

Co-ordinated Admissions Scheme for Primary Schools in Torbay in September 2011.

1 Introduction

This scheme has been formulated after extensive consultation with admitting authorities and the Local Admission Forum. The scheme has the agreement of all admitting authorities, i.e. the LA and the Governing Body of Voluntary Aided (VA) and Foundation schools. The scheme will be implemented for September 2011 admissions.

2 The Scheme

2.1 There will be a Common Application Form.

2.2 The Common Application Form will be made available to all Torbay parents to express a preference for a place in:

- a) a Torbay Mainstream Primary School (including VA and Foundation)
- b) a mainstream school in another LA area (including VA and Foundation)

Parents resident in Torbay will not be able to make application direct to another LA and nor will parents not resident in Torbay be able to make application direct to Torbay. Parents will be required to make application on their 'home' LA's application form

2.3 Parents will be able to express three different preferences on the Common Application Form including schools outside Torbay. These preferences must be ranked in order by the parents. Pupils will be eligible for consideration for a place at all three schools.

2.4 On the preference forms, parents will be able to give reasons for their preference that include religious and philosophical convictions.

2.5 Parents will be informed that they will receive the offer of one school place only and that will be either:

- a) a place at the highest ranked school for which they are eligible and for which a preference was expressed
- b) where none of the preferences can be met, an alternative Torbay school place will be offered by the LA.

2.6 The Common Application Form will have a closing date and details of where the form should be sent. The Common Application Form will ask if parents want to defer admission for their child.

2.7 The Common Application Form will be made available to parents from Torbay LA and from all primary schools within Torbay LA.

2.8 The Common Application Form will be accompanied by a written explanation of the co-ordinated scheme as well as other details required to be included in the composite prospectus for primary school admissions called TIPS 5.

2.9 The LA will take all reasonable steps to ensure that every parent resident in the LA who has a child due to start primary education during 2011/12 is notified how to access a copy of the Common Application Form together with written guidance or an e-version of the guidance.

This will involve writing to parents of all known children who were born between 1 September 2006 and 31 August 2007 to advise them of the application process. The LA will also advertise the process at Early Years settings, primary schools and in Torbay libraries and elsewhere. The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA to alert them to the process.

2.10 The LA will operate an online admissions system for parents that replicate the features described in paragraphs 2.7 – 2.9.

2.11 Where an over-subscription criterion requires additional information (e.g. denominational commitment), a supplementary information form (SIF) can be allowed. This form is not to replace the Common Application Form nor is it to be used without a completed Common Application Form that names that school.

2.12 Supplementary information forms should be returned to the school by the parent. The school should inform the LA of receipt of SIF's to ensure that a Common Application Form has been completed. If no Common Application Form has been completed the LA must contact the parent for the Common Application Form to be completed and returned to the LA.

2.13 Parents do not need to complete the supplementary form if no additional information is required by the admitting authority to apply the over-subscription criteria.

2.14 Where a school receives an application for a school place, this must be forwarded to the LA to ensure the parent has had the opportunity of expressing three preferences. Any forms received by schools must be forwarded to the LA to ensure that all schools have received details of the applications and to forward any relevant information.

2.15 The closing date for parents to submit the Common Application Form will be 15 January 2011. These forms should be submitted to the first preference primary school or to Torbay LA (or submitted electronically to the LA). Parents must submit their completed forms by the closing date. Where a

parent posts a CAF or SIF as the closing date approaches, he or she is advised to secure proof of posting in the event that the form is received after the closing date. If the proof of posting confirms that the form was submitted by the parent no later than the closing date, it will be considered as having been submitted on time even in the event that it is received after the closing date. It will not be for the LA or the school to prove that the form was submitted on time, the burden of proof will fall to the parent.

- 2.16 Torbay LA will forward details of applications received to all other admitting authorities by 28 January 2011. This will include all VA and Foundation schools within Torbay and to the relevant LA outside Torbay. Applications for places outside Torbay will be sent electronically to the relevant LA for consideration under their scheme. That LA would be expected to forward applications to their VA and Foundation schools.
- 2.17 Details provided to admitting authorities will not include parental ranking.
- 2.18 Information will be exchanged electronically except in the case of electronic failure.

3 The Co-ordinated Scheme

- 3.1 The purpose of the co-ordinated scheme of admission is to maximise parental preference and to ensure that a child is offered only one school place from its own LA.
- 3.2 In accordance with the DCSF School Admissions Code the scheme is an Equal Ranking System.

The Equal Ranking System

- 3.3 The LA forwards the details of applicants to Admitting Authorities but does not reveal the ranking.
- 3.4 Admitting Authorities then consider all preferences equally regardless of ranking. This requires all admitting authorities to apply admission arrangements and arrange all applicants in order of priority, individually first to last.
- 3.5 Admitting Authorities return the lists to the LA who apply the co-ordinated scheme by allocating pupils to the highest ranked school that can offer a place.

4 The Allocation of Places

- 4.1 The LA will act as a clearing house for all admitting authorities in the allocation of places.
- 4.2 The LA will allocate places according to the scheme detailed above.
- 4.3 The LA will:
 - a) allocate places where it is the admitting authority for a school;
 - b) determine which place will be allocated if an applicant is eligible at more than one school place;
 - c) allocate a child to the next nearest school within Torbay with places available having regard to distance, time and transport costs where no preference has been allocated;

[N.B. Those who express a preference for a school place will have priority over those who have not expressed a preference for a school].

- 4.4 By 14 February 2011, all admitting authorities will have considered their applications and will forward to the LA a list of the applicants and rank each child against the over-subscription criteria. These lists will be compared and the children will be allocated one place under the co-ordinated scheme. Once allocated the preference form would lapse.
- 4.5 By 31 March 2011, Torbay LA will have applied the scheme and notified other LA's of the details of the allocation of their residents.
- 4.6 Where another LA resident has made application for a Torbay school and is unsuccessful with any or all of its preferences, the home LA will be expected to offer a school place. Similarly, where another LA is unable to offer a Torbay child a school place, Torbay will be expected to offer a school place.
- 4.7 All schools will be informed of their intake by the 4 April 2011.
- 4.8 All parents will be notified by first class post by the LA. No other letter of allocation can be made. Letters will be sent on 15 April 2011. Parents who have applied online for a school place will receive an e-mail after 4pm on 15 April.
- 4.9 The letters to parents will inform them:
 - a) which school their child has been allocated;
 - b) why their child has not been allocated a place at the other preferred schools;
 - c) details about the appeals procedure for those schools for which application was refused;

- d) the date when appeals should be submitted;
- e) the date by which they should confirm acceptance of the place offered (7 May 2011).

5 Change of preference after Closing Date.

- 5.1 Parents cannot change their preference after the closing date.

6 Change of Circumstances between closing date and Allocation Day

- 6.1 If there is a significant change of circumstances, parents may change their preference(s). Significant new circumstances are defined as follows:
 - a) moving to a new address served by a different primary school which would result in a change of category of the over-subscription criteria;
 - b) where there are significant new medical reasons supported by a medical practitioner that may make the original allocation unsound;
 - c) where a child is taken into care or accommodated and the change is supported by a letter from Social Services (providing that the information is new and was not available to the applicant at the time of the application).

7 Change of Circumstances after Allocation Day

- 7.1 If there is a significant change of circumstances (see definition above), parents may change their preference(s). Parents would not be required to relinquish the allocated school whilst their changed application was processed.

8 Change of Preference after Allocation Day.

- 8.1 Unless there has been a significant change of circumstances (see above definition) then applications resulting from a change of preference will be considered but only if parents agree to relinquish the allocated place. This is to avoid parents collecting multiple offers.

9 Appeals

- 9.1 Where a parent has been refused admission to a school they will have the right of appeal. There will be a closing date of 7 May 2011 and any appeals submitted after this date will be considered later and maybe at

a disadvantage should any places become available through the appeals mechanism.

- 9.2 A parent will have the right of appeal for a place at any of the schools.

10 Waiting Lists

- 10.1 Admitting authorities for over-subscribed schools must maintain a waiting list of unsuccessful applicants for at least one term in the academic year of admission (31 December 2011)
- 10.2 Between Allocation day and 1 September 2011, Admitting Authorities will inform the LA (as clearing house) of any changes to pupil allocation lists. During this period, the LA will inform any other admitting authority affected by changes in allocation lists.

11 . Late Applications

- 11.1 These are defined as applications that have been received after the closing date, 15 January and before 1 September 2011 and have not been considered in the initial round and not offered a place on the Allocation Day.
- 11.2 Admitting authorities may accept applications, but late applicants are entitled to express three ranked preferences. For this reason, applicants should be referred to the LA so that they can express up to three ranked preferences on a common application form and be provided with a TIPS 5 brochure.
- 11.3 The LA will circulate details of late applicants to admitting authorities named on the common application form as soon as preferences are expressed.
- 11.4 Admitting authorities may make a decision on the application as soon as practical and inform the LA. Decisions on late applications and requests for change of preference will be notified to parents on 26 May 2011 after admission authorities have confirmed that all the places that have been allocated have been accepted. Through liaison with the admitting authorities named on the common application form, the LA will ensure that the applicant has been allocated a school place, but does not hold more than one offer. The place offered will be at the highest ranked school on the Common Application Form that can offer a place.

12 Admissions after the initial admission round.

- 12.1 These are defined as applications received after 1 September 2011.

At this point the Admissions Round is deemed to have ended and applications are considered to be “mid phase”. The LA will formulate a co-ordinated scheme for mid phase admissions.



Draft Timetable for Admissions to Primary Schools in September 2011.

1 November 2010	Website opens for online applications and TIPS 5 booklets available
15 January 2011	Closing date for submission of Common Application Form
28 January 2011	LA notifies other Admitting Authorities of applications
14 February 2011	Foundation and VA schools return ranked lists of pupils
31 March 2011	LA applies agreed scheme for Torbay schools.
4 April 2011	Schools informed of allocation of pupils
15 April 2011	Allocation Day: allocation letters sent to parents by first class post. Online applicants notified of allocation by e-mail
7 May 2011	Closing date for receipt of appeals

26 May 2011

Decisions on late applications

June/July 2011

Appeals

