



**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.

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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 (applications received on or after 1 September 2013)

- 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 The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. 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. The form will be available to download from the Local Authority website.
- 2.55 The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Service for determination.
- 2.56 If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Service and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Service will liaise with the school / academy to determine whether a place can be offered.
- 2.57 Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 2.58 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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Timetable for Co-ordinated Admissions to Middle Schools and middle phase Academies - September 2013

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

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

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

March 2012

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