

LINCOLNSHIRE COUNTY COUNCIL

SCHEME FOR COORDINATED ADMISSION **SECONDARY SCHOOL TRANSFERS FOR 2019 to 2020**

1. General

The regulations require applications for secondary schools to be fully co-ordinated and the Local Authority (LA) is responsible for drawing up a scheme covering every maintained school and academy in its area. The statutory requirements include, for example:

- A common timetable for all schools and admission authorities in the LA area.
- Co-ordination between all secondary schools within the LA and between other LAs.
- A common application for all schools that allows parents to express up to three preferences.
- Common dates to assist the smooth operation of the scheme.
- Parents receive a single offer on 1 March or the nearest working day.
- That the notification of offers is made by the LA and not the school.

Neighbouring LAs are required to share information in order to manage applications to schools in other LAs. Where a place is available in another LA, offers will be made by the 'home' LA to ensure that a single offer is made to each pupil.

2 Aims of the Scheme

1. To meet the relevant Government regulations in respect of coordinated admission arrangements, and to comply with the Admissions Code.
2. To make sure that the needs of the child and the wishes of the parent are the prime considerations.
3. To make sure that as many parents as possible gain a place for their child in the highest preference school available consistent with the scheme.
4. To make sure that every parent of a child living in Lincolnshire who has applied for a school place in the normal admissions round receives an offer of one, and only one, school place on the same day.
5. To indicate how a place will be allocated if none of the parent's preferences can be met.

- 6 To indicate how late applications should be addressed and also how applications which fall outside the normal admissions round will be managed.
7. To make sure that the scheme minimises the administrative demands on schools and allows effective communications with them and neighbouring LAs.
8. To give details of how the scheme will operate after 1 March to make sure that places that become vacant are reallocated effectively.

3 Expression of Preference

Parents will be asked to name three preferred schools and to rank them in order. Schools must rank all applicants without reference to the parental ranking. The LA will allocate a place at the highest ranked school that is able to offer the child a place. If it is not possible to offer a parent one of their preferred schools, they will be offered a place in the nearest school to their home with vacancies at the time of the allocation.

4 Application Forms

All applications must be made online or by a common application form. Schools must not accept applications direct from parents at any stage of the coordinated process. The online and paper forms will also allow the inclusion of most of the supplementary data required by the LA, other admission authorities and schools. Some schools may request additional evidence to support the reasons for parents applying under certain criteria such as religion or medical. Schools will not receive a physical copy of the form, nor should they request information from parents that is not relevant to the application. The full application contains the rank order of preferences, which individual schools are not entitled to have under the Data Protection Act. The online system may only be available to on-time applicants, parents may have to submit all late and revised applications using the paper form.

5 Communications

The LA will use electronic communication with other LAs, admission authorities and schools. Access to application data will be available to schools online and, in order to allow for the allocation system to work effectively schools can use this web access to rank applications and communicate with the LA's admissions team. Schools will not see the parents' rank order of preference as this forms no part of their admission policy. Schools must not seek to obtain this information direct from parents.

6 The Admissions Process - Annual Cycle

The dates will be adjusted annually to coincide with the nearest appropriate working day.

Deadline Dates 2018/19	Summary of Action	Details of action
October 1 2017	Consultation on changes to admission policies for all admission authorities can begin.	Admission authorities publish any changes to their admission arrangements on their website and consult with all relevant parties. Own admission authority schools may choose to follow the LAs consultation dates as below and submit their proposed arrangements to the LA to publish and publicise on their behalf.
Nov 6	Local Authority to begin consultation on changes to local admission scheme and admission policy.	Any proposed changes to the LAs admission arrangements for Community and Voluntary Controlled Schools are placed on the School Admission consultation website. The co-ordinated admission scheme is also placed on the School Admission website. Consultation lasts for 6 weeks.
January 31 2018	<p>Consultation on the scheme for the next admissions cycle are completed and the scheme is agreed.</p> <p>Consultation on any changes to the policy of any admission authority are completed.</p>	<p>The scheme is available for consultation. It is agreed by all admission authorities or, if not, referred to the Secretary of State.</p> <p>Admission authorities complete consultation on any proposed changes to their policies.</p>
Feb 28	Admission policies determined and Secretary of State notified of agreement on a co-ordinated scheme.	Admission authorities consider any feedback and determine a final policy and publish it. The determined policy may be referred to the Adjudicator. The LA must notify the Secretary of State that agreement has been reached on a scheme.
March 15	LA places a notice on its website indicating where all admission arrangements can be found.	Objections can be made to the determined arrangements up until 15 May.
May 25	Information changes received from schools.	Deadline for information from schools to update oversubscription criteria and contact details for 'Going to School in Lincolnshire'.

July 13	Complete update of all information to parents.	Update all information for 'Going to School in Lincolnshire'. Update all transfer letters, common application forms and guidance to parents and schools. Booklets and forms go to printers. Academies to provide all necessary information.
July 18	Up-date lists of Y5 pupils.	Require electronic update from every primary school. Establish Y5 pupils attending schools out-county. Identify pupils out of cohort. Share information with other LAs.
Sept 4	All documentation goes to primary schools and on to School Admissions website.	Send all relevant information to primary schools. Ensure all information on the website is current.
Sep 10	Primary schools issue information to parents. Online system opens. Schools begin testing where appropriate.	Parents receive information via primary schools. Grammar and Specialist schools may start their testing.
Oct 12	Schools post test results first class to parents.	Schools which select by ability or aptitude must send results of tests to parents.
Oct 31	Closing date for applications.	Parents complete one common application, naming and ranking their three preferred schools with reasons. Parents return the forms directly to LA via the online application system or the pre-paid addressed envelope.
Nov 12 – Nov 30	'Home' LA sends information to other LAs.	LAs exchange relevant application details and resolve any instances of duplication.
Dec 3	LA ensures all application data is available to schools.	Schools access online all applications to their school and begin ranking. (Application details for Lincolnshire pupils available from September)
Dec 14	The system is locked down and no further changes can be accepted for any reason.	Anyone who applies after lock down is notified that their application is late and will be processed around 9 April.
Dec 18	Schools complete ranking.	Schools complete ranking online of all applications against their oversubscription criteria.
Feb 4 2019	LAs exchange results of the first cycle with other LAs.	LA locks database and does the first allocation run. Where pupils have more than one offer, the LA allocates the school the parents have ranked highest and fills any vacancy with the pupil ranked next by the school.
Feb 11	LAs exchange results of the second cycle.	LA sends up-dates to other LAs. LA allocates schools to pupils without a place in a preferred school.

Feb 22	LA finalises allocations ready for notification to schools and parents.	LA makes final adjustments after receiving the results of the second cycle from other LAs.
Feb 25	LA unlocks the database and schools can see final allocations.	Schools check final allocations.
Mar 1	Offers sent to parents by LA first class post or available online	LA posts offers to parents and releases offers online to those who applied online. The offer letter will explain the appeal process. Acceptances/refusals are recorded.
Mar 1	Primary Schools will be informed of the destination schools of their pupils. Appeals process begins.	Primary schools will be sent an email containing this information. Parents give notice of appeal and arrangements are made by admission authorities for hearing appeals in accordance with statutory timescales.
March 15	All acceptance letters returned to the LA.	Parents return acceptance /refusal letters in pre-paid addressed envelope or confirm acceptance/refusal online. LA records all acceptances and refusals. Schools monitor process online.
March 6	Admission authorities and schools process late and revised applications.	All late applications received after 14 December and revised applications are processed and schools rank alongside existing reserve lists. Places are offered as soon as possible in week commencing 8 April.
March 19	LAs exchange offer acceptances/refusals	LAs adjust ranked list to take account of any refusals
March 29	Administrative deadline of 20 school days for receipt of appeals to ensure all appeals for the same school are heard on the same day	Appeals must be heard within 40 school days from this date.
April 1	Deadline for late and revised applications for the next offer round week commencing April 8.	All late and revised applications received by this date will be notified of their offer result in week commencing 8 April.
April 8	Late and revised application offers sent out this week and LAs exchange results of late and revised applications	LA posts late and revised application offers to parents and sends updates to other LAs
April 15	Main allocation process ends and all further applications dealt with on a weekly basis	LA processes all further applications as and when received and offers places on at least a weekly basis
August 31	End of annual Coordinated Admissions cycle	Any applications received after this date are managed under the mid year scheme.

7 Late applications between 31 October and 14 December

Where an application is accepted after 31 October schools will be informed of the late application and they can check the ranking, most of which will be done automatically.

8 Applications made between 15 December and 1 April

Parents who make a first application to the LA between 15 December and 1 April and those parents who make a revised application between 1 March and 1 April will be sent an application form to fill in, which will be returned to the LA to be processed in accordance with the details in the annual cycle above.

Revised applications are made when a parent has received an offer of a school place but now want to apply for a place at a different school or schools. These applications will be treated on an equal basis with any late applications.

A place will be offered from 8 April at the highest ranked preferred school, provided that the child fulfils any selection criteria required and there is a place available. Parents will be advised of their right to appeal against the decision of an admission authority to refuse admission on the grounds that it is full or that, where applicable, a child does not have the required ability or aptitude. The school will be informed immediately of any allocation made and it will ask the LA to make an offer on its behalf.

9. Late and revised applications made after 1 April and before 31 August

Parents who apply to the LA after 1 April will be informed which schools have places and, if applicable, to which they would be entitled on application to free home to school transport. They will be sent the common application form to fill in and advised of their right to appeal against the decision of an admission authority to refuse admission on the grounds that it is full or that, where applicable, a child does not have the required ability or aptitude. The form will be returned to the LA and a place will be offered at their preferred school or, if no place is available at any preferred school, at the nearest school with places, provided that the child fulfils any selection criteria. The school will be informed. If parents apply to a school directly, they must be directed to the LA for an application form. The LA will always seek to offer a place at the highest ranked school with a place available. Otherwise it will offer a place at the nearest school to the home address with a vacancy.

10. Year 10 applications

Parents of children in year 9 may request a place in year 10 at The University Technology College, Lincoln. This is the only 'school' in Lincolnshire where the normal point of entry is at year 10. Applications will be processed in line with the Year 7 transfer arrangements set out in this scheme and if there are places in the college they will be allocated. This means that places are reserved until the start of term in September. (Non Lincolnshire parents/carers must apply through their home Local Authority).

11. Mid-year applications

Lincolnshire County Council operates non-statutory coordination of these applications.

Parents may apply online at www.lincolnshire.gov.uk/schooladmissions or obtain a paper form from 01522 782030.

All Lincolnshire schools may choose to accept direct applications from parents.

If a school is contacted by the parent/carer and they are unable to offer a place, the parent/carer must be advised to contact the school admission team, who will organise a central mid-year admission application. If the school has places they must check with the school admission team that there are no other outstanding cases before making an offer of a school place. Details must be passed to the school admission team in order that a formal offer letter can be sent. Schools must meet the mandatory requirements of the School Admission Code with respect to any mid year applications.

12. Appeals

All other admission authorities must notify the school admission team of the results of their appeals so that they can reallocate any places that are created

13. Admission of children outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year (for example due to ill health), can seek places outside their normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case. These applications are considered by schools along with all other applications for the preferred cohort and following the same timetable. Schools may refuse an out of cohort place. In some cases schools may agree to admit the child out of cohort, but the child may still not gain a place because they do not rank highly enough on application of the oversubscription criteria.

Parents will receive the outcome of their application on offer day along with all other applicants for that cohort. The exception to this is where there is agreement that a summer born child can start reception a year late, the school admissions team will inform these parents as soon as the information is available and discontinue the application for the date of birth cohort. Parents must then apply again in the admissions round relating to their preferred cohort, such applications will be subject to the relevant oversubscription criteria on an equal basis with all other applicants. If no preferred school can offer a place parents may have to make a midyear application for the date of birth cohort. The home local authority will make sure that parents are informed of their statutory right to appeal. This right does not apply if parents are offered a place in another year group at the school. Parents resident in other Local Authority areas should note that in Lincolnshire it is always the preferred schools that make decisions on these requests and that their home Local Authority cannot make this decision.

FOR DETERMINATION