

<p style="text-align: center;">CO-ORDINATED ADMISSION SCHEME FOR FIRST TIME ADMISSION TO INFANT AND PRIMARY SCHOOLS, AND INFANT TO JUNIOR TRANSFERS ENTRY SEPTEMBER 2017</p>

Revised August 2015

1. Introduction

- 1.1 The School Admissions (Co-ordination of Admission Arrangements) Regulations 2008 require local authorities to have a scheme covering every maintained school (but not special schools) in its area. Regulations require local authorities (LAs) to exchange specified information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

- 1.2 The duty to comply with parental preference is not affected by co-ordinated admission arrangements, except where more than one place could be offered. Nor do co-ordinated scheme affect the rights and duties of governing bodies of own schools which act as their own admissions authority (e.g. voluntary aided and foundation) schools to set and apply their own admission arrangements and oversubscription criteria.

- 1.3 All local authorities are required, by section 88M of the SSFA and the Co-ordination Regulations 2007, to have in place a scheme each year for all maintained, Trust, Foundation, Voluntary Aided schools and Academies in their area. Any changes to arrangements for coordinating these applications must be formulated by 1 January 2011 each year unless they remain unchanged. In which case this will fulfil the legal requirement to formulate a scheme.

- 1.4 For Leicestershire schools the local authority will continue to co-ordinate offers for primary school places, both in-year and at the normal admissions round.

2. Main obligations imposed by the regulations

School Admissions Code December 2014 applies.

- 2.1 The common application must allow parents to express at last 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the last working day in March in the offer year (as specified in the regulations).
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on **16th April 2017** (or the next working day if the **16th April 2017** is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must be advised of how to enquire about availability of places at other schools.
- 2.7 It remains a requirement to co-ordinate fully across borders. The home authority will make the offer of a single place.
- 2.8 Schemes must continue after the offer date to ensure that places which become available are reallocated effectively.

3. Administration of the Scheme for first time admissions to Infant and Primary schools:

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application.

- 3.1 Leicestershire LA's first time admission application invites all parents resident in the LA to name their preferred school(s) by **15th January**. Parents may express a preference for at least three schools and those preferences must be ranked. It is made clear that parents should name all schools at which they wish their child to be considered for a place, including any foundation, voluntary aided, trust or academy school. Parents are recommended to include their catchment area school in their preferences. Although parents must rank their preferences, all preferences will be treated as equal by admissions authorities in applying their own admissions policies. Ranking only applies when more than one school can be allocated as a means to decide which school should be offered, i.e. the school with the highest ranking by the parent which can offer a place will be the school offered.
- 3.2 Leicestershire residents who wish to apply for a school within the area of another local authority must do so by applying to their home authority i.e. Leicestershire. Non-Leicestershire residents who wish to apply for a place in Leicestershire must apply through their home authority who acts as their agent and shares information with Leicestershire.
- 3.3 By **30th January** Leicestershire LA will share their application information of those Leicestershire residents who have applied for school places with other LA's. Files from other LA's should also be received at this time to be imported into ONE and validated according to Leicestershire's criteria.
- 3.4 By **10th February** Leicestershire will then share their application data with the Leicestershire Admissions Authority Schools e.g. Voluntary Aided, Academy, Trust, and Foundation for the school Governors to apply their admissions criteria then rank the list of applications according to their admission criteria, to return to Leicestershire LA, The list should indicate the order in which all children for whom application to the school has been made, have priority by reference to the over-subscription criteria. Although applications need to be assessed and grouped against the criteria, admission authorities of seriously over-subscribed schools need not give rankings to individual applicants except where a priority group falls across the Admission number (AN). They do, however, need to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.
- 3.5 Leicestershire LA applies its own admissions criteria to requests for places in community, voluntary aided and those academy schools who have adopted the LA's admissions policy, whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities and have applied via their home authority.
- 3.6 Leicestershire LA then compares the lists from all schools in its area. Where a child qualifies for more than one offer of a place, a place would be offered at the school which was highest up the parents' order of ranking. For applicants

living in other local authorities, Leicestershire notifies the home LA whether or not it is able to offer a place in line with any preferences made.

- 3.7 Leicestershire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- 3.8 By **20th March** Leicestershire LA will also have received notifications from other local authorities of any places which that LA or schools in their area can offer in response to any preference expressed by Leicestershire residents. There will be, at most, one such offer from the home LA. If no preferred school in Leicestershire LA can be offered, Leicestershire LA will not look for an alternative place if it knows that another LA will be making an offer of a place. If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.
- 3.9 On national offer day of **16th April** (or the next working day if the **16th April 2017** is not a working day) Leicestershire LA sends all Leicestershire schools the final lists of pupils allocated places.
- 3.10 On national offer day of **16th April** (or the next working day if the **16th April 2017** is not a working day) Leicestershire LA contacts every resident parent who completed an application to inform them of the outcome of their requests.
- 3.11 Late applications and requests for changes to list of preferences will be dealt with as follows:

Received after **15th January** closing date but before **16th April**

When Leicestershire LA considers that applications are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since **15th January** or a family are returning from abroad, these will be considered along with the applications received before the deadline, providing documentary evidence of the reason for lateness is also received. Changes of address after **15th January** will not be considered as late applications. [Applications received once the IT system is in the final stages of processing (for 2017 this is **20th March**) will be held until **5th May** (see below, received after 16th April) and will be dealt with as late.]

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the deadline.

Received after 16th April

These will be dealt with as a whole batch with a closing date of **5th May** with decisions sent out after **5th May**. After **5th May** any further late applications will be dealt with as and when they arrive.

- 3.12 Admission applications received after the normal admission round will be handled as quickly as possible, according to Leicestershire's admissions policy.
- 3.13 All admitting authorities must maintain over-subscription waiting lists (OSLs) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published oversubscription criteria.

4. Administration of the Scheme for Infant to Junior transfers and Infant to Primary school:

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

- 4.1 Application information is sent to parents from **1st September**. Leicestershire's application information invites all parents resident in Leicestershire to name three preferred schools, in order of preference by close of business on **15th January** for admission the following September. It is made clear that parents should name all schools at which they wish their child to be considered for a place including their catchment area school or any foundation or voluntary aided school.
- 4.2 The remainder of scheme will follow the first time admissions timetable as detailed from 3.2 to 3.13.
- 4.3 For those applications seeking a transfer from an infant school to a primary school, these will be considered as in-year (mid-term) transfers. Parents and guardians will be asked whether they wish their child to move immediately, or be considered for mid-term transfer at the end of the summer term for a September start.

5. Primary Scheme Timetable (All schools)

For any dates identified below:

- action to be taken by close of business on that date
- if the date is not a working day, then close of business on the next working day applies.

- Applications sent to parents/guardians of children seeking transfer from an infant school to a junior school
1st September



- Closing date for **all** applications
(including first time admissions as well as infant to junior transfer)
15th January



- Leicestershire sends applications to Leicestershire VA schools
by 10th February



- Leicestershire VA schools send lists of pupils to be offered places
 - Leicestershire applies agreed scheme for own schools
- Leicestershire informs other LAs of offers to be made to out-LA residents
- Other LAs inform Leicestershire of offers to be made to Leicestershire residents
by 20th March



- Leicestershire schools and other LAs informed by Leicestershire LA of results
- Offers made to parents by Leicestershire LA, including offers to parents living in other LAs
by 16th April (or the next working day if 16th April is not a working day)



- Deadline for submitting Appeals
by 15th May



- Appeals for on-time applications to be heard within 30 school days of the closing date for submitting appeals.

**CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOL
TRANSFERS ENTRY SEPTEMBER 2017**

(TO HIGH SCHOOL AND HIGH SCHOOL TO UPPER SCHOOL)

Revised August 2015

1. Introduction

- 1.5 The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 require local authorities to have a scheme covering every maintained school (but not special schools) in its area. Regulations require local authorities (LAs) to exchange specified information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.
- 1.6 The duty to comply with parental preference is not be affected by co-ordinated admission arrangements, except where more than one place could be offered, nor do co-ordinated scheme affect the rights and duties of governing bodies of own admission authority (e.g. voluntary aided and foundation) schools to set and apply their own admission arrangements and over subscription criteria.
- 1.7 All local authorities are required, by section 88M of the School Standards and Framework Act and the Co-ordination of Admission Arrangements 2007, to have in place a scheme each year for all maintained, Trust, Foundation, Voluntary Aided schools and Academies in their area. Any changes to arrangements for coordinating these applications must be formulated by 1 January each year unless they remain unchanged. In which case this will fulfil the legal requirement to formulate a scheme.
- 1.8 Local authorities must coordinate all applications to maintained schools from parents in their area for admissions from the 2011/12 academic year onwards, whenever the application is received and for whichever age group.
- 1.9 Only the home local authority can make offers for secondary school places.

2. Main obligations imposed by the regulations

School Admissions Code December 2014 applies.

NB. The School Admissions Code defines schools admitting children below 11 as primary schools, but this does not cater for Leicestershire's 10-14 high schools which contain predominantly secondary-age children. Therefore, for the purposes of coordinating admissions, Leicestershire treats 10-14 high schools as secondary schools as is generally understood by parents and schools.

- 2.1 The common application form must allow parents to express at last 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on **1st March** (or the next working day if the 1st is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other schools.
- 2.7 It remains a requirement to co-ordinate fully across borders. The home authority will make the offer of a single place.
- 2.9 Schemes must continue after **1st March** to ensure that places which become available are reallocated effectively.

3. Administration of the Scheme

NB¹ For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

- 3.1 Application information is sent to parents late in **August** or on **1st September**. Leicestershire's application invites all parents resident in Leicestershire to name three preferred schools, in order of preference by close of business on **31st October** for admission the following Autumn Term. It is made clear that parents should name all schools at which they wish their child to be considered for a place including their catchment area school or any foundation or voluntary aided school.
- 3.2 **21st November**, Leicestershire LA sends other admission authorities details of applicants for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc) can be treated in the same way as that received via Leicestershire LA once it has been established that this only relates to applications which are mentioned and ranked on Leicestershire LA's form.
- 3.3 Leicestershire LA applies its own admissions criteria to requests for places in its own schools whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities and have applied via their home authority.
- 3.4 The other admission authorities then apply their admission criteria, and send Leicestershire LA, by **16th January**, a list indicating the order in which all children for whom application to the school has been made have priority by reference to the over-subscription criteria. Although applications need to be assessed and grouped against the criteria, admission authorities of seriously over-subscribed schools need not give individual rankings to applicants in the lowest priority grounds for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. They do, however, need to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.
- 3.5 Leicestershire LA then compares the lists from all schools in its area. Where a child qualifies for more than one offer of a place, a place would be offered at the school which was highest in the parent's order of ranking. For applicants living in another LA, Leicestershire notifies the home LA whether or not it is able to offer a place in line with any preferences made.
- 3.6 Leicestershire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- 3.7 By **16th January**, Leicestershire LA will also have received notifications from other LAs of any places which those LAs or schools in their areas can offer in response to any preference expressed by one of their residents. There will be, at most, one such offer from each other LA. If no preferred school in

Leicestershire LA can be offered, Leicestershire LA will not look for an alternative place if it knows that another LA will be making an offer of a place.

If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.

- 3.8 Leicestershire then sends Leicestershire schools the final lists of pupils allocated places.
- 3.9 On **1st March** – the “National Offer Day” – Leicestershire LA communicates to every resident parent who applied for a place to tell them of the decision. Parents who have not applied or for whom no preference can be agreed will be informed of schools where there is space and will be invited to make an application.
- 3.10 Late applications and requests for changes to list of preferences will be dealt with as follows:

Received after 31st October closing date but before 1st March

When Leicestershire LA considers that applications are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since the 31st October, or a family are returning from abroad, these will be considered along with the applications received before the closing date, providing documentary evidence of the reason for lateness is also received.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the closing date. This will include requests to amend previously submitted applications that are received once the final allocation offer process has been completed (normally early February).

- 3.11 On 1st March, Leicestershire parents who have not applied will be sent a list of schools where there is space and asked to express a preference. Similarly a list of schools with spaces is always sent to parents whose preferences have not been met.

3.11 Received after 1st March

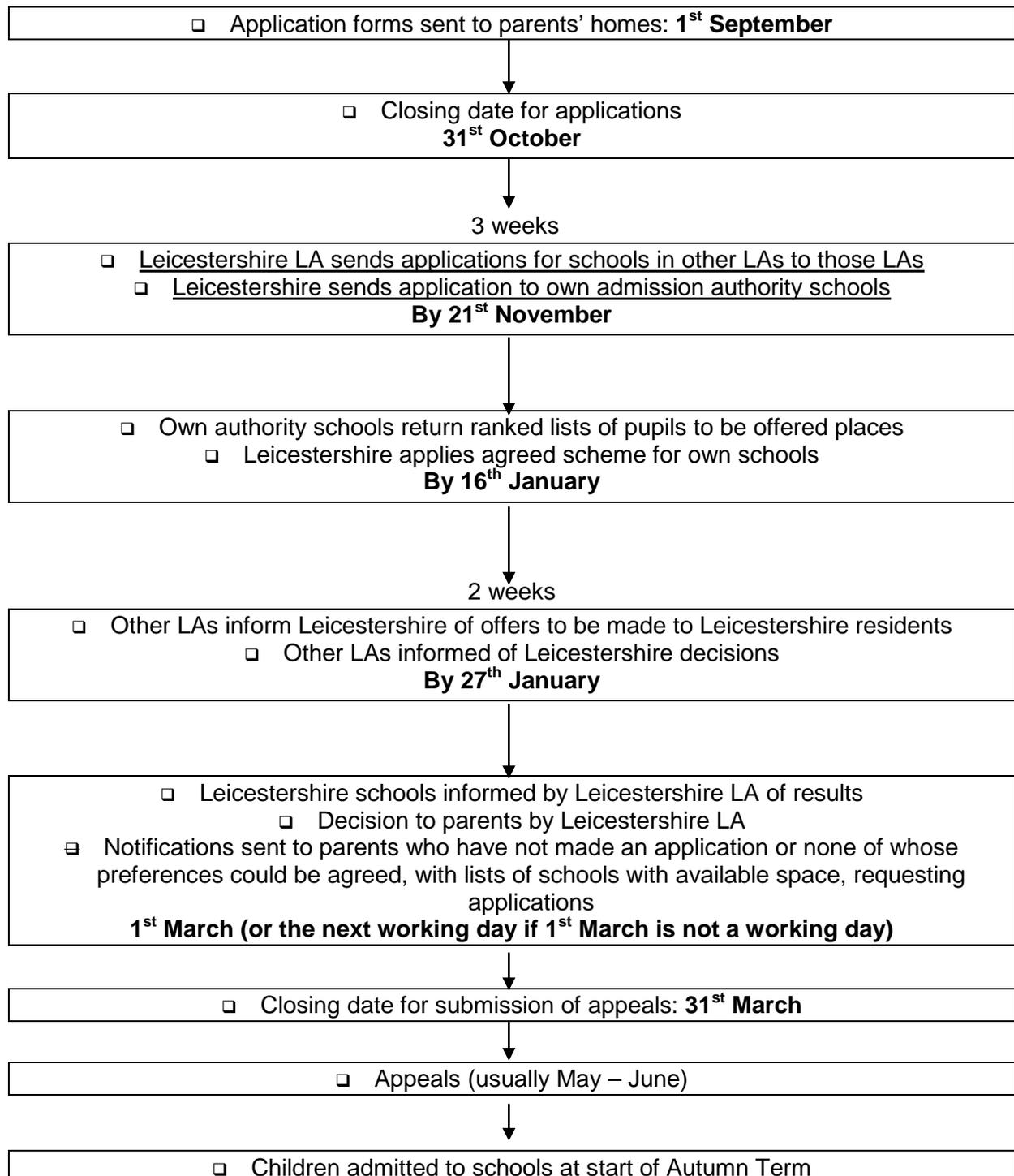
Applications received after 1st March will be batched and considered three weeks after the offer date. Applications received after this time will be dealt with as and when they arrive.

- 3.13 Admission applications received after the normal admission round will be handled as quickly as possible, according to LA admissions policy.
- 3.14 All admitting authorities must maintain over-subscription waiting lists (OSL) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published over-subscription criteria.

4 Scheme Timetable

For any dates identified below:

- action to be taken by close of business on that date
- if the date is not a working day, then close of business on the next working day applies.



<p style="text-align: center;">CO-ORDINATED ADMISSION SCHEME FOR</p> <p style="text-align: center;">MID-TERM TRANSFERS 2017/18</p>
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Revised August 2015

Definition:

- All Leicestershire mid-term transfers from Autumn Term 2011 onward will continue to be co-ordinated through the Local Authority using a common application form.

1. Introduction

- 1.10 From the 2010-2011 academic year, local authorities must have in place a co-ordinated scheme for 'mid-term' or 'casual' applications across all year-groups as outlined in the School Admissions Code 2010. The scheme must cover all maintained schools (but not special schools) in its area. The purpose of this co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place part way through a year receives an offer of one place.
- 1.11 The duty to comply with parental preference is not affected by co-ordinated admission arrangements, except where more than one place could be offered. Nor do co-ordinated scheme affect the rights and duties of governing bodies of own schools which act as their own admissions authority (e.g. voluntary aided and foundation schools) to set and apply their own admission arrangements and oversubscription criteria.
- 1.12 Only the home local authority can make offers for 'mid-term' school places.

6. Main obligations imposed by the regulations

School Admissions Code December 2014 applies.

- 3.1 The common application form must allow parents to express at least 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.

- 3.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- 3.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 3.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on the first available offer date when this is not possible it will be the next working day in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other school(s).
- 2.7 While there is no requirement to co-ordinate fully across borders, it is good practice for local authorities to eliminate multiple offers of places across borders and many local authorities already co-ordinate in this way. Regulations provide that where a place can potentially be offered at schools in two or more local authority areas, and the local authorities concerned agree, only one offer of a place is made. Where they do so, schemes must specify which local authority will make the offer of a single place. However, it is still possible that some parents who have applied for schools within their own local authority and elsewhere may receive an offer from each local authority.
- 2.10 Schemes must continue to ensure that places which become available are reallocated effectively.

7. Administration of the Scheme

NB¹ For all dates mentioned below, if the date is not a working/school day (depending on school holidays), then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

7.1 Leicestershire LA's common mid-term co-ordinated admission application form invites those parents resident in Leicestershire wishing to transfer part way through an academic year to name up to three preferred school(s). The preferences parents make must name the schools in ranked order and regardless of whether they are Community, VA, Academy, Studio, Free, Trust or Foundation schools. Although parents rank their preferences, all preferences will be treated as equal by admissions authorities in applying their own admissions policies. Ranking only applies when more than one school can be allocated as a means to decide which school should be offered, i.e. the school with the highest ranking by the parent which can offer a place will be the school offered.

7.2 Leicestershire residents who wish to apply for a school within the area of another local authority should do so by applying through Leicestershire's common application form.

Non-Leicestershire residents who wish to apply for a place in Leicestershire should use their home authority's common application form or may, if they wish, apply direct to Leicestershire using Leicestershire's online admission form.

7.3 Applications for VA, Academy, Studio, Free, Trust or Foundations schools in Leicestershire will be forwarded to the individual admitting authorities. Any additional information (if required) will be requested directly by that admissions authority i.e. religious commitment. VA, Academy, Studio, Free, Trust, Foundation schools are expected to, where possible, process forms within 10 working/school days (depending on school holidays). In addition they are required (para 3.22) of the Code to communicate the availability of places to the LA when requested. Once the admitting authority has made their decision they will inform the LA who will in turn inform the applicant of the decision

7.4 Leicestershire LA applies its own admissions criteria to requests for places in Leicestershire community, voluntary controlled and academy schools who have adopted Leicestershire's admissions policy, whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities.

7.5 Where a child qualifies for more than one offer of a place, the highest ranking school expressed will be offered. For applicants living in other local authorities, Leicestershire will notify the home LA whether or not it is able to offer a place in line with any preferences made.

- 7.6 Where Leicestershire LA receives requests from other local authorities it will apply its own criteria and inform the other authority of its decision.
- 7.7 If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.
- 7.8 If any Leicestershire child looks like remaining unplaced, Leicestershire LA considers how to place them in schools within its area, having regard to any reasons expressed by the parent for their unsuccessful preferences.
- 7.9 For those schools where Leicestershire is the admitting authority and for those schools who have adopted Leicestershire's admissions policy, the requirement is to maintain an oversubscription waiting list (OSL) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published oversubscription criteria.
- 4.1 In Leicestershire each admitting authority will be expected to maintain its own OSL in accordance to its criteria for a minimum of one term.

8. 'Mid-Term Scheme Timetable (All schools)

Notable timeframes identified below:

- Leicestershire will aim to process all applications within 10 working or school days (depending on school holidays) from the date the application has been received by the LA.
- Leicestershire will aim to offer places where possible on a daily basis by 4 pm, where this is not possible it will move to the next available offer date.
- Wherever possible Leicestershire will aim to initially process an application within 10 working/school days (subject to Fair Access protocol).

