



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

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

October 2011

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