

Proposed Co-ordinated Scheme for Secondary Schools in September 2005.

1 Introduction

The DfES requires all Local Education Authorities to formulate a scheme for the co-ordination of admissions by 1 January 2004.

This scheme will require agreement with all admitting authorities, i.e. the LEA and the Governing Body of VA and Foundation schools. The scheme will be implemented for September 2005 admissions. Should no agreement be reached, a scheme will be imposed by the Secretary of State.

The Local Admission Forum has been consulted and their amendments have been included in the scheme. The view of the forum has to be taken into account by the LEA in any final decision. Following wider consultation, the LEA is now required to take a final decision on the Scheme, which will be submitted to Governors of Foundation and Voluntary Aided Secondary Schools for agreement. If no agreement is reached, the Secretary Of State will impose a scheme.

2 The Scheme

2.1 There will be a Common Application Form (CAF).

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 Secondary School (including VA and Foundation)
- b) a mainstream school in another LEA area (including VA and Foundation)

Parents resident in Torbay will not be able to make application direct to another LEA 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" LEA'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 form, parents will be able to give reasons for their preference including 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 three preference can be met, an alternative Torbay school place will be offered by the LEA.
- 2.6 The Common Application Form will have a closing date and details of where the form should be sent.
- 2.7 The Common Application Form will be made available to parents from Torbay LEA and from all primary and secondary schools within Torbay LEA.
- 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 secondary school admissions called TIPS1.
- 2.9 The LEA will arrange for this information to be provided to all known parents resident in the LEA whose child is in the final year of primary school, and to other parents on request.
- 2.10 Where an over-subscription criterion requires additional information (eg denominational commitment), a supplementary application form can be allowed. This form is not to replace the CAF, nor is it to be used without a completed CAF that names that school. The supplementary form must be returned to the LEA.
- 2.11 Where the supplementary form has been returned to the school by the parent, the school must forward this form to the LEA to ensure that a CAF has been completed. If no CAF has been completed the LEA must contact the parent for the CAF to be completed and returned to the LEA.
- 2.12 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.
- 2.13 Where a school receives an application for a school place, this must be forwarded to the LEA to ensure the parent has had the opportunity of expressing three preferences. Any forms received by schools must be forwarded to the LEA to ensure that all schools have received details of the applications and to forward any relevant information.
- 2.14 The closing date for parents to submit the CAFs will be 22 October 2004. These forms will be in triplicate and a copy should be submitted to the child's primary school and a copy to Torbay LEA (or submitted electronically to the LEA).
- 2.15 Torbay LEA will forward details of applications received to all other admitting authorities by 12 November 2004. This will include all VA and Foundation schools within Torbay and to the relevant LEA outside Torbay. Applications for places outside Torbay will be sent to the relevant LEA for consideration

under their scheme. That LEA would be expected to forward applications to their VA and Foundation schools.

- 2.16 For selective schools, tests will take place at the highest preferred selective school.
- 2.17 Details on the application forms will include the school's ranking, but only if the school has ranking as part of its over-subscription criteria. It is likely details will be sent electronically.
- 2.18 No testing of a pupil will take place unless a parent has lodged a CAF with the LEA before the test naming that school as one of the preferences. The dates for testing will be according to the agreed timetable attached.
- 2.19 Parents will be given the outcome of assessment decision as a result of grammar school/bilateral school tests in the letter of allocation on 1 March 2005. No outcome will be told to any parent prior to receipt of that letter by the parent.

3 The Co-ordinated Scheme

The purpose of the co-ordinated scheme of admission is to maximize parental preference and to ensure that a child is offered only one school place from its own LEA.

In the main, there are two models for allocating schools places. Variations are allowed providing they are lawful. The two models for consideration are Equal Preference Based on Ranking, and the First Preference System. One of these models needs to be adopted and agreed upon by all admitting authorities. Where no agreement can be reached, a scheme will be imposed by the Secretary of State.

Following consultation it is propose to adopt the first preference system.

The First Preference System

The first preference system considers all first preferences for a school place before any second or third preference. Where a child is not allocated a place at the first preference school then the second preference application will be considered. Should that school be filled with first preference applications the parents third preference will be considered.

DFES guidance suggests this system maximizes first preferences but has the potential of leaving students without one of their preferred schools and in some parts of the country without any school place. It results in pecking orders for schools and children travelling some distance to school, either through preference or through insufficient school places at popular/designated schools. It is suggested that there would be less parental satisfaction if they have been unable to judge their chances of being allocated a place at their first preference school. This not only applies to selective schools and to Church schools but

also where there are fluctuating pupil numbers resulting from demographic changes. This can have the effect that a school may have room one year but not the next.

4 The Allocation of Places

4.1 The LEA will act as a clearing house for all admitting authorities in the allocation of places.

4.2 The LEA will allocate places according to whichever scheme detailed above is adopted.

4.3 The LEA will:

- a) allocate places where it is the admitting authority for a school;
- b) administer the allocation according to the scheme.
- 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
- d) allocate a child to the next 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].

4.4 By 16 January 2005, all admitting authorities will have considered their applications and will forward to the LEA a list of the applicants and rank each child against the over-subscription criteria. Admitting Authorities will also indicate those pupils who have not qualified under any testing arrangements or over-subscription criteria and give reasons. 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 15 February 2005, Torbay LEA will have applied the scheme and notified other LEA's of details of the allocation of their residents.

4.6 Where another LEA resident has made application for a Torbay school and is unsuccessful with any or all of its preferences, the home LEA will be expected to offer a school place. Similarly, where another LEA 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 20 February 2005.

4.8 All parents will be notified by first class post by the LEA. No other letter of allocation can be made. Letters will be sent on 1 March 2005, the National Allocation Day.

- 4.9 The letters to parents will inform them:
- a) which school their child has been allocated a place
 - 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.

5 Reapplication for a School Place

- 5.1 Parents may make one application per academic year unless there are significant new circumstances. These are defined as follows:
- a) moving to a new address served by a different secondary 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 appeal.)

6 Appeals

- 6.1 Where a parent has been refused admission to a school they will have the right of appeal. There will be a closing date of 24 March 2005 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.
- 6.2 A parent will have the right of appeal for a place at any of the schools.

7 Waiting Lists

- 7.1 All waiting lists will remain in operation only until the 30 September 2005 .
- 7.2 A parent may add their child's name to any of the lists (providing the child is eligible) providing the preferred school is ranked higher than the one offered. Parents should be made aware that a place may never become available and the position on the waiting list may go down as well as up as other children's names are added or deleted.
- 7.3 The waiting list will be retained by the LEA and pupils will be ranked according to the scheme and over-subscription criteria for the school. Up to date lists will be forwarded to the admitting authorities prior to the dates (set out below) to allocate new applications.

8 Change of Preference

Parents will be entitled to change their preference up until 12 November 2004.

9 New Applications

- 9.1 These are defined as applications that have been received after the closing date (22 October 2004) and have not been considered in the initial round, but before the waiting list ceases to exist.
- 9.2 These applications will be considered on set dates. Applications not allocated by the time the waiting list ceases to exist will be considered under the Late Admission Arrangements.
- 9.3 No school places will be held for either new applications or late admissions.
- 9.4 The dates for considering and notifying parents of new applications in 2005 will be:

| | |
|-----------------------|-----------|
| Consider Applications | Notify by |
| 11 February | 1 March |
| 13 May | 27 May |
| 1 July | 15 July |

- 9.5 Similar arrangements to the initial round of allocations will apply:
- a) parents will be provided with the transfer booklet and the Common Application Form
 - b) parents will be able to express three preferences
 - c) the LEAs will liaise with other LEAs and schools within Torbay which are their own admitting authorities on receiving an application
 - d) each preference will be considered in line with the over-subscription criteria/selection process for the preferred school
 - e) the places will be allocated in accordance with the agreed scheme
 - f) parents will be notified in accordance with the dates agreed above
 - g) the letter to parents will contain details of the appeals procedure

10 Late Admissions

- 10.1 These are defined as applications received after the closure of the waiting list for any of the year groups.
- 10.2 Applications can be received from parents who have or who will be moving into Torbay or within Torbay or who are requesting a Torbay School place but who live outside Torbay unless earlier applied (see reapplication for a school place). They may also include children who have been home educated, once permanently excluded or travellers.
- 10.3 Looked After Children from another LEA, children with a statement of special educational needs for a special school and children who are experiencing difficulties at the current Torbay school should be referred to the LEA where separate arrangements apply.

Children with a statement of Special Educational Needs

Children with a statement of special educational needs where the school names a special school are considered with outside this scheme. Other children with a statement that names a maintained school will be considered with under this scheme and the SEN Code of Practice

Looked After Children from another LEA

The Placing Authority will be expected to contact the LEA and provide a Personal Education Plan. Torbay Pupil Services will set up a meeting to involve the child's Social Worker, the home Educational Psychologist or other educational practitioner who knows the child, and the Torbay Pupil services officer to discuss the child's needs. A second meeting with the same personnel and a Torbay Headteacher will be arranged to consider admission and any support the child needs. Looked After Children should be admitted to school within 20 days of the approach being first made.

Children experiencing difficulties in their current school

These applications will normally only be considered for a place a term following application, after discussions have taken place to resolve the issues and reports obtained for the preferred school have been considered.

- 10.4 Parents who are making preparation to move to Torbay will not have their application considered until there is confirmation of completion of an address through a solicitor or a rental agreement. Parents should indicate when they want the place to be available from and once allocated could be held with agreement from the LEA and School for no more than a month, after which time the allocated place will lapse should it not be taken up.
- 10.5 Parents will be able to access details of schools and the application procedure from either the school or the LEA. These admission arrangements will be published in TIPS4.
- 10.6 Late Application should be made direct to the preferred school or admitting authority. Schools can undertake this role after the closure of any waiting list and be able to admit any eligible child up to the Planned Admission Number*. When the Planned Admission Number has been reached Torquay Community College, St Cuthbert Mayne VA Comprehensive School, Paignton Community College and Brixham Community College may be able to admit up to 5% over the Planned Admission Number without discussion with the LEA providing:
 - i) the child is eligible for a school place;
and,
 - ii) the child lives in the designated area;
and,
 - iii) that in taking any additional pupils there would be no recourse to capital expenditure or the need for immediate temporary accommodation;
and,
 - iv) that the request meets parental preference

as these children would be considered as exceptions and require a school place.

10.7 Once the 5% over PAN has been reached, or the criteria i) to iv) above are not met, any admissions requested would be considered in discussion between the school and the LEA. Factors which will be taken into account will be:

- a) parental preference
- b) net capacity, taking into account the maximum capacity and any overcrowding of the school site
- c) the distance, time and transport costs to another school
- d) the effect on neighbouring school, particularly in relation to an out of area request
- e) school organisation.
- f) any legal implications

- 10.8 Pupils who have been twice permanently excluded from their designated school will be referred to the Pupil Placement Panel. Pupils who have been once permanently excluded from a school other than their designated school will have the same consideration to those applications under 7 and 8 above. Otherwise they will be referred to the Pupil Placement Panel.

*Planned Admission Number: this is the number of children that a school has to admit up to in the relevant age group. Planned Admission Numbers cannot be changed mid year once that cohort has been admitted.



Proposed Co-ordinated Scheme for Secondary Schools in September 2005.

Draft Timetable for September 2005 Admissions

| | |
|------------------------------|---|
| 2 September 2004 | TIPS1 To parents |
| 22 October 2004 | Closing date for the Common Application Form |
| By 12 November 2004 | LEA will have sent application forms to other Admitting Authorities |
| 27 November 2004 | 11+ tests |
| 4 December 2004 | 11+ tests |
| 16 January 2005 of pupils | Foundation and VA schools return ranked lists |
| 15 February 2005 | LEA applies agreed scheme for Torbay secondary Schools and informs other LEAs of offers made to its residents |
| 20 February 2005 | Schools informed of allocation of pupils |
| 1 March 2005 | National Allocation Day: allocation letters sent to parents by first class post |
| 24 March 2005 | Closing date for receipt of appeals |
| May/June 2005 | Appeals |