

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

1 Introduction

This scheme has been formulated after extensive consultation with the Local Admission Forum. 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 mainstream Secondary School in Torbay (including VA and Foundation)
- a mainstream secondary school in another LA area (including VA and Foundation)

2.3 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.

2.4 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.

2.5 On the form, parents will be able to give reasons for their preference including religious and philosophical convictions.

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

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

2.7 The Common Application Form will have a closing date and details of where the form should be sent.

- 2.8 The Common Application Form will be made available to parents from Torbay LA and from all primary and secondary schools within Torbay LA.
- 2.9 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 secondary school admissions called TIPS 1.
- 2.10 The LA will arrange for this information to be provided to all known parents resident in the LA whose child is in the final year of primary school, and to other parents on request.
- 2.11 The LA will operate an on-line admissions system for parents that replicates the features described in paragraphs 2.7 to 2.10.
- 2.12 Where an admitting authority for a school operates an over-subscription criterion which requires the applicant to demonstrate commitment to a particular faith or denomination, the scheme allows the school to ask applicants to submit a supplementary information form (SIF) and for this to be returnable directly to the school. This form cannot replace the Common Application Form, nor is it to be used without a completed Common Application Form naming the school among the three preferred schools. Schools using a SIF will exchange information with the LA in order to ensure that parents comply with these requirements.
- 2.13 The scheme does not allow for admitting authorities to use supplementary forms for any other reason. In the case of Westlands Bilateral School the scheme allows the Common Application Form to seek clarification of whether the applicant is seeking a place in the selective or non selective stream.
- 2.14 Where a school receives a direct application for a school place, this must be forwarded to the LA to ensure the parent has had the opportunity of expressing three preferences using a Common Application Form. Any Common Application 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 Forms will be 31 October 2010. Hard copy Common Application Forms will be in triplicate and a copy should be submitted to the child's primary school and a copy to Torbay LA. Parents can also send the common application form directly to the LA. The LA will inform primary schools of parents who have applied online.
- 2.16 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.

2.17 Details provided to admitting authorities will not include the parental ranking.

2.18 Major exchanges of data in connection with the Co-ordinated Admissions Scheme will be exchanged electronically except in the case of IT failure.

3 Testing Arrangements

3.1 There will be 'testing before preference' for admission to selective schools in September 2011. The selective (11+) tests will be held in September 2010 at the selective schools.

3.2 In July 2010 information will be sent to parents of all known year 5 children who attend school in Torbay. Information about the 11+ tests will also be available for all parents at selective secondary school open days in July, on the LA and selective schools websites, in primary schools and will also be sent to Devon LA. If parents wish their children to be considered for a place at a selective school they will be required to complete one Registration Form. Children will take the tests at the selective school their parents have nominated as their preferred test centre. The Registration Form should be returned to that school by 8 September 2010.

3.3 The selective schools will write to parents to notify them of the arrangements for the tests and will send the names of those tested to the Local Authority. All the selective schools will use the same tests and information about the results will be shared as necessary.

3.4 Selective schools will notify parents of the outcome of the 11+ tests by 1st class post on 13 October 2010 using the letter agreed by the schools and the LA. The letters will state that the child is either of the ability to undertake a selective education or is not of the ability to undertake a selective education. Parents will be advised of the need to apply for a school place by midnight on 31 October at the latest. Applications received after this will be classed as late and will not be considered in the first round of allocations on 1 March.

3.5 The Registration Form is not to replace the Common Application Form, nor can places be offered at a particular school without a completed Common Application Form that names that school.

3.6 In the event that the number of successful candidates exceeds the number of places available applications will be prioritised according to the oversubscription criteria.

3.7 Torbay LA will forward details of applications received to admitting authorities by 29 November 2010. 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.

4 The Co-ordinated Scheme

- 4.1 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.
- 4.2 In accordance with a DCSF School Admissions Code the scheme is an Equal Ranking System

The Equal Ranking System

- 4.3 The LA forwards the details of applicants to admitting authorities, but does not reveal the ranking.
- 4.4 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.
- 4.5 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.

5 The Allocation of Places

- 5.1 The LA will act as a clearing house for all admitting authorities in the allocation of places.

The LA will:

- allocate places where it is the admitting authority for a school;
- administer the allocation according to the scheme.
- allocate a child to the nearest comprehensive school within Torbay with places available having regard to distance, time and transport costs where no preference form has been submitted.

[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. Eligibility rules may apply].

- 5.2 By 29 November 2010 details of applicants will be sent to admitting authorities of Torbay schools and other local authorities
- 5.3 By 17 January 2011, all admitting authorities will have considered their applications and will forward to the LA a list of all applicants in order of priority from first to last.
- 5.4 By 7 February 2011, Torbay LA will have applied the scheme and notified admitting authorities of the places that the scheme has allocated. Torbay LA will forward to other LAs of details of the allocation of their residents.
- 5.5 Where another LA resident has made an 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.
- 5.6 All schools will be informed of their intake by the 17 February 2011.
- 5.7 All parents will be notified of their child's single allocation by first class post by a letter from the LA posted on 1 March (National Allocation Day). E-mailed allocation letters to parents who have applied on line will be e-mailed on National Allocation Day after 4 p.m. No decision letters or e-mails from individual Admitting Authorities will be sent on National Allocation Day, but can be sent on the day following National Allocation Day.
- 5.8 The letters and e-mails to parents will inform them:
- which school their child has been allocated a place
 - why their child has not been allocated a place at the other preferred schools
 - details about the procedure for submitting an appeal.

6 Change of preference after 31 October and National Allocation Day.

- 6.1 No changes of preference allowed within this period unless it is regarded as a change of circumstances (see below)

7 Change of Circumstances between closing date and National Allocation Day

- 7.1 If there is a significant change of circumstances, parents may change their preference(s). Significant new circumstances are defined as follows:

- moving to a new address served by a different secondary school which would result in a change of category of the over-subscription criteria.
- where there are significant new medical reasons supported by a medical practitioner that may make the original allocation unsound
- where a child is taken into care or accommodated and the change is supported by a letter from a Social Worker (providing that the information is new and was not available to the applicant at the time of the application.)

8 Change of Circumstances after National Allocation Day

- 8.1 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.

9 Change of Preference after National Allocation Day.

- 9.1 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.

10 Appeals

- 10.1 Where a parent has been refused admission to a school they will have the right of appeal. There will be a closing date of 4 April 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.
- 10.2 A parent will have the right of appeal for a place at any of the schools.

11 Waiting Lists

- 11.1 After National Allocation Day 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 (until 31 December 2011)
- Between National Allocation day and 1 September 2010, 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.

12 Late Applications received after the closing date but before National Allocation Day.

- 12.1 Parents are advised that late applicants may be at a disadvantage because there may not be sufficient time for admitting authorities to consider late applications in time for the National Allocation Day.

12.2 Individual Admitting Authorities must decide whether to include late applicants in the initial round.

12.3 Where it is not possible to give to late applicants, a decision on the highest ranked school on National Allocation Day, parents will be advised by the LA on National Allocation Day that an allocation cannot be made for this reason.

13 Late Applicants received between National Allocation Day and the start of the initial year of entry (year 7).

13.1 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 1 brochure.

13.2 The LA will circulate details of late applicants to admitting authorities named on the Common Application Form as soon as preferences are expressed.

13.3 Admitting authorities may make a decision on the application as soon as practical and inform the LA. Through liaison with the admitting authorities named on the CAF, the LA will then 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.

13.4 Admitting Authorities may communicate their decision directly to late applicants.

14 Applications after the start of the initial year of entry (year 7).

14.1 These are defined as applications received after the start of the initial year of entry (Year 7). 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 Secondary Schools in September 2011.

July 2010	Selective school open days, letter, information leaflet and Registration Form (RF) to parents
1 September 2010	Website opens for online applications, copies of TIPS 1 available
8 September 2010	Closing date for receipt of RF
18 September 2010	11+ tests
25 September 2010	11+ tests
13 October 2010	Parents informed of the result of tests
31 October 2010	Closing date for Common Application Forms
29 November 2010	Exchange of information with admitting authorities
17 January 2011	Foundation and VA schools return ranked lists of pupils
7 February 2011	LA applies agreed scheme for Torbay secondary Schools and informs other LAs of offers made to its residents
17 February 2011	Schools informed of allocation of pupils
1 March 2011	National Allocation Day: allocation letters sent to parents by first class post. Online applicants receive email notification of allocation.
1 April 2011	Closing date for receipt of appeals
May/June 2011	Appeals

