 22 March 2011 be confirmed and signed by the Chairman as a correct record.**

**CBAF/11/5 Update On 2011 Admissions and Appeals**

The Forum considered a report by the Deputy Chief Executive/Director of Children's Services which provided an update on admissions and appeals with regard to the September 2011 admissions round.

A Member referred to the process regarding the admission of a Looked After Child to a school outside of the normal admissions round. She stated that, contrary to the impression given in the report, this did not have to be at the direction of the local authority acting in the role as the corporate parent as the school was required to accept such children. However, the Head of School Support stated that it was sometimes necessary to direct the school if it refused to accept the pupil in accordance with the Fair Access Protocol.

Members of the Forum noted that, with regard to online applications, neighbouring authorities had reported a significant increase in the number of online applications by removing or limiting the number of paper applications

issued. The Admissions Manager stated that if a parent did not submit an online application a paper application would be sent. In response to a Member's query the Admissions Manager stated that if an in-year application was received for a year 4 or year 8 place parents would automatically be sent an application for phase transfer.

Members referred to the issue of children of Armed Services personnel who were the subject of late or mid-term applications to schools and queried the level of flexibility that was available in the system to enable them to be admitted. In response the Admissions Manager stated that the Council would approach a school to discuss the issue but would have full regard to the school's position. The school would not be forced to accept a child and if a place could not be offered an alternative school would be identified.

The exceptions which could result in the admission number for a school being exceeded were discussed and the Admissions Manager agreed to amend the exception relating to 'looked after' children.

Further discussion then took place regarding means to encourage online applications. The Admissions Manager stated that middle and upper schools would be encouraged to promote online applications. A PDF version of the paper application form would be available for schools to download. Following a request by a Member the Admissions Manager undertook to ensure that the term 'Looked After Child' was clearly defined on the form to prevent any misinterpretation by members of the public.

#### **NOTED**

- 1 those schools where the published admission number has been exceeded and the reasons for this;**
- 2 those schools where it has not been possible to accommodate all catchment area children;**
- 3 the school preference and online data;**
- 4 the appeals information.**

CBAF/11/6

#### **Local Authority Report To The Office Of The Schools Adjudicator**

The Forum considered a report by the Deputy Chief Executive/Director of Children's Services on the Council's annual report to the Schools Adjudicator. The meeting noted that local authorities were required under The Schools Admission Code and The School Admissions (Local Authority Reports and Admissions Forums) (England) Regulations 2008 to submit a report on the admission arrangements for schools in their area to the Adjudicator by 30 June each year.

A copy of the annual report, which was in draft form, was attached at Appendix 1.

Members worked through the draft annual report and the following items were raised for discussion:

a) Section 1 – Infant Class Sizes

A Member referred to the class size problem experienced at Thornhill Lower School and the school's associated recruitment difficulties and queried if the Council had offered assistance. The Head of School Support explained that whilst the Council could signpost measures which could be taken it would be the school's responsibility to take any remedial action. The school had been advised of this. The Admissions Manager added that the necessary arrangements regarding class sizes had been discussed with the school some time before the problem had arisen. It was noted that the school would reorganise its classes for September 2011 to ensure class sizes were not breached again.

With regard the consultation document issued by the Council on its proposed admission arrangements a Member commented that she was unsure whether school governing bodies had the opportunity to discuss these. She asked that they be sent directly to the chair of the governing bodies. The Admissions Manager undertook to do so starting with the next round of consultation.

b) Section 1 – Admission Appeals

A Member drew the attention of the Forum to the information contained in the column titled 'headcount of pupils' in Appendix A. She pointed out that the data used originated from the January 2010 census.

c) Section 2 – Admission Arrangements

Members were advised that some uncertainty existed regarding the numbers of service children that could be expected following the arrival of new units at RAF Henlow. The Admissions Manager explained that early notification of numbers once these were known would be helpful and asked that this information be sent to herself and the Senior Admissions Officer and they would ensure it was passed on to the planning team.

The meeting was informed that, with regard to accessibility plans for children with disabilities, if the school was a Diocesan school, a copy of the plan would have to go to the Diocese before funding could be approved from the Access Initiative and not the local authority as stated in the annual report. The report would need to be amended to reflect this.

d) Appendix A

A Member reminded the meeting that Hitchmead School and Sunnyside School had merged to form Ivel Valley School. The Appendix would need to be amended to reflect this.



## **RECOMMENDED**

**that the Deputy Chief Executive/Director of Children's Services approve the Council's draft annual report to the Schools Adjudicator subject to the amendments set out in the preamble above.**

### **CBAF/11/7 Information For Parents For 2012 Admissions**

The Forum considered a report by the Deputy Chief Executive/Director of Children's Services on the proposed advice and guidance made available to parents regarding the school admissions process and the manner in which it was made available to parents. Members' comments and approval were sought.

The Senior Admissions Officer stated that, for the phase transfer in September 2012, it was proposed that parents would not automatically be given a paper application form. Instead, and in order to encourage online applications, parents would be sent a leaflet on how to apply online for a school place with details of the catchment area school and including information such as the dates and times of open evenings. Only a small number of paper applications would be sent to schools to be made available to those parents or carers who did not have internet access. A composite prospectus would still be produced and made available on the Council's website and in hardcopy form on request.

The meeting noted that the information to be published reflected the main areas for which applications were received; the first being a booklet, leaflets and application forms in respect of the transfer of children from lower school to middle school and from middle school to upper school, the second being a booklet and application form in respect of children starting school. Members were advised that it had not been necessary to amend the in-year admissions information booklet and application form as this had already been done during the last academic year.

To assist Members copies of all draft documents had been attached as appendices to the officer's report with the exception of those leaflets relating to transfer to middle school and upper schools which had been marked to follow. Copies of these two outstanding appendices were circulated at the meeting. Members noted that an error had occurred on the leaflet for the transfer to middle school and the age range for children transferring to upper school had been included by mistake. The Senior Admissions Officer stated that this would be rectified before the leaflet was printed.

## **RESOLVED**

**that the proposed advice and guidance to made available to parents by the Council regarding the school admissions process, as set out in Appendices A-G of the report of the Deputy Chief Executive/Director of Children's Services, and the manner in which it is to be made available,**

**be approved subject to the amendment of the age ranges on the draft leaflet for transfer to middle school.**

CBAF/11/8 **Consultation On Changes To The School Admission And School Admission Appeals Codes**

The Forum considered a report by the Deputy Chief Executive/Director of Children's Services which sought Members' views on proposed changes to the School Admission Code and the School Admission Appeal Code. The meeting noted that the consultation had opened on 27 May 2011 and would close on 19 August 2011. Subject to the passage of the Educational Bill 2011 it was planned to bring the new Codes into force in early 2012 and apply them to admissions for September 2013.

To assist Members in their deliberations the Admissions Manager introduced each of the proposed key changes. Discussion took place in particular on the following:

**Key Changes to the Admissions Code**

a) **Removal of in-year co-ordination**

Overall the Forum felt the proposed removal of the current requirement on local authorities to co-ordinate in-year admissions to be a retrograde step as co-ordination simplified the process for parents. Concern was expressed that an absence of co-ordination could lead to vulnerable children becoming 'lost' in the system and left without a school place. However, comment was made that this requirement had only been in place for approximately a year. Its removal would not see a total absence of co-ordination as the system previously in operation could be reintroduced. In response, the Admissions Manager reminded the meeting that problems had arisen with the previous system because some schools had failed to follow the correct procedures. She suggested that should this key change be adopted by the government officers would seek approval from the Forum to approach schools and ask if they would wish the Council to continue providing a co-ordinated in-year admissions process.

b) **Changes to Published Admission Number (PAN)**

The meeting noted that the proposed change would mean that schools would no longer need local authority approval to admit pupils in-year above the Published Admission Number (PAN) and that, during the normal admissions round, it was proposed to remove the requirement to consult on an increase on PAN. The Admissions Manager commented that whilst the proposed changes would enable popular schools to expand there was concern regarding the impact of a reduction in pupil numbers on neighbouring, less popular, schools. In response it was suggested that if successful schools acted sensibly then the impact on neighbouring schools could be managed.

(c) Infant class size exceptions

Members noted the proposal to add two new categories to the list of exceptions which permitted an infant class to be over 30 and removed the requirement for the class to revert to 30 at the end of the year in which the excepted pupils entered the class. Concern was expressed that this measure could lead to the general erosion of the class size limit and comment passed on the need to remember why such class size limits existed for younger children.

(d) Giving admissions priority to children attracting the Pupil Premium

With regard to the proposal that Academies and Free Schools be permitted to give priority in their admission arrangements to children attracting the Pupil Premium the meeting noted that there were two separate Pupil Premiums and that the proposal referred to that under which pupils were awarded free school meals and not that relating to the children of military personnel.

It was noted that further guidance was expected on this item.

(e) Children of school staff

In respect to the proposal to allow children of staff at a school to be included as an oversubscription criterion the meeting noted that the definition of 'staff' would lay with the admission authority. Concern was expressed that this could lead to discrimination against children based on their parents' occupations. The Forum felt that greater clarification was needed from the government on the definition of 'staff'.

Other Changes to the Admissions Code

(f) Admission of pupils with challenging behaviour

Members of the Forum noted that the protection from admitting pupils with challenging behaviour appeared, for those schools in an OFSTED category or with below floor level standards, to have been removed. It was proposed that the governing body of any school with a high proportion of children with challenging behaviour could refuse to admit a challenging pupil. It was noted that this had the potential to increase the number of pupils placed through the Fair Access Protocol and would require the local authority to clearly define a 'high proportion' of children with challenging behaviour.

(Note: At this point the Diocesan representative for the Church of England Diocese of St Albans left the meeting. Before doing so, and mindful that this was the last Forum the representative was to attend, the Admissions Manager, on behalf of the Forum, thanked him for his contribution and efforts over the years. In response the representative thanked the Admissions Manager for her work and the help she had provided).

### Key changes in the Education Bill

The meeting considered the proposed removal of the requirement on local authorities to set up Admissions Forums. Members were reminded that they had been advised of this proposal at the last meeting of the Forum (minute 10/31 refers) when they had expressed a preference for its continuation. However, it was acknowledged that this matter would need to be reconsidered once the Bill had become law. A Member commented that he had recently attended a meeting of Cambridge County Council's Admissions Forum and its Members had voted in favour of its retention.

### **RESOLVED**

**that the Forum's comments to the proposed changes to the School Admissions Code and the School Admission Appeals Code be included in the Council's response to the consultation.**

### CBAF/11/9 **Dates Of Future Meetings**

The Forum considered possible dates for future meetings. Members were advised that the autumn meeting was preferably held in late October or early November. Members were also advised that the half term break would take place during the last full week in October.

The possibility of holding meetings at a later time of day was raised but the Forum was reminded that the start time of 8.30 a.m. had been chosen to enable business to be conducted as early as possible so headteachers could return to their schools by mid-morning.

### **RESOLVED**

**that the next meeting of the Forum be held on Tuesday, 1 November 2011 at 8.30 a.m.**

(Note: The meeting commenced at 8.30 a.m. and concluded at 10.15 a.m.)

Chairman .....

Dated ..... ..

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Admission Arrangements September 2013 - Consultation  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**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 proposed changes to the requirement to consult on admission arrangements.**

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**Background**

1. The School Admissions Code currently 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. Members of the Forum will recall from the consultation on changes to the Code, discussed at the last meeting, that it is proposed that admission authorities need only consult on their admission arrangements once every seven years if no changes are proposed. It is not clear, however, whether all admission authorities will be required to consult on their arrangements for admissions in September 2013. When the last change was introduced all admission authorities were required to consult in the first year.
2. There are no proposals to change the dates for the consultation which must last for a minimum of eight weeks and must take place between 1 November and 1 March.
3. The draft School Admissions Code will require admission authorities to consult with:
  - relevant parents (currently defined as a parent living in the local area with a child aged between two and sixteen, and who has been, is, or will be eligible to apply to the school or academy in question);
  - other groups with an interest in the local area (e.g. community groups, or Admission Forums where they exist);

- their local authority;
  - neighbouring local authorities;
  - the relevant religious authority (in the case of faith schools).
4. Members of the Forum will recall that, subject to the publication of the new Code, there will no longer be a requirement to consult on any increase to the Published Admission Number.
  5. The Local Authority will be writing to own admission authority schools and academies to advise them of the consultation requirements as soon as the new School Admissions Code is published.
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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Admission Arrangements September 2013 - Standard Admissions Policy  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to inform the Forum of the change in the notes section of the standard admissions policy for community and voluntary controlled schools.

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Contact Officer: Rosa Bonwick

**RECOMMENDATION:**

- 1. To note the change in the notes section of the Standard Admissions Policy for Community and Voluntary Controlled Schools**

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**Background**

1. The proposed standard admissions policy for community and voluntary controlled schools, for September 2013, is attached at Appendix A.
2. Although no changes are proposed to the oversubscription criteria, an amendment has been made to the notes section. Note 2 refers to catchment area applications and the action taken when it is not possible to offer a place at the catchment area school. The current policy refers to a place being offered at the next nearest maintained school. That has now been changed to include academies. The amendment is shown in italics.
3. Members of the Forum are asked to note the proposed change, which will be included in the consultation on admission arrangements for September 2013.

**Appendices:**

Appendix A Standard Admissions Policy 2013  
Community and Voluntary Controlled Schools

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Appendix A

**Standard Admissions Policy 2013  
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 at 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 begun) 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 **school or academy** 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 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 Local Authority reserves the right to seek further information in order to determine 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.

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Admission Arrangements September 2013 - Admission Numbers  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to inform the Forum that currently no changes are proposed to the admission numbers for community and voluntary controlled schools and that changes have been made to the 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. That the amendments to the exceptions which may result in the admission number being exceeded be agreed.
2. That the governing bodies of foundation, trust and voluntary aided schools be recommended to adopt the exceptions.
3. That, subject to the approval of the Secretary of State, academies be recommended to adopt the exceptions.

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**Changes to Admission Numbers**

1. There are currently no proposals to increase the admission number at any of the community and voluntary controlled schools.
2. The Local Authority will, however, be writing to community and voluntary controlled schools about the arrangements proposed for September 2013. This may result in some changes which will be reported to the next meeting of the Forum.

### **Admissions above the published admission number**

3. At the last meeting of the Forum on 28 June 2011, members discussed the exceptions which may result in the admission number for a school being exceeded. It was agreed at that meeting that the exception relating to 'looked after' children be amended to remove reference to the direction by the local authority acting as corporate parent. 'Looked after' children are required to be admitted and therefore a direction is not required.
4. The exception relating to twins or children from multiple births has also been amended to remove the proviso that the admission should not breach infant class size limits. This is in accordance with the draft School Admissions Code which proposes that two new categories are added to the list of exceptions which permit an infant class to be over 30. Those categories are twins (and other multiple birth children) and service children. Service children have now been included as an additional exception which may result in the admission number being exceeded. A copy of the revised exceptions is attached at Appendix A.
5. Members of the Forum will recall from the previous meeting that the draft School Admissions Code proposes that schools will no longer need the approval of the local authority to admit pupils in-year above the published admission number. These exceptions would, therefore, only apply to the normal admissions round and to in-year admissions at community and voluntary controlled schools.
6. Members of the Forum are, however, asked to recommend to the governing bodies of foundation, trust and voluntary aided schools that they consider adopting these exceptions with a view to maintaining a consistent approach across the local authority area. Members are asked also to recommend the exceptions to academies, subject of course to their approval by the Secretary of State.

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### **Appendices:**

Appendix A – Admissions above the published admission number

October 2011

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## 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.

For the normal admissions round:

- 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

For in-year admissions:

- 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
- The admission of a twin or children from multiple births
- The admission of service children
- 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

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Admission Arrangements September 2013  
Co-ordinated Admission Schemes  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to inform the Forum of the proposed co-ordinated admission schemes for 2013/2014.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

1. To agree, with the exception of the section on in-year admissions, the proposed co-ordinated admissions scheme for upper schools, upper phase academies and secondary schools
2. To agree, with the exception of the section on in-year admissions, the proposed co-ordinated admissions scheme for middle, primary, lower schools and middle and lower phase academies

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**Co-ordinated Scheme for Upper Schools, Upper Phase Academies and Secondary Schools**

1. The proposed co-ordinated scheme for upper schools, upper phase academies and secondary schools is attached at Appendix A.
2. The timescales for the transfer process have been updated for the 2013/2014 admissions round. A change is also proposed to paragraph 2.19. Following evaluation of the current system which requires parents to notify the School Admissions Service of acceptance or rejection of the place offered, it was felt that the processing of reply slips was an administrative burden which added little value to the process, given that parents who did not respond were deemed to have accepted the place offered. It would seem appropriate, therefore, to ask parents to notify the School Admissions Service only if they are **not** accepting the place offered.
3. Members of the Forum will recall from the previous meeting that the draft School Admissions Code proposes the removal of the requirement on local authorities to co-ordinate in-year admissions. The section within the scheme relating to in-year admissions will be reviewed once the new Code has been published.

**Co-ordinated Scheme for Middle, Primary, Lower Schools and Middle and Lower Phase Academies**

4. The proposed co-ordinated scheme for middle, primary, lower schools and middle and lower phase academies is attached at Appendix B.
5. The timescales have been updated for the 2013/2014 admissions round. A change is also proposed to paragraphs 2.18 and 2.44 for the reasons set out in paragraph 2 above.
6. The section within the scheme relating to in-year admissions will be reviewed once the new Code has been published.

**Consultation**

7. Consultation on the proposed changes to the schemes will take place once the new School Admissions Code has been published.

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**Appendices:**

Appendix A - Co-ordinated Scheme for admissions to Upper Schools and Academies - Academic Year 2013/2014

Appendix B - Co-ordinated Scheme for admissions to Middle, Primary, Lower Schools and Middle and Lower Phase Academies - Academic Year 2013/2014

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## Appendix A

### CO-ORDINATED SCHEME FOR ADMISSIONS TO UPPER SCHOOLS, UPPER PHASE ACADEMIES AND SECONDARY SCHOOLS ACADEMIC YEAR 2013/2014

#### 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 academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all upper school and upper phase academy and secondary school admissions in the Central Bedfordshire Council area from September 2013.
- 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 upper phase academy (Year 9) or into the first year of a secondary school at Year 7.
- 2.3 Parents of all children living in Central Bedfordshire and attending a middle school or middle phase academy or primary school in the Local Authority area will receive details about the transfer process. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:
  - the schools and academies in Central Bedfordshire;
  - dates of open evenings;
  - schools' and academies admission numbers and admissions criteria;
  - how to complete the standard application form;
  - how to make an online application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport

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- who to contact for advice
- 2.4 Parents of children attending a middle school, or middle phase academy or primary 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, or middle phase academy or primary school in the Local Authority area and those who wish to apply for a school place in another Local Authority may obtain the SAF from the School Admissions Service. The SAF is also available to download from the Local Authority website.
  - 2.6 Parents of children living in Central Bedfordshire will be able to apply online for a school or academy place.
  - 2.7 The SAF or online application form will enable parents / carers to:
    - express a preference for up to 3 schools / academies
    - 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 online for a secondary school place.

### The Timetable

- 2.9 In **September 2012** information is sent to parents of all children living in and attending a middle school or middle phase academy or primary 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 2012** via the middle school, middle phase academy, primary school, or directly to the School Admissions Service. Online 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 **3 December 2012** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **11 January 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.13 By **22 January 2013** the admission authority for each foundation, voluntary aided, trust school and 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.

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- 2.14 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated.
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.15 Between **4 February 2013 and 15 February 2013** 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 or academy) 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 academies, 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 or academies that still have vacancies. 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 2013** all upper schools, upper phase academies and secondary schools will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.18 On **1 March 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for an upper, secondary school or academy place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 2.19 By **15 March 2013** parents are to notify the School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.20 By **15 March 2013** parents not offered a place will be invited to request a place at a school or academy with vacancies.
- 2.21 From **2 April 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **1 March 2013** and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

**Waiting Lists**

- 2.22 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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-

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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 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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 2012**. 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 **11 January 2013**, the date the allocation procedure begins.
- 2.25 Applications received late with *good reason* after the allocation procedure has begun on **11 January 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **1 March 2013**.
- 2.26 Late applications not considered as part of the allocation round and any applications received after **1 March 2013** 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 academies 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 (to be reviewed following publication of the new Code)**

- 2.27 If a parent wishes to apply for a school or academy 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 academies 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 academies and to rank their preferences.
- 2.29 Parents of children living in Central Bedfordshire who wish to apply for a place in a school or academy in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.
- 2.30 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must complete an application form available from their home Local Authority and return the form to that Local Authority.

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- 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 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 or academy 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 or academy in Central Bedfordshire (if the parent has applied for a place in Central Bedfordshire).
- 2.32 Where a child is eligible for a place at more than one school or 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 academies 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 or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.
- 2.35 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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 or academies, unless there has been a significant change in their personal circumstances.
- 2.36 Waiting lists for schools and academies in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools or academies 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 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.

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**Timetable for Co-ordinated Upper School, Upper Phase  
Academy and Secondary School Admissions - September 2013**

<b>September 2012:</b>	Information about the transfer process issued
<b>31 October 2012:</b>	Closing date for receipt of applications
<b>3 December 2012:</b>	Applications for places in other Local Authority schools and academies sent to those authorities
<b>11 January 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>22 January 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide the School Admissions Service with ranked lists of applicants
<b>4 February 2013 – 15 February 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>28 February 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>1 March 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>15 March 2013:</b>	Date by which parents reject the offer of a place if this is no longer required.
<b>15 March 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 2 April 2013:</b>	School Admissions Service will start to allocate any places that have become available

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO MIDDLE,  
PRIMARY, LOWER SCHOOLS AND MIDDLE AND LOWER PHASE ACADEMIES  
ACADEMIC YEAR 2013/2014**

**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 or 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 academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all middle, primary, lower school and middle and lower phase academy admissions in the Central Bedfordshire Council area from September 2013.
- 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 middle phase academies and Part B relates to primary and lower schools and lower phase academies.

## Appendix B

### Section 2 - The Scheme

#### Part A – Middle Schools and middle phase Academies

- 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 a middle school or middle phase academy (Year 5).
- 2.3 Parents of all children living in Central Bedfordshire and attending a lower school, or lower phase academy, in the Local Authority area will receive the details about the transfer process. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:
- the schools and academies in Central Bedfordshire;
  - dates of open evenings;
  - schools' and academies admission numbers and admissions criteria;
  - how to complete the standard application form;
  - how to make an online 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, or lower phase academy, 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, or lower phase academy, in the Local Authority area and those who wish to apply for a middle school or middle phase academy 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 online for a school or academy place.
- 2.7 The SAF or online application form will enable parents/carers to:
- express a preference for up to 3 schools / academies
  - give reasons for their preferences
  - rank their preferences

#### The Timetable

- 2.8 In **October 2012** information is sent to parents of all children living in and attending a lower school or lower phase academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.



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- 2.9 Completed SAFs are to be returned to the School Admissions Service by **15 January 2013** via the lower school, lower phase academy, or directly to the School Admissions Service. Online 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.
- 2.10 By **11 February 2013** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.11 All preferences will be logged on the database and by **25 February 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.12 By **6 March 2013** the admission authority for each foundation, voluntary aided, trust school and 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.
- 2.13 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.14 Between **13 March 2013 and 20 March 2013** 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 or academy) 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 or academies, 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 or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.16 On **27 March 2013** all middle schools and middle phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.17 On **28 March 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.

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- 2.18 By **19 April 2013** parents are to notify School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.19 By **19 April 2013** parents not offered a place will be invited to request a place at a school or academy with vacancies.
- 2.20 From **7 May 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **28 March 2013** 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 academy or at any of their preferred schools or academies 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.
- 2.22 Waiting lists will be maintained until **the end of the Autumn term 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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

- 2.23 The closing date for applications in the normal admissions round is **15 January 2013**. 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 **25 February 2013**, the date the allocation procedure begins.
- 2.24 Applications received late with *good reason* after the allocation procedure has begun on **25 February 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **28 March 2013**.
- 2.25 Late applications not considered as part of the allocation round and any applications received after **28 March 2013** 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 academies 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 in rural areas whose application is late for *good reason*.

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### Part B – Primary and Lower Schools and lower phase Academies

- 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 primary, lower school or lower phase academy (Year R).
- 2.28 Parents of all children born between **1/9/08 and 31/8/09** and living in Central Bedfordshire will be able to apply for a school or academy place using the SAF. The SAF will be available from any local primary, lower school or lower phase academy, from the School Admissions Service or it can be downloaded from the Local Authority website.
- 2.29 The Starting School booklet available on request and on the local authority website will contain information on:
- the schools and academies in Central Bedfordshire;
  - schools' and academies admission numbers and admissions criteria;
  - how to complete the standard application form;
  - how to make an online 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 primary, lower school or lower phase academy 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 or academy 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 online for a school or academy place.
- 2.33 The SAF or online application form will enable parents/carers to:
- express a preference for up to 3 schools / academies
  - give reasons for their preferences
  - rank their preferences

### The Timetable

- 2.34 In **October 2012**, the Local Authority Starting School booklet 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 2013**. Online 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

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home Local Authority.

- 2.36 All preferences will be logged on the database and by **4 March 2013** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.37 By **8 March 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.38 By **15 March 2013** the admission authority for each foundation, voluntary aided, trust school and 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.
- 2.39 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, 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 academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.40 Between **20 March 2013 and 28 March 2013** 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 or academy) 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 or academies, 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 or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.42 On **29 April 2013** all primary, lower schools and lower phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.43 On **30 April 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 2.44 By **14 May 2013** parents are to notify School Admissions Service of the rejection of place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.

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- 2.45 By **14 May 2013** parents not offered a school place will be invited to request a place at a school or academy with vacancies.
- 2.46 From **3 June 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **30 April 2013** 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 compulsory school age. Parents cannot defer admission beyond compulsory school age nor beyond the academic year for which the place was offered.

### Waiting Lists

- 2.48 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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.
- 2.49 Waiting lists will be maintained until **the end of the Autumn term 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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

- 2.50 The closing date for applications in the normal admissions round is **15 January 2013**. 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 **8 March 2013**, the date the allocation procedure begins.
- 2.51 Applications received late with *good reason* after the allocation procedure has begun on **8 March 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **30 April 2012**.
- 2.52 Late applications not considered as part of the allocation round and any applications received after **30 April 2013** 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 academies 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 in rural areas whose application is late for *good reason*.

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**In-year Admissions (to be reviewed following publication of the new Code)**

- 2.53 If a parent wishes to apply for a school or academy 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.
- 2.54 All schools and academies 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 academies and to rank their preferences.
- 2.55 Parents of children living in Central Bedfordshire who wish to apply for a place in a school or academy in another Local Authority area must also complete the In-Year application form. The form is available to download from the Local Authority website.
- 2.56 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must complete an application form available from their home Local Authority and return the form to that Local Authority.
- 2.57 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 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 or academy 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 or academy in Central Bedfordshire (if the parent has applied for a place in Central Bedfordshire).
- 2.58 Where a child is eligible for a place at more than one school or 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.
- 2.59 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 place must be received within two weeks of the date of the offer.
- 2.60 If all preferred schools or academies 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 or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.

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- 2.61 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies 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 or academies, unless there has been a significant change in their personal circumstances.
- 2.62 Waiting lists for schools and academies in Central Bedfordshire will be maintained until the end of the term in which the place has been requested. Waiting lists for schools or academies in other Local Authority areas will be maintained by that Local Authority in accordance with their co-ordinated schemes.
- 2.63 Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or 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

**Timetable for Co-ordinated Admissions to Middle Schools and middle phase Academies - September 2013**

<b>October 2012:</b>	Information about the transfer process issued
<b>15 January 2013:</b>	Closing date for receipt of applications
<b>11 February 2013:</b>	Applications for places in other Local Authority middle schools and academies sent to those authorities
<b>25 February 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>6 March 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
<b>13 March 2013 – 20 March 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>27 March 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>28 March 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>19 April 2013:</b>	Date by which parents reject the offer of a place if not required.
<b>19 April 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 7 May 2013:</b>	School Admissions Service will allocate any places that have become available



Appendix B

**Timetable for Co-ordinated Admissions to Primary and Lower Schools and lower phase Academies - September 2013**

<b>October 2012:</b>	Lower school booklet and Standard Application Form available
<b>15 January 2013:</b>	Closing date for receipt of applications
<b>4 March 2013:</b>	Applications for places in other Local Authority schools and academies sent to those authorities
<b>8 March 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>15 March 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
<b>20 March 2013 – 28 March 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>29 April 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>30 April 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>14 May 2013:</b>	Date by which parents reject the offer of a place if not required.
<b>14 May 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 3 June 2013:</b>	School Admissions Service will allocate any places that have become available

October 2011

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**Meeting:** ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Admission Arrangements September 2013 - Open Evenings  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**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 and academies**

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**Background**

- The proposed dates for open evenings are:  
Upper Schools and Academy: 17 September 2012 – 19 October 2012  
Middle Schools: 5 November 2012 – 23 November 2012
  - Although the dates for the open evenings are part of the admission arrangements for September 2013, they are not subject to consultation. However, it is helpful to have the views of members of the Forum, and in particular headteacher and academy members, on the proposed timescales.
  - Members of the Forum are, therefore, asked to consider the proposed dates and if agreed to recommend those dates to schools and academies.
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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 1 November 2011  
**Subject:** Future of the Admissions Forum  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** To discuss and consider future options for the Admissions Forum

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

- 1. To seek the views of members on future options for the Admissions Forum**

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**Background**

1. Members of the Forum will recall from the previous meetings that, subject to the passage of the Educational Bill 2011 and the Parliamentary process, the requirement on local authorities to set up Admissions Forums (imposed by the Education Act 2002) will be removed and it will be left to local partnerships to develop and grow.
2. Members of the Forum had previously expressed a preference for the Forum to continue in Central Bedfordshire and the purpose of this report is to consider the options for continuing in a non statutory capacity.

**Options**

3. The Admissions Forum could continue as an advisory group to consider:
  - any issues arising from changes to legislation relating to school admissions;
  - how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
  - the means by which admission processes might be improved and how actual admissions relate to the admission numbers published;
  - the timetable for the admissions processes;
  - any proposed changes to the admission arrangements;

- any proposed changes to catchment areas;
  - any proposed changes to the Fair Access Protocol;
  - the information in the Local Authority's Annual Report.
4. In discharging those responsibilities member of the Forum would be asked to:
- represent the views of their respective groups of schools / bodies;
  - promote agreement on admission issues;
  - promulgate the advice of the Forum through their respective groups.
5. This option would dependent upon appropriate support being available to service the advisory group.
6. The alternative would be for the role of the Forum to be taken up through existing headteacher groups or other group / representative meetings. Members of the Forum are asked to consider and discuss possible options.
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