



**Co-ordinated Admissions Scheme for Primary Schools within
the Metropolitan Borough of Calderdale for the 2019/20
academic year**

Status: Determined

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1. Introduction

- 1.1 This scheme for co-ordinated admissions has been prepared in accordance with The School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and The School Admissions Code.
- 1.2 Each Local Authority is required to have a scheme for co-ordinating the arrangements for the admission of pupils to Primary schools within the Local Authority (LA) area.
- 1.3 A co-ordinated admissions scheme seeks to ensure that every child living in a local authority area, who has applied in the normal admission round, receives one, and only one, offer of a school place on the same day.
- 1.4 A co-ordinated admissions scheme also seeks to ensure that a child living in a local authority area, who has applied for a school place in any other year group, receives only one offer of a school place.
- 1.5 It is a requirement of the local authority to enable the parent of a child in the area of the authority, to express a preference as to the school at which they wish education to be provided. The offer of a place should be the responsibility of the “home” local authority.
- 1.6 Every local authority is required to exchange information with regard to the expression of a preference for a school outside of the local authority in which the pupil lives.
- 1.7 The School Admissions Code requires admission arrangements to be as simple as possible for parents to use and admission criteria to be clear, fair and objective.
- 1.8 This scheme has been produced following advice taken from the Calderdale Admissions Forum and will be implemented from the academic year commencing September 2019.
- 1.9 The scheme is determined following statutory consultation where necessary.
- 1.10 The scheme shall apply to every maintained primary school and academy in the Local Authority area (except special schools) and shall take effect in September 2019.
- 1.11 The Authority will fully coordinate admission arrangements with Bradford, Kirklees, Lancashire and Rochdale. However, information will be exchanged with other local authorities where appropriate.

2. Interpretation and Glossary

- 2.1 In this scheme –

“The Local Authority” means The Borough Council of Calderdale acting in their capacity as Local Authority.

“The Local Authority area” means the area in respect of which The Borough Council of Calderdale is responsible for maintaining schools.

“Primary education” has the same meaning as in section 2(1) of the Education Act 1996.

“Secondary education” has the same meaning as in section 2(2) of the Education Act 1996.

“Primary school” has the same meaning as in section 5(1) of the Education Act 1996.

“Secondary school” has the same meaning as in section 5(2) of the Education Act 1996.

“School” means an academy, community, foundation or voluntary school (but not a special school) which is maintained by the Local Authority.

“Admission authority” in relation to a community or voluntary controlled school means the Local Authority. “Admission authority” in relation to a foundation or voluntary aided school means the governing body of that school. “Admission authority” in relation to an academy means the academy trust of that school.

“The specified year” means the school year commencing at, or about, the beginning of September 2019.

“Admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purpose of admitting pupils to the school.

“In Year Application (casual transfer)” means any application for a place within any year group received during the school year beginning September 2019.

“Eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

“Parent” means parent or carer; a person with parental responsibility for the child.

3. The Application

3.1 Parents must make an online application which will be used for the purpose of admitting pupils into the first year of primary education in the year specified. The online application facility will be available from 19 November 2018 up until the deadline of 15 January 2019.

3.2 The online application will:

invite parents to express up to five preferences in rank order. The schools listed can be within Calderdale, outside of Calderdale or a combination of both;

invite parents to give any reasons for their preferences;

specify the closing date for submitting their preferences and detail where any supplementary information forms must be returned.

3.3 The Local Authority will ensure:

that the admission to primary school information is available for parents on request from the Local Authority and from all maintained primary schools in the Local Authority area. This material will be widely publicised;

that all preferences expressed on the application are valid applications. The governing body/academy trust of a voluntary aided school or academy can request additional information on a supplementary form, where that school has been expressed as a preference. A supplementary form can only be requested where additional information is required for the governing body/academy trust to apply their oversubscription criteria. Any supplementary forms should be returned to the relevant school. Any supplementary forms received by the Local Authority will be passed to the relevant school;

that where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also submitted an online application and the school has been expressed as a preference. Parents will not be under any obligation to complete a school's supplementary form where this is not strictly required for the governing body/academy trust to apply their oversubscription criteria.

3.4 The closing date for applications is 15 January 2019.

3.5 The application and any supporting documents, where requested, must be returned to the Local Authority by this date.

3.6 Supplementary forms, where applicable, must be submitted by parents to the relevant schools. This should be by 15 January 2019 unless otherwise specified.

4. The Application Process

4.1 The Local Authority will act as an agent for foundation, voluntary aided schools and academies.

4.2 The Local Authority will make decisions with respect to the offer or refusal of a place where:

a child is eligible for a place at more than one school;

a child is not eligible for a place at any of the schools expressed as a preference.

4.3 The timetable for the process is as follows:

15 January 2019 – Close date for all applications to be submitted to the Local Authority. All applications received by this date will be classed as on time.

By 11 February 2019 the Local Authority will notify the admission authority for each voluntary aided and foundation school (and academies where relevant) of every preference made for their school.

By 11 February 2019 the Local Authority will notify other local authorities of any parental preference for schools outside of Calderdale.

By 27 February 2019 the admission authority for each voluntary aided and foundation school (and where relevant academies) will have considered all of the preferences for their school and have provided the Local Authority with a ranked list of all applicants in accordance with their oversubscription criteria.

- 4.4 The Local Authority will then match this ranked list against all other ranked lists and:

Where a child is only eligible for a place at one of the preferred schools, that school will be offered;

where a child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever one is ranked highest.

- 4.5 Where a child is resident within the Local Authority area and is not eligible for any of the preferred schools, they will be allocated a place at the school nearest to the family home that has a vacancy (this will be within a 2 mile walking distance wherever possible).

- 4.6 By 11 March 2019 the exchange of information with other local authorities in respect of provisional offers will have commenced.

- 4.7 By 28 March 2019 the Local Authority will have notified other local authorities of the final places in Calderdale schools that can be offered to their residents.

- 4.8 By 28 March 2019 the Local Authority will have made decisions with regards to the offer or refusal of a place where:

a child is eligible for a place at two or more of the preferred schools;

a child is resident in the Local Authority area and is not eligible for a place at any of the preferred schools.

- 4.9 By 11 April 2019 the Local Authority will inform all Calderdale schools of the pupils to be offered places at their school.

- 4.10 On 16 April 2019 (National Offer Day) the Local Authority will inform parents of their allocation of a school place.

- 4.11 The offer information provided to parent will include:

the name of the school at which a place is offered;

the reason why the child is not being offered a place at any of the other schools listed as a preference on the application;

information about their statutory right of appeal against the decisions to refuse places at the other preferred schools;

information on how to be considered for alternative school places that may become available after 16 April 2019.

5. Applications for children of UK Service Personnel

- 5.1 Applications for children of service personnel with a confirmed posting to the Local Authority area will be considered in advance of the family moving in to the area. Where possible an application must be included in the normal admission round.

- 5.2 An official letter, such as a posting note or letter of support from the Commanding Officer, should be sent to the Local Authority as soon as possible. This should include the relocation date and the unit postal address.
- 5.3 Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly.
- 5.4 The Local Authority will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children.
- 5.5 Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. This will not apply if the sibling is in Year 6.
- 5.6 All applications will be dealt with in accordance with these admission arrangements.

6. Applications for children from overseas

- 6.1 Children who hold a British Citizen passport, or children whose passport has been endorsed to show they have the right of abode in the country, are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made.
- 6.2 Applications on behalf of children currently living outside the UK will be considered but until the child is resident in the country their home address will be considered to be their place of residence outside the UK (exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel).
- 6.3 If the application is for an oversubscribed school and parental preference cannot be met, an alternative school place within the Local Authority will not be offered until such times as the child is resident in Calderdale.

7. Late Applications

- 7.1 Late applications are those that have been received after the close date of 15 January 2019.
- 7.2 Late applications will be considered after all those received by the closing date. However, in some exceptional circumstances it may be possible for an application received after the closing date to be considered as on time.
- 7.3 The exceptional circumstances are:
 - where a single parent living alone with their child has been ill for some time. The application must be supported by a doctor's note and evidence of being a single parent.

where a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2019 and 15 February 2019. This applies to house moves into and within Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter

confirming the completion of a house purchase or a copy of a tenancy agreement).

where a service family (or crown servants returning from overseas) is moving into the area after the closing date (see paragraphs 5.1-5.6).

- 7.4 A move of less than 2 miles will not be considered as exceptional circumstances.
- 7.5 Exceptional circumstances will only be taken into account where an application form has been received before 15 February 2019 and where accompanied by all supporting evidence and any supplementary forms.
- 7.6 A late preference for a non-Calderdale school can only be considered if the appropriate admissions authority and relevant local authority determine that there is sufficient time to consider that preference.
- 7.7 Preferences cannot be amended after 15 January 2019, unless a house move over 2 miles (as determined by a straight line) has been completed between 15 January 2019 and 15 February 2019 and is supported by appropriate evidence.
- 7.8 Applications received between 16 January 2019 and 15 April 2019 will, as far as is reasonably practicable, receive the allocation of a school place on 16 April 2019 (National Offer Day).
- 7.9 Applications received between 16 April 2019 and 1 May 2019 will be processed along with any reallocation requests (see paragraphs 8.1-8.9), with the allocation of a place being made by 15 May 2019.
- 7.10 Applications received after 1 May 2019 will be dealt with in order of date received, with the allocation of a place being made as soon as is possible after 15 May 2019.

8. Reallocation Process

- 8.1 Parents may ask for their child's name to be kept on a reallocation (waiting) list for any places that may become available after 16 April 2019.
- 8.2 Where reallocation is requested at a higher preference school than has been allocated, the place offered can be retained.
- 8.3 Where reallocation is requested at a lower preference school than has been allocated, or a school which was not originally listed on the application, the place at the higher preference school must be given up.
- 8.4 Where a school has been offered which was not originally listed on the application parents can request reallocation to all of the preferred schools or a school which was not originally indicated on the application.
- 8.5 The reallocation (waiting) lists will be ordered in terms of the school's oversubscription criteria.
- 8.6 Reallocation (waiting) lists for schools will be kept by the Local Authority until the beginning of the new academic year commencing September 2019. Waiting lists will then be maintained by the appropriate admission authority until at least the end of the Autumn term (December 2019). For primary schools where the

Local Authority maintains the waiting lists, these will operate until the end of the academic year.

- 8.7 Parents wishing to apply for a place through reallocation should submit their request by 1 May 2019. All requests received by this date will be considered as on time reallocation requests and the individual schools oversubscription criteria will be applied.
- 8.8 Requests received after 1 May 2019 will be dealt with in order of date received on a weekly basis, with the relevant oversubscription criteria being applied.
- 8.9 The outcome of on time reallocation requests will be notified to parent by 15 May 2019.

9. Proof of address

- 9.1 The Local Authority reserves the right to ask parents for proof of their address.
- 9.2 Parents/carers must give their child's permanent home address on their application. The allocation of a school place will be made using the child's permanent home address as at 15 January 2019.
- 9.3 A child's permanent home address is defined as being the main, or only, residence where the child usually lives with their parent.
- 9.4 Where parents share parental responsibility for the child but reside in separate properties the Authority will use the address at which any Child Benefit is registered, unless there is evidence to suggest that the child either does not reside at this address or does not spend most of the school week at this address.
- 9.5 The Authority will investigate where there is a discrepancy between the address on the application and its records.
- 9.6 It is the parent's responsibility to provide information to prove the child's permanent home address, as requested by the Authority.
- 9.7 It is for the Authority to determine if, on the balance of probability, the address given on the application is the child's permanent home address.
- 9.8 It is recognised that a child may be residing at a temporary address as at 15 January 2019. A temporary address will only be considered in exceptional circumstances. Examples include:
 - the child's permanent home address has to be vacated due to structural damage;
 - the child is homeless.
- 9.9 It is the parent's responsibility to provide evidence of their exceptional circumstance and evidence that their child is not residing at a temporary address to gain advantage in obtaining a school place.
- 9.10 If the Authority finds that a false address has been given the allocated school place may be withdrawn.

10. Deferred admission

- 10.1 Parents do not have to ensure that their child receives full time education until the start of the term following their fifth birthday. However, parents have a right to start their child in school in the September of the academic year following their fourth birthday.
- 10.2 Parents have the option to start their child on a part time basis or defer their child's entry until later that academic year.
- 10.3 If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child.
- 10.4 Entry cannot be deferred beyond the point the child reaches compulsory school age. For children born between 1 April and 31 August parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.
- 10.5 If parents decide that they no longer wish to take up their child's school place they must inform the Local Authority, in writing, that the place is no longer required. The place will then be withdrawn and reallocated to another child. Parents must then apply for a place in Year 1 for the following academic year.
- 10.6 Parents wishing to defer entry need to apply by the close date of 15 January 2019. Any request to defer entry or attend part time should be made to the school as soon as an offer is made.

11. Admission of children outside their normal age group

- 11.1 Parents of a summer born child (born between 1 April and 31 August) may request that they do not start school until the September following their fifth birthday and are admitted out of their normal age group (into reception rather than year 1).
- 11.2 The decision to admit outside of a child's normal age group is made on the basis of the circumstance of each case.
- 11.3 The Local Authority will provide, on request, an application for parents to apply for admission outside of the child's normal age group.
- 11.4 Parents must still apply for a school place by the close date of 15 January 2019. In addition to this they must contact the Local Authority to request a separate application to apply for admission outside the child's normal age group.
- 11.5 Parents must return the application to the Local Authority, along with any accompanying evidence, by the close date of 15 January 2019.
- 11.6 On receiving an application for entry outside of a child's normal age group the Authority will convene a panel to consider the request. This may include, where appropriate, representatives from:
- the admission authority;
 - the Early Years Team;
 - the Special Educational Needs Team;
 - Virtual Schools;

the school.

- 11.7 The panel will look at the following factors when considering the request:
the parent's views;
information about the child's academic, social and emotional development;
where relevant, the child's medical history and the views of a medical professional;
the views of the head teacher of the school;
information from any professional persons regarding the child's best interests.
- 11.8 The Panel will make decisions on the basis of the individual circumstances of each case and the best interests of the child concerned.
- 11.9 If the parental request for admission outside the normal age group is agreed, a separate application for a place in the next cohort would have to be made by 15 January 2020. There would be no guarantee that a place would be able to be offered at the preferred school.
- 11.10 If the parental request for admission outside the normal age group is refused, the formal application which has already been submitted will be processed.
- 11.11 When informing a parent of their decision the Local Authority will set out clearly the reasons for their decision.
- 11.12 Parents who are refused a place at a school have the right to appeal to an independent appeal panel. They do not have the right to appeal if they have been offered a place and it is not in the year group they would like.
- 11.13 If parents are dissatisfied with the outcome of their request for admission outside the normal age group they have the right to complain the decision through the Local Authority's complaints procedure.

12. Fair Access Protocol

- 12.1 All Calderdale schools will act in accordance with the Fair Access Protocols which have been adopted to give access to educational provisions for hard to place pupils.

13. In Year Applications (casual transfers)

- 13.1 For parents requesting a primary school place with the Elland, West Central Halifax or North Halifax areas an 'In Year Application' must be submitted, expressing a preference for up to a maximum of five schools. This also applies to parents resident in Calderdale and wishing to express a preference for their child to be admitted to a school located in another local authority, where coordination exists.
- 13.2 Parents must also have 'Part B' completed by their child's current, or most recently attended, school.
- 13.3 When the Local Authority has received an 'In Year Application' from parent and a completed 'Part B' from the current, or previous, school the application will be

presented at the next scheduled meeting of the Behaviour and Attendance Collaborative (BAC).

- 13.4 Behaviour and Attendance Collaborative meetings are held during term time only on a fortnightly or thrice weekly, depending on area, basis.
- 13.5 Each primary school within the BAC area is represented at the meeting by a person who is empowered to make decisions on behalf of the admissions authority. For schools where the Local Authority is the admission authority a representative may be provided from the school or by the Authority.
- 13.6 Parents will be informed of the outcome of their request in writing by the Local Authority.
- 13.7 If a place is refused at any of the preferred schools the parent will be provided with information relating to their statutory right of appeal.
- 13.8 Where an application has been submitted and a child, resident in the Local Authority area, is without a school place, in the event that one of the preferred schools cannot be allocated, an alternative will be offered.
- 13.9 To apply for a place at a primary school in Calderdale in an area where a Behaviour and Attendance Collaborative does not exist parents should apply directly to their preferred school.
- 13.10 If a parent wishes to request a transfer for a child who is in receipt of an Education, Health and Care Plan (formally a Statement of Special Educational Needs) they should, in the first instance, contact the Calderdale Council Special Educational Needs Team.
- 13.11 In the case of children looked after an 'In Year Application' should be completed by the allocated Social Worker and the 'Child Looked After' status marked on the application.
- 13.12 Parents of children resident outside of Calderdale should approach their home local authority to apply for a place. If that authority does not coordinate in year applications then the parent can apply via the Calderdale 'In Year Transfer' form.
- 13.13 Where an application for place has been refused at one of the schools involved in a Behaviour and Attendance Collaborative, parent can request that the child's name is added to a waiting list. The child's name will remain on the waiting list until the end of the academic year and the waiting list will be reviewed at each meeting of the Behaviour and Attendance Collaborative.
- 13.14 Where an application for a place at a Calderdale school has been refused, and the school is not involved in a Behaviour and Attendance Collaborative, any request for a child's name to be added to a waiting list should be made directly to the school. It is not a legal requirement for a waiting list to be held beyond the first term of the normal year of entry.
- 13.15 All waiting lists will be maintained in the order of the individual school's oversubscription criteria.

Timetable for the Primary Co-ordinated Scheme for the 2019/20 Academic Year

19 November 2018	Admission to Primary School 2019 round opens
15 January 2019	Closing date. All applications to be submitted to the Local Authority by this date and any supplementary information forms to be submitted to the appropriate school by this date.
11 February 2019	Details of preferences to be sent to all own admission authority schools.
11 February 2019	Details of all applications to be sent to other local authorities.
27 February 2019	Lists of applications in ranked order to be returned to the Local Authority by own admission authority schools (where relevant).
11 March 2019	The exchange of data with other local authorities will commence.
28 March 2019	Other local authorities will be notified of final offers.
28 March 2019	The Local Authority will have made decisions with regards to all offers for on time applications.
11 April 2019	Calderdale schools will be provided with a list of pupils to be offered places at their school.
16 April 2019	National Offer Day. Parents will be notified of their allocation.
1 May 2019	Last day to request reallocation.
15 May 2019	Parents to be notified of outcome of reallocation.
June/July 2019	Appeals will take place.