



**CO-ORDINATED SCHEME FOR ADMISSIONS TO MIDDLE,
PRIMARY AND LOWER 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, primary 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 and primary schools.

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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.

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- 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 of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a middle school 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.
- 2.18 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.

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- 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*.

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Part B – Lower and Primary 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 or primary 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 or primary 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 and primary 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.

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- 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 and primary 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 of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a lower or primary school 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.
- 2.44 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**. 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

- 2.50 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.
- 2.51 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**.
- 2.52 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*.

In-year Admissions

- 2.53 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

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another school, they are likely to make contact with the local school or the Local Authority.

- 2.54 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.
- 2.55 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.
- 2.56 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.
- 2.57 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 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).
- 2.58 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.
- 2.59 The School Admissions Service will notify parents of children living in Central Bedfordshire of the outcome of their application, irrespective of whether the school is within Central Bedfordshire. Acceptance of the school place must be received within two weeks of the date of the offer.
- 2.60 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.
- 2.61 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.
- 2.62 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.

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- 2.63 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.

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Timetable for Co-ordinated Middle School Admissions - September 2011

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

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Timetable for Co-ordinated Lower School Admissions - September 2011

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

March 2010

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