



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.