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**Co-ordinated Scheme  
for the  
Admission  
Arrangements  
for Pupils to  
Secondary Schools  
2008 - 2009**



**BARNSLEY**  
Metropolitan Borough Council

E D U C A T I O N   S E R V I C E S

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*In accordance with Section 8B of the School Standards and Framework Act 1998 this is a scheme for co-ordinating the arrangements for the admission of pupils to maintained schools in the area for which Barnsley Council is the local education authority and with those named local education authorities which border Barnsley.*

## 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.

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## Introduction

For the school year 2008-2009 the Authority will be co-ordinating the admission to secondary school arrangements with these local education authorities which share a border with Barnsley:

Kirklees  
Wakefield  
Doncaster  
Rotherham  
Sheffield

There is no cross border movement of pupils between Barnsley and Derbyshire due to the geographical locations, and full co-ordination with Derbyshire is therefore not necessary.

The co-ordinated scheme for admission to secondary school is a mechanism that will enable the Authority to determine between potential offers of a school place at more than one school, which is the single offer of a school place that will be offered to a Barnsley resident.

Eligibility for admission to a school is determined by the respective admissions authority. These are:

- i) for community and voluntary controlled schools in Barnsley, the Education Authority;
- ii) for St Michael's Catholic and Church of England High School, the Governing Body of the School;
- iii) for the Academy, the Governing Body of the Academy;
- iv) for schools in the five neighbouring local education authorities, the respective Education Authorities for community and voluntary controlled schools (except where that function has been delegated to the governing body of a school), for voluntary aided schools the governing body of that school. Where a neighbouring Education Authority maintains a foundation school, it is the governing body of that school.

A potential offer of a school place is where the pupil is eligible for admission to that school.

The co-ordinated scheme will enable the Authority to manage all applications for admission to secondary school in the following way.

### ***Barnsley residents***

To determine for children resident in Barnsley a single offer of a school place from potential offers at secondary schools in Barnsley and/or any other local education authority.

### ***Non-Barnsley residents***

The scheme will not determine a single offer of a school place to a child living in another local education authority area, it will be the Authority's admission to school policy which will determine the child's eligibility for admission and consequently a potential offer.

This potential offer will be communicated to the child's home Authority and through that Authority's scheme the single offer of a school place will be communicated to the parent.

### ***The single offer of a school place***

The Authority will be the body that makes the single offer of a place at a secondary school to Barnsley residents as follows:

- a) for community and voluntary controlled schools where the Authority is the admissions authority;
- b) on behalf of St Michael's Catholic and Church of England High School;
- c) on behalf of the Academy;
- d) on behalf of any secondary school maintained by another local education authority.

The single offer of a school place will be communicated to parents on 1 March 2008.

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.

For the purposes of this co-ordinated scheme any reference in this scheme to a Barnsley school is a reference to a secondary school where the Authority is the admissions authority for that school and St Michael's Catholic and Church of England High School, and the Academy.

### ***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 a qualifying scheme
- b) that application is considered by the relevant admission authority for the school in 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.

### ***Dates***

Where any date specified in this scheme falls on a Saturday, Sunday, Good Friday or any day which is a recognised bank holiday, any action which is stated to be undertaken on that day will occur on the next working day.

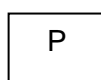
## A The co-ordinated scheme

- 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 secondary 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 secondary school in Barnsley (including The Academy up to 31 August 2008 and excluding St Michael's Catholic and Church of England High School) with places available, to their normal place of residence.

## **B Applying for a school place**

- 1 Applications for admission to a secondary school in Barnsley or any other local education authority area from a parent resident in Barnsley must be made on the Barnsley common application form.
- 2 Applications for Barnsley secondary schools from parents resident in another local education authority area must be made on that Authority's common application form.
- 3 Parents will be invited to state on the common application form three preferences for secondary schools in rank order and give reasons for those preferences.
- 4 For children attending a Barnsley primary school the common application form must be returned to the child's current school.
- 5 For children not attending a Barnsley primary school the common application form must be returned to the Admissions Officer.
- 6 Alternatively, parents resident in Barnsley can apply through the Council Website using the online Admissions System.
- 7 The common application form must be received by the closing date of 19 October 2007.

## **C Procedure**

- 1 The closing date for the receipt of the common application form is **19 October 2007**.
- 2 By **3 December 2007** the Authority will:
  - a) have sent to other LEAs copies of those common application forms where a school maintained by them is named by a parent;
  - b) have sent to St Michael's Catholic and Church of England High School copies of those common application forms where that school is named by the parent;
  - c) have sent to the Academy copies of those common application forms where that school is named by the parent;
  - d) have received from other LEAs copies of their common application forms where a Barnsley school is named by a parent resident in their respective areas.
- 3 By **14 December 2007** the Authority will have received the eligibility list for St Michael's Catholic and Church of England High School and the Academy.
- 4 By **18 January 2008** the Authority will have determined eligibility for those schools for which it is the admission authority.  
Where a child is eligible for admission to more than one Barnsley school the Authority will apply the scheme to determine the single offer of a school place.

Where an application has been received from a resident in a neighbouring local education authority, that authority will be informed of the outcome of the application.

Where a Barnsley resident has applied for a place at a school maintained by a neighbouring local education authority, that authority will inform Barnsley of the outcome of that application.

5 By **1 February 2008** the Authority applies the scheme for a second time to take account of those offers made by neighbouring LEAs to Barnsley resident.

6 By **8 February 2008** Barnsley and the neighbouring LEAs will exchange information on which offers of school places in their respective authorities are to be accepted.

This exchange of information will allow Barnsley to identify vacancies at its schools.

7 By **15 February 2008** the Authority will allocate to vacant places at schools where it is reasonable and practicable to do so.

In addition for those applications from Barnsley residents where none of the three preferences can be met a place will be allocated to the child in accordance with D1.

8 On **1 March 2008** Barnsley residents will be sent the single offer of a school place as determined by the co-ordinated scheme. On the same day all Barnsley secondary schools will be sent a list of those children whose parents have been sent a single offer of a school place at their respective schools.

## **D 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 allocated to the child at the nearest secondary school in Barnsley (including The Academy up to 1 March 2008 only and excluding St Michael's Catholic and Church of England High School), with places available, to their normal place of residence. \*<sup>1</sup>

2 The single offer of a place will be determined after all preferences for schools have been dealt with and communicated to them on the national 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.

\*<sup>1</sup> This provision does not apply to non-Barnsley residents.

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

### **(a) Schools in neighbouring authorities**

- (i) The Authority will not be considering applications for in-year transfers with the neighbouring local education authorities.
- (ii) All applications for admission to Year 7 received up to 31 August 2008 will be co-ordinated within the provisions of this scheme, with the exception of applications for schools in Doncaster.
- (iii) A Barnsley resident who wishes to apply for a school in Doncaster after 31 March 2008 must apply directly to Doncaster Metropolitan Borough Council.
- (iv) Applications received from 1 September 2008 onwards for admission into any year group are classed as an in-year transfer and are therefore not co-ordinated.
- (v) A Barnsley resident who wishes to apply for a school in any other local education authority area after 31 August 2008 must apply directly to that authority.
- (vi) Where a Barnsley resident makes an application for an in-year transfer for a Barnsley school(s) and/or a school(s) in another local education authority and receives more than one offer of a school place they must inform the respective authorities of their decision to either accept or decline that offer of a school place.

### **(b) Schools in Barnsley Metropolitan Borough Council**

- (i) The Authority will be co-ordinating applications for in-year transfers for schools within Barnsley, with the exception of The Barnsley Academy.
- (ii) Applications received from 1 September 2008 onwards for admission into any year group are classed as an in-year transfer, with the exception of the Barnsley Academy.

- (iii) All applications made after 31 August 2008 for admission to the Barnsley Academy must be made directly to the Academy.
- (iv) Where a Barnsley resident wishes to apply for an in-year transfer to a school(s) in Barnsley, with the exception of the Barnsley Academy, they must complete the Barnsley Common Transfer Form.
- (v) Where a Barnsley resident makes an application for an in-year transfer for a Barnsley school(s) and/or a school(s) in another local education authority and receives more than one offer of a school place they must inform the respective authorities of their decision to either accept or decline that offer of a school place.

## **F 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). 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 to appeal if they are refused a place.

\*(Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place).

## **G Late applications**

- 1 The closing date for applications in the normal admission round is 19 October 2007.
- 2 Late applications received by the Authority up to 30 November 2007, 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 Late applications received after 1 March 2008 up to and including 31 August 2008 for admission to Year 7 2008-2009 must be sent directly to the Admission Section and will be processed in date order of receipt (with the exception of the Barnsley Academy and schools in Doncaster).

All applications for The Barnsley Academy and schools in Doncaster made after 1 March 2008 must be made directly to the Academy or Doncaster Metropolitan Borough Council.

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- Where a preference is expressed for a school maintained by another local education authority applications will be dealt with in accordance with the scheme arrangements.
- 5 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 A will determine the single offer of a school place.
  - 6 Parents who have submitted a late application and are not offered a place at any or all of their preferred schools will be included on the waiting list(s) and have the right of appeal.
  - 7 On 2 March 2008 applications received between 1 December 2007 and 1 March 2007 inclusive will be processed in accordance with the admission criteria for a school irrespective of the date the application was received. Parents will be notified of decisions on 2 April 2008.
  - 8 Applications received from 2 March 2007 up to and including 31 August 2008 will be processed in date received order and parents will be notified of the outcome.
  - 9 Applications received after 31 August 2008 will be dealt with as transfers during the school year as set out in Section E of this scheme.

## **H** Waiting lists

- 1 The Authority will establish a waiting list for all community and voluntary controlled schools and St Michael's Catholic and Church of England High School, where the number of applications for those schools has exceeded the places available in Year 7.
- 2 The waiting lists for schools will be determined as follows:
  - i) for community and voluntary controlled schools in accordance with the Authority's admission to school oversubscription priority of admission criteria;
  - ii) for St Michael's Catholic and Church of England High School in accordance with the Governing Body's priority of admission criteria;
- 3 The waiting list for the Academy will be in accordance with the Governing Body's priority of admission criteria and will be maintained by the Academy.
- 4 The waiting list for a Barnsley school will comprise of:
  - i) those applicants with a single offer of a school place ranked lower than that of the school for which the waiting list refers;
  - ii) those applicants who have informed the Authority they wish their child's name to be placed on the waiting list of a school ranked lower than the school for which they have received the single offer of a school place.

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- 5 A vacancy arises in Year 7 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 7 following the allocation of places will be filled from the waiting list.
  - 6 The waiting list will be established on the offer day and be maintained for up to 15 school days following the first school day of the school year.
  - 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.

## **I 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.
- 2 In addition to the common application form each voluntary aided school in another LEA and St Michael's Catholic and Church of England High School will have its own supporting information form for prospective applicants to complete.
- 3 The supporting information provided by parents will be used by the voluntary aided school, in applying their admissions criteria.
- 4 This form is not an application form for admission to a voluntary aided school.
- 5 Parents who intend to express a preference or preferences for voluntary aided schools, must follow the procedure set out below:
  - a) obtain a copy of the additional information form for which school(s) they intend to express a preference on the common application form;
  - b) complete the additional information form(s);
  - c) return the additional information form(s) stapled to the common application form by 19 October 2007.
- 6 Where an additional information sheet is not submitted with the common application form, it may affect the consideration by the governing body of that school of the preference expressed.
- 7 The governing body of a voluntary aided school may determine whether or not to obtain a copy of the additional information form where the parent has failed to submit one with their common application form.

Where a governing body determines to obtain the additional information form from a parent it may do so up to and including 30 November 2007.

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- 8 The completion and return of the additional information form does not guarantee a place at the school.
  - 9 An additional information form is not an application for admission to school. Where a parent only submits an additional information form, without a common application form, this will not be a valid application for admission to the school.

## **J Information required by neighbouring local education authorities**

- 1 Other LEAs have oversubscription criteria for voluntary controlled and community schools different to those operated by Barnsley.
- 2 Parents who make an application to a community or voluntary controlled school in another LEA should:
  - obtain a copy of that LEAs Admission to School Booklet;
  - make themselves aware of the oversubscription criteria;
  - ensure that any additional information required by that LEA is provided and attached to the common application form to be used by Barnsley residents.
- 3 The additional information provided by the parent will be used by that LEA to determine eligibility. Failure to supply the additional information will affect that LEA's consideration of the application.

## **K False information**

- 1 Where the Authority has made an offer of a place at a secondary 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 No common application form received for children resident in Barnsley**

- 1 On 3 July 2008 the Authority will identify children for whom no common application form has been received under the scheme.
- 2 These parents will be contacted to determine whether they intend to apply for a maintained school in any local education authority area.
- 3 Where parents inform the Authority that their child will be attending a school not maintained by a local education authority (private/independent) no place will be allocated to the child.
- 4 All other children will be allocated a place as follows:
  - a) where subsequently a common application form is submitted – a single offer of a school place will be made in accordance with the provisions of the scheme;
  - b) where no common application form is received – a place will be allocated to the child at the nearest community and voluntary controlled school in Barnsley with places available to their normal place of residence. (Reference section D4 for definitions).

## **M Arrangements for those authorities who do not border with Barnsley**

- 1 The Authority will only co-ordinate admission arrangements with those local education authorities which share a border, however, information will be exchanged with any other education authority where appropriate.
- 2 Where a resident in any other authority applies for a Barnsley school the application will be dealt with as follows:
  - a) for non-Barnsley residents relocating to Barnsley:
    - complete the Barnsley common application form
    - determination of eligibility and single offer of a school place communicated to parent by Barnsley
    - allocation of a place if preference(s) cannot be met
  - b) for non-Barnsley residents remaining in their home authority area:
    - complete home authority common application form
    - determination of eligibility and single offer of a school place communicated to parent by Barnsley
    - allocation of a place does not apply

## N Time table for co-ordinated admissions

