

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:  
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES**

**ACADEMIC YEAR 2014/2015**

**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, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies admissions in the Central Bedfordshire Council area from September 2014.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
  - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

### 1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

## 2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
  - a) Lower Schools and Academies
  - b) Primary Schools and Academies
  - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
  - Lower or Primary school/academy (Year R), or
  - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
  - express a preference for up to 3 schools / academies
  - rank their preferences
  - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
  - a) the schools and academies in Central Bedfordshire
  - b) dates of open evenings (where applicable)
  - c) Schools and academies admission numbers and admissions criteria
  - d) how to complete an application
  - e) how places are allocated
  - f) timetable for the application and allocation process
  - g) school transport
  - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary School (Year R):**
  - 2.6.1 Parents of all children born between **01/09/09 and 31/08/10** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower

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or primary school or academy, from the School Admissions Team or it can be downloaded from the Local Authority website.

- 2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.
- 2.6.3 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 make their application to their home Local Authority.
- 2.6.4 Deferred Entry: 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 cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

### **2.7. Admission into the normal year of entry into a Middle School (Year 5)**

- 2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

## **3. Timetable for admissions into Lower, Primary and Middle schools**

### **Lower/Primary:**

- 3.1. In **September 2013**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

### **Middle transfer:**

- 3.3. In **September 2013** information is sent to parents of all children attending a lower school or academy in the Local Authority area. Parents of children

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who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.

- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2014**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

### **Lower, Primary and Middle admissions**

- 3.5. By **17 February 2014** All preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.6. By **14 March 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process 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
- 3.8. Between **19 March 2014 and 26 March 2014** 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.
- 3.9. 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, after the allocation process. Priority will always be given to those parents who have expressed a preference for

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a particular school or academy over those who have not.

- 3.10 On **14 April 2014** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2014** the School Admissions Team 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.
- 3.12 By **30 April 2014** parents are to notify School Admissions Team 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.
- 3.13 By **30 April 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

### 4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **15 January 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **5 May 2014**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **5 May 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **5 May 2014**.
- 4.5. By **19 May 2014** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:

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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

- 4.7. 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.
- 4.8. 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, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **2 June 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **3 June 2014**.

## **5. Waiting Lists**

- 5.1. 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. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for schools who are their own admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

## **6. In-year Admissions (applications received on or after 1 September)**

- 6.1. 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

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contact with the local school, academy or the Local Authority.

- 6.2. 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 on the Local Authority website as an e-form or can be downloaded.
- 6.3. 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 Team for determination.
- 6.4. 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 Team 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 Team will liaise with the school / academy to determine whether a place can be offered.
- 6.5. 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.
- 6.6. 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.

**Timetable for Co-ordinated Admissions to:  
Lower, Primary and Middle Schools and Academies for academic year 2014/15**

<b>September 2013</b>	Information about the transfer process issued
<b>15 January 2014</b>	Closing date for receipt of applications
<b>17 February 2014</b>	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities
<b>14 March 2014</b>	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
<b>19 March 2014 – 26 March 2014</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>14 April 2014</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>16 April 2014</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>30 April 2014</b>	Date by which parents reject the offer of a place if not required.
<b>5 May 2014</b>	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
<b>5 May 2014</b>	The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities
<b>19 May 2014</b>	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
<b>2 June 2014</b>	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
<b>3 June 2014</b>	Late applications received on or after 17 April will be processed from this date.