

LINCOLNSHIRE COUNTY COUNCIL

SCHEME FOR CO-ORDINATED ADMISSIONS TO PRIMARY SCHOOLS – 2020 to 2021

1. General

This Scheme is made under Section 88 of the Standards and Framework Act 1998 and in accordance with the School Admissions (Admissions Arrangements and Co-ordination of admissions arrangements (England) Regulations 2014). The regulations require applications for secondary schools to be fully co-ordinated and the Local Authority (LA) is responsible for drawing up a scheme covering every maintained school, Free School and academy in its area outlining this process. The statutory requirements include, for example:

- A common timetable for all schools and admission authorities in the LA area.
- Co-ordination between all secondary schools within the LA and between other LAs.
- A common application for all schools that allows parents to express up to three preferences.
- Common dates to assist the smooth operation of the scheme.
- Parents receive a single offer on 1 March or the next nearest working day.
- That the notification of offers is made by the LA and not the offered school.

Neighbouring LAs are required to share information in order to manage applications to schools in other LAs. Where a place is available in another LA, offers will be made by the 'home' LA to ensure that a single offer is made to each pupil.

2. Aims of the Scheme

1. To meet the relevant Government regulations in respect of coordinated admission arrangements, and to comply with the Admissions Code.
2. To make sure that the needs of the child and the wishes of the parent are the prime considerations.
3. To make sure that as many parents as possible gain a place for their child in the highest preference school available consistent with the scheme.

4. To make sure that every parent of a child living in Lincolnshire who has applied for a school place in the normal admissions round receives an offer of one, and only one, school place on the same day.
5. To indicate how a place will be allocated if none of the parent's preferences can be met.
6. To indicate how late applications should be addressed and also how applications which fall outside the normal admissions round will be managed.
7. To make sure that the scheme minimises the administrative demands on schools and allows effective communications with them and neighbouring LAs.
8. To give details of how the scheme will operate after 1 March to make sure that places that become vacant are reallocated effectively.

3. Expression of Preference

Parents will be asked to name three preferred schools on their application and to rank them in the order they would like them to be offered. Schools must offer places to applicants in accordance with their policy without reference to where the applicant has placed the school on the application form, therefore this information is not provided to the schools. The LA will allocate a place at the highest ranked school that is able to offer the child a place. If it is not possible to offer a parent one of their preferred schools, the admissions team will offer a place in the nearest school to their home with vacancies at the time of the allocation if the child resides in Lincolnshire and the LA has a responsibility with regard to the child's education

4. Application Forms

All applications must be made online, by phone or on a paper form. Schools must not accept applications direct from parents at any stage of the coordinated process. Where, as part of its admission arrangements, a school requires additional information not captured by the Common Application form (for example regarding religion or medical support) schools may have a Supplementary Information Form to capture the relevant information. Parents/carers may also choose to complete this form to support their application. Schools should not request information from parents that is not relevant to the application or permitted by the School Admissions Code (2014). The supplementary form will be available from the school and should be submitted to the school. Supplementary forms are not applications and parent/carers must still submit an application to the Local Authority to apply for a school place.

5. Communications

The LA will use electronic communication with other LAs, admission authorities and schools. Access to application data will be available to schools

online and, in order to allow for the allocation system to work effectively schools can use this system to rank applications and communicate with the LA's admissions team. Schools will not see the parents' rank order of preference as this forms no part of their admission policy. Schools must not seek to obtain this information direct from parents.

6. The Admissions Process – Annual Cycle for Primary Schools

The dates will be adjusted annually to coincide with the nearest appropriate working day.

| Deadline Dates 2018/19 | Summary of Action | Details of Action |
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| October 1 2018 | Consultation on changes to admission policies for all admission authorities can begin. | Admission authorities publish any changes to their admission arrangements on their website and consult with all relevant parties. Own admission authority schools may choose to follow the LAs consultation dates as below and submit their proposed arrangements to the LA to publish and publicise on their behalf. |
| From 5 Nov 2018 | Local Authority to begin consultation on changes to local admission scheme and admission policy. | Any proposed changes to the LAs admission arrangements for Community and Voluntary Controlled Schools are placed on the School Admission consultation website. The co-ordinated admission scheme is also placed on the School Admission website. Consultation lasts for 6 weeks. |
| January 31 2019 | Consultation on the scheme for the next admissions cycle are completed and the scheme is agreed. Consultation on any changes to the policy of any admission authority are completed. | The scheme is available for consultation. It is agreed by all admission authorities or, if not, referred to the Secretary of State. Admission authorities complete consultation on any proposed changes to their policies. |
| Feb 28 | Admission policies determined and Secretary of State notified of agreement on a co-ordinated scheme. | Admission authorities consider any feedback and determine a final policy and publish it. The determined policy may be referred to the Schools Adjudicator. The LA must notify the Secretary of State that agreement has been reached on a scheme. |
| March 15 | LA places a notice on its website indicating where all admission arrangements can be found. | Objections can be made to the determined arrangements up until 15 May. |
| May 24 | Information changes of policies are received from | Deadline for information from schools to update oversubscription criteria and |

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| | schools. | contact details for 'Going to School in Lincolnshire'. |
| July 19 | Complete update of all information to parents. | Update all information for 'Going to School in Lincolnshire'. Update all transfer letters, common application forms and guidance to parents and schools. Booklets and forms go to printers where necessary. Website updated as necessary. Academies to provide all necessary information. |
| Sept 4 | All relevant information provided to primary schools and on to School Admissions website. | All relevant information provided to primary schools. Ensure all information on the website is current. |
| Nov 14 | Information and guidance to parents is made available to all early years' providers and primary schools. Online application system opens or forms can be requested from the Local Authority. | LA makes sure all relevant documentation is distributed. LA issues press release and advertises the availability of information and application forms. |
| Jan 15 2020 | Closing date for applications. | Parents complete one common application, naming and ranking their three preferred schools with reasons. Parents submit the application directly to the LA online, by phone or by paper. |
| Feb 3 – Feb 21 | 'Home' LA sends information to other LAs. | LAs exchange relevant application details and resolve any instances of duplication. |
| Feb 14 | The system is locked down and no further changes can be accepted for any reason. | Anyone who applies after lock down is notified their application is late and will be dealt with week commencing 25 May. |
| Feb 28 | All necessary preparation for allocation is completed. Schools rank preferences. | LA records details of applications on computer system. Schools have access via the web to their applications. Schools verify and rank using their oversubscription criteria. This will be done as quickly as possible after 15 January. |
| Mar 2 | All schools to notify the LA if they want to over offer above PAN. | Schools must send an email to confirm how many children they will admit. Places will be offered from the school's reserve list. |
| March 6 | LA runs first allocation routine. | LA locks database and does first allocation run. LA checks the rankings, runs the initial allocation routine making sure the parents receive the highest ranked offer possible and fills any |

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| | | vacancy with the pupil ranked next by the school. |
| March 11 – 31 | LA exchanges details of offers to neighbouring LAs. | The LA identifies all places offered to children not living in Lincolnshire and sends details to the child's 'home' LA |
| March 23 | LAs exchange results of the second cycle. | LA sends up-dates to other LAs. LA allocates schools to pupils living in Lincolnshire without a place in a preferred school. |
| April 6 | LA finalises allocations ready for notification to schools and parents. | LA makes final adjustments after receiving the results of the second cycle from other LAs. |
| April 14 | LA unlocks the database and schools can see final allocations. | Schools check final allocations. |
| April 16 | LA offers one school place to each applicant. Appeals Process begins. | LA posts offers to parents and releases offers online to those who applied online. Refusals are recorded. Parents give notice of appeal and arrangements are made by admission authorities for hearing appeals in accordance with statutory timescales. |
| April 20 | Admission authorities and schools process late and revised applications. | All late applications received after 14 Feb and revised applications are processed and schools rank alongside existing reserve lists. . |
| May 3 | LAs exchange results of acceptances and refusals. | LA adjusts lists to take account of any refusals. |
| May 18 | Administrative deadline of 20 school days for receipt of appeals to ensure all appeals for the same school are heard on the same day. | Appeals must be heard within 40 school days from this date. |
| May 18 | Deadline for late and revised applications for the next offer round. | All late and revised applications received by this date will be notified of their offer result from 26 May. |
| May 25 | LA offers places to any late and revised applicants week commencing and LAs exchange results from this date. | LA and schools together attempt to allocate children whose parents have not applied in time, who are late arrivals in the area and those who have made a revised application. LA sends late and revised application offers to parents and sends updates to other LAs |
| May 29 | Main allocation process ends and all further applications dealt with on at least a weekly basis. | LA processes all further applications as and when received and offers places on at least a weekly basis. |
| Aug 31 | End of annual Coordinated Admissions cycle. | Any applications received after this date are managed under the mid-year scheme. |

7. Late Applications between 16 January and 14 February

Where an application is accepted after 15 January schools will be informed of the late application and they can check the ranking, most of which will be done automatically.

8. Applications made between 15 February and 18 May

Parents who wish to make a first application to the LA between 15 February and 18 May and those parents who wish to make a revised application between 16 April and 18 May can apply online, by phone or on a paper form, which should be returned to the LA to be processed in accordance with the details in the annual cycle above.

Revised applications are made when a parent has received an offer of a school place but now want to apply for a place at a different school or schools. These applications will be treated on an equal basis with any late applications or applicants on a reserve list.

A place will be offered from 26 May at the highest ranked preferred school, provided that the child meets the oversubscription criteria and there is a place available. Parents will be advised of their right to appeal against the decision of an admission authority to refuse admission on the grounds that it is full. The school will be informed immediately of any allocation made and it will ask the LA to make an offer on its behalf.

9. Late and revised applications made between 19 May and 31 August

When the application is returned to the LA, a place will be offered at a preferred school or, if no place is available, at the nearest school with a vacancy. Parents will be advised of their right to appeal against the decision of an admission authority to refuse admission on the grounds that it is full.

10. Mid-year applications

Lincolnshire County Council operates non-statutory coordination of these applications.

Parents may apply online at www.lincolnshire.gov.uk/schooladmissions or obtain a paper form from 01522 782030.

All Lincolnshire schools may choose to accept direct applications from parents.

If a school is contacted by the parent/carer and they are unable to offer a place, the parent/carer must be advised to contact the school admission team, who will organise a central mid-year admission application. If the school has places they must check with the school admission team that there are no other outstanding cases before making an offer of a school place. Details must be passed to the school admission team in order that a formal offer letter can be sent. Schools must meet the mandatory requirements of the School Admission Code with respect to any mid year applications.

11. Appeals

All other admission authorities must notify the school admission team of the results of their appeals so that they can reallocate any places that are created.

12. Applications to junior schools at the start of Year 3

Infant to junior transfer will be managed following the same timetable and processes as the intake to reception.

All parents seeking places for their children at a junior school must apply under the coordinated timetable, irrespective of whether their child currently attends an infant or a primary school. This is because there is no automatic transfer to the junior schools.

Parents of children in year 2 at an infant school may request a place in year 3 of a primary school. This is because these children must leave the infant school at the end of year 2. These applications will be regarded as part of the co-ordinated scheme and if there are places in the preferred primary school they will be allocated. This means the places are reserved until the start of term in September.

13. Nursery applications to reception

All children in a nursery class or playgroup must apply for a place in reception through the co-ordinated admission scheme. A place in a school nursery does not constitute an application.

14. Admission of children outside their normal age group

Parents of gifted and talented children, those who have experienced problems or missed part of a year (for example due to ill health) or Summer Born Children, can seek places outside their normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case. These applications are considered by schools along with all other applications for the preferred cohort and following the same timetable. Schools may refuse an out of cohort place. In some cases schools may agree to admit the child out of cohort, but the child may still not gain a place because they do not rank highly enough on application of the oversubscription criteria.

Parents will receive the outcome of their application on offer day along with all other applicants for that cohort. The exception to this is where there is agreement that a summer born child can start reception (or year 3 in a junior school) a year late, the school admissions team will inform these parents as soon as the information is available and discontinue the application for the date of birth cohort. Parents must then apply again in the admissions round relating to their preferred cohort, such applications will be subject to the relevant oversubscription criteria on an equal basis with all other applicants. If no preferred school can offer a place parents may have to make a midyear application for the date of birth cohort. The home local authority will make sure that parents are informed of their statutory right to appeal. This right does

not apply if parents are offered a place in another year group at the school. Parents resident in other Local Authority areas should note that in Lincolnshire it is always the preferred schools that make decisions on these requests and that their home Local Authority cannot make this decision.