

*Document type: Policy*

**Co-ordinated Scheme  
for the  
Admission  
Arrangements  
for Pupils to  
Primary Schools  
2007 - 2008**

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*In accordance with Section 89B of the School Standards and Framework Act 1998 this is a scheme for co-ordinating the arrangements for the admission of children to maintained primary schools in the area for which Barnsley Council is the local education authority.*

## INTERPRETATION

In this scheme -

“The Authority” means Barnsley Metropolitan Borough Council acting in their capacity as local education authority;

“admission authority” in relation to a community or voluntary controlled school means the Authority and, in relation to a voluntary aided school means the governing body of that school;

“admission arrangements” means the arrangements for a particular school or schools which govern the proceedings and decision making for the purposes of admitting pupils to the school.

## OFFER DAY

The legislation requires that the Authority designate a day in the year when the decision made by the Authority for a maintained school to offer or refuse a child admission to the school of their preference will be communicated to them.

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## Introduction

The co-ordinated scheme for admission to the Reception year in a primary school is a mechanism that will ensure that every parent resident in Barnsley who has applied for a school place in Barnsley during the normal admission round receives a single offer of a school place on the same day from the Authority.

For children of parents resident in a neighbouring LEA who are eligible for admission to more than one Barnsley school the scheme will determine which offer of a place will be made.

In order to provide every Barnsley parent with an offer of a single place the Authority will be working collaboratively with the Governing Bodies of the Catholic and Church of England primary schools within the area of Barnsley.

Barnsley Education Authority (the Authority) is the admissions authority for all community and voluntary controlled primary schools. The Governing Bodies of the Catholic and Church of England voluntary aided primary schools are the admission authorities for those schools.

The Authority will be the body that makes the single offer of a place at a community or voluntary controlled school or on behalf of the governing body of a voluntary aided school.

The single offer of a school place will be made on 4 April 2007.

This co-ordinated scheme does not include any arrangements to deal with preferences expressed by Barnsley parents for primary schools in any other local education authority.

The co-ordinated scheme for primary admission arrangements will not affect the duty of the governors of voluntary aided schools to set and apply their own admission arrangements.

Under the co-ordinated scheme the local education authority responsible for the area in which the parent and child reside is known as the home authority.

Any reference in this scheme to a primary school is also a reference to an infant school.

The purpose of admission arrangements is to determine whether a child is eligible for admission to school. Eligibility for admission creates a potential offer of a place at that school.

The purpose of the scheme is to determine from any number of potential offers which is to be the offer of a single place at a primary school.

Definition of the normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme;
- b) that application is considered by the relevant admission authority for the school determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) a determination relating to that application is communicated to the parent on the offer day.

## **A Admission authorities within the Authority's co-ordinated scheme**

### **Diocese of Wakefield CE**

Dodworth St John the Baptist Primary

Holy Cross Deanery Primary

Royston S John Baptist Primary

St John the Baptist Junior (Penistone)

St Mary's Primary

### **Diocese of Sheffield CE**

Elsecar Holy Trinity Primary

Tankersley St Peter's Primary

The Ellis Primary, Hemingfield

Worsbrough St Mary's Primary

### **Diocese of Hallam**

Holy Rood Catholic Primary

St Helen's Catholic Primary

Sacred Heart Catholic Primary

St Dominic's Catholic Primary

Saint Michael and All Angels Catholic Primary

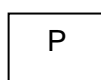
## B The co-ordinated scheme

- 1 A parent resident in Barnsley will express three preferences in rank order.
- 2 All three preferences will be treated equally by the Authority.
- 3 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 4 Where there is only one potential offer that will be the single offer of a school place at a primary school made to the parent on the offer day.
- 5 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a school place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

### Key



Places available – child eligible for admission and therefore a potential offer



School oversubscribed – child not eligible for admission based on priority of admission criteria

- ✓ Highest ranked preference available for which the single offer of a school place will be made

- 6 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley – outcome 8, a place will be allocated to the child at the nearest primary school in Barnsley (excluding voluntary aided schools) with places available, to their normal place of residence.

## C Applying for a school place

- 1 All applications for admission to any primary school within Barnsley must be made on the common application form, irrespective of the parent's area of residence.
- 2 The common application form is contained in the composite prospectus entitled:  
  
Admission to Primary School – Advice to Parents. Alternatively, parents can apply through the Council Website using the Online Admissions System.
- 3 All parents will be invited to state on the common application form three preferences for primary schools in rank order and give reasons for those preferred schools.
- 4 Parents can state preferences for any combination of the following schools:
  - community;
  - voluntary controlled;
  - voluntary aided.
- 5 The common application form for admission to school during the normal admission round will be handed in to the school ranked first on the common application form, or submitted via the Online Admissions System.
- 6 The common application form must be received at the school, or through the Online Admissions System by the closing date of 17 November 2006.

### Cross border applications

- (i) **applications for Barnsley schools from residents in other local education authority areas must be made on the Barnsley common application form;**
- (ii) **applications for schools in other local education authority areas from Barnsley residents must be made on that authority's common application form.**
- 7 Applications for schools in other local education authority areas from Barnsley residents must be returned directly to that LEA.

## D Procedure

- 1 Where the number of applications for a voluntary aided school is below the admission number all children will be eligible for admission to that school.
- 2 By 8 December 2006 the Authority will send details of the applicants to those oversubscribed voluntary aided schools, where they are stated on the common application form.
- 3 For all preferences for oversubscribed schools stated on the common application form, the respective admission authorities will apply their priority of admission criteria.

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- 4 By 12 January 2007 the Authority will:
- a) have a list of potential offers for undersubscribed voluntary aided schools;
  - b) have received from the oversubscribed voluntary aided primary schools lists of children in order of priority of eligibility for admission for the respective schools.
- 5 By 9 February 2007 the Authority will:
- a) have completed a list of potential offers for community and voluntary controlled schools;
  - b) compare the lists of potential offers for community and voluntary controlled schools against the list of pupils eligible for a place at a voluntary aided school;
  - c) make determinations on which potential offer will be the single offer taking account of:
    - (i) potential offers for all schools;
    - (ii) the ranking of the expressed preferences on the common application form;
  - d) amend the list of potential offers for all schools.
- 6 Where it is the case that a child is eligible for admission to two or more schools, the parent will be offered the highest ranked of those preferences as stated on the common application form.
- 7 Where the child is not eligible for any of the preferences on the common application form the child will be allocated a place at the nearest community or voluntary controlled school with available places. (See Section F)

## **E *The offer of a place at a primary school***

- 1 Parents resident in Barnsley will only receive a single offer of a place for admission into the Reception Year at a Barnsley primary school.
- 2 Parents not resident in Barnsley will only receive a single offer for a Barnsley school for which the child eligible for admission. Details of the offer will also be sent to the parent's home LEA.
- 3 All offers will be communicated on the offer day 4 April 2007.
- 4 Barnsley Education Authority, as the home authority for the co-ordinated scheme will make all offers:
- a) for community and voluntary controlled schools where it is the admissions authority; and
  - b) on behalf of voluntary aided schools where the governing body are the admissions authority.

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- 5 By 9 March 2007 all schools will be sent a list of those children whose parents have been offered a place at the school.
  - 6 No acknowledgement of an offer will be required from the parent where they accept that offer of a place. However, where a parent declines the offer of a place they must inform the Authority within 10 working days.
  - 7 There will be a number of common application forms for which no potential offers have been determined. These can be categorised as listed below and will be dealt with in that order to enable the Authority to make a single offer of a school place:
    - First child resident in Barnsley not eligible for any school for which a preference has been expressed and where the common application form was handed in on time;
    - Second\*<sup>1</sup> late application for which the child is eligible for one or more potential offers;
    - Third\*<sup>1</sup> late application where the child resident in Barnsley is not eligible for any school for which a preference has been expressed.
  - 8 For children not resident in Barnsley the Authority will not make a single offer of a place at a Barnsley primary school where the child is not eligible for all the preferences expressed by the parent on the common application form.

*\*<sup>1</sup> Late applications will be dealt with in the date order of receipt.*

## **F Preferences not met**

- 1 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be offered to the child at the nearest community or voluntary controlled primary school in Barnsley, with places available, to their ordinary place of residence.
- 2 This offer will be determined after all preferences for schools have been dealt with prior to the offer day.
- 3
  - a) Where a place has been allocated and the parent declines that place and requires a place at a school ranked lower on the original common application form, the parent must notify the Authority in writing.
  - b) Where a place has been allocated and the parent declines that place and requires a place at a school not named on the original common application form, the parent will be required to complete another common application form.

The allocated place will remain assigned to the child until such time as the parent accepts an offer for another school.

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- 4 A determination of the nearest school is the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

## **G Transfers between schools during the school year**

- 1 All applications for admission to any year group in a primary school during the school year must be made on the common transfer form.
- 2 Barnsley and non-Barnsley residents will be invited to state on the Barnsley common transfer form three preferences for primary schools in rank order.
- 3 Where the first ranked preference is a school for which the Authority is the admissions authority it will be dealt with before the second and third preferences.
- 4 Where the first ranked preference is for a school where the Authority is not the admissions authority it will be forwarded to the respective admissions authority whilst consideration is given to lower preferences at those schools where the Authority is the admissions authority.
- 5 The determination of a place at a primary school will be based on:
- a) any potential offer made by another admission authority (where relevant);
  - b) the Authority's admission arrangements for in-year transfers to community and voluntary controlled schools;
  - c) the ranking of preferences on common transfer form.
- 6 The single offer of a place at any school will be made by the Authority in accordance with the co-ordinated scheme.

## **H Right of appeal**

Any parent\* whose child is not offered a school place for which they have expressed a preference, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from primary to secondary school).

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Parents who have missed the normal deadlines for applying for admission (late applications) or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

\*(Except, temporarily, the parent of a child who has been permanently excluded from two schools. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place).

## **I Late applications**

- 1 The closing date for applications in the normal admission round is 17 November 2006.
- 2 Late applications received by the Authority up to 30 November 2006, will be included in the determination of potential offers.
- 3 Late applications received after 30 November will be considered after the determination of the single offer of a school place for those common application forms received by 30 November.
- 4 As far as possible late applications received after 17 November 2006 (and not considered under point (2) above) and before 4 April 2006 will be made a single offer of a school place on 4 April. However, the closer to the 4 April deadline that a late application is received the less likely it will be that an offer will be made on that date.
- 5 The late applications as considered under point (4) above are deemed to be outside of the normal admission round as defined in this scheme.
- 6 Applications received after 4 April 2007 up to 31 August 2007 for admission to the Reception Year 2007-2008 will be considered as a late application outside of the normal admission round as defined in this scheme.
- 7 Late applications will be made on the common application form. Eligibility for admission to a school which yields a potential offer will be made by the respective admission authority. The provisions of the co-ordinated scheme as set out in section B will determine the single offer of a school place.
- 8 Parents who have submitted a late application and are not offered a place at any or all of their preferred schools have the right of appeal.

## **J Waiting lists**

- 1 The Authority will establish a waiting list for all community, voluntary controlled and voluntary aided primary schools where the number of applications for those schools has exceeded the places available in Relevant year group.
- 2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where it ranked above that at which a place has been offered to the parent.

- 3 Names of children will not be placed on the waiting list for a school where they have not been offered a place where it is ranked lower than the school for which the offer of a place has been made. Parents will have to request that their child's name be placed on the waiting list for that lower ranked school.
- 4 A vacancy arises in Reception year, only when the number of offers to a particular school falls below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year R following allocation of places will be filled from the waiting list.
- 5 The waiting list will be established on the offer day and be maintained up to 31 January in the admission year.
- 6 The waiting lists will be determined according to the respective admission authorities priority of admission oversubscription criteria.
- 7 Following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the admissions criteria, they will be placed above those with a lower priority.
- 8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.
- 9 For those parents who proceed to an independent appeal, no consideration is given to the child's position on the waiting list.

## **K False information**

- 1 Where the Authority has made an offer of a place at a primary, infant or junior school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn where this provision is included in the respective admission authority's admission arrangements.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- 3 Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

## **L Information required by voluntary aided schools**

- 1 Voluntary aided schools require additional information which is not contained on the common application form and relates to the church of which they are a member.

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- 2 In addition to the common application form, schools in each Diocese will have their own supporting information form for prospective applicants to complete.
  - 3 The supporting information provided by parents will be used by the school in applying their admissions criteria.
  - 4 This form is not an application form for admission to school.
  - 5 Parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
    - a) determine the appropriate additional information form(s) in the Advice for Parents Booklet for the voluntary aided school(s) for which they intend to express a preference on the common application form;
    - b) complete the appropriate additional information form(s);
    - c) return the additional information form(s) stapled to the common application form by 17 November 2006.
  - 6 The completion and return of the additional information form does not guarantee a place at the school.
  - 7 Where an additional information form is not submitted with the common application form, it may affect the governing body's consideration of the preference.
  - 8 For late applications see section I.

## **M Co-ordinated arrangements for junior schools**

This section of the scheme relates to the admission arrangements for junior schools where the children are on roll at a separate infant school.

The provisions in this section of the co-ordinated scheme have been varied such that only one preference for a junior school will be required from the parent. This variation recognises that since 1 September 2005 the Authority will only be maintaining two separate infant and two separate junior schools. In such circumstances a parent could not express three preferences for junior schools. The location of the schools within the Borough and the historic patterns of transfer, would evidence that the probability of a parent with a child at either infant school applying for both junior schools is unlikely to occur.

The variation for junior schools

- 1 The attendance of a child at an infant school does not guarantee a place at any junior school.
- 2 The junior schools within this variation are:
  - a) Wilthorpe; and
  - b) St John the Baptist CE (VA) Penistone.
- 3 Admission to Year 3 at the junior schools will be made on the common application form on which the parent will be invited to express one preference and give a reason for that preference.
- 4 Where a primary school is substituted for a junior school as a preference expressed by the parent, that preference will be dealt with as a transfer to the primary school outside of the normal age group for admission. This recognises that for a primary school the relevant year group for admission is the Reception Year and not Year 3 as is the case with a junior school.
- 5 The common transfer form must be handed in to the child's preferred junior school or submitted via the Council Website using the Online Admission System by the closing date of 17 November 2006.
- 6 If the number of applications made on behalf of children is lower than the admission number for the school for which preferences have been expressed, all the children will be eligible for admission.
- 7 If the number of applications is higher than the admission number for the schools:
  - (i) for Wilthorpe Junior School the Authority will determine whether a child is eligible for admission in accordance with the Authority's oversubscription priority of admission criteria
  - (ii) for St John the Baptist CE (VA) Junior School Penistone the Governing Body of the school will determine whether the child is eligible for admission in accordance with the School's oversubscription priority of admission criteria.
- 8 The Authority will be the body that will make a single offer of a place at Wilthorpe Junior School and on behalf of the Governing Body of St John the Baptist Junior School Penistone.
- 9 The single offer of a place at a junior school will be made on 4 April 2007.
- 10 No acknowledgement of an offer will be required from the parent where they accept that offer of a place at a junior school.
- 11 Where the parent declines an offer of a place made to them by the Authority they must inform the Authority within 10 working days.

- 12 Where the Authority cannot make a single offer for the preference expressed by a Barnsley parent, a place will be offered to the child at the nearest community or voluntary controlled school with places available to their ordinary place at residence.
- 13 The offer of a school place under point 12 could be at a single phase primary school.
- 14 Parents must inform the Authority where they decline the offer of a place made under point (12) within 10 working days.
- 15 In the case where a parent fails to complete and submit a common application form by the closing date they will not receive the offer of a single place at a junior school on the offer day.
- 16 Nothing in this variation prevents a parent of a child in Year 2 at a primary school making an application to Year 3 at a junior school and having that application dealt with as if it were an application from an infant school.

## N Timetable for co-ordinated admissions

