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**Co-ordinated Scheme
for the
Admission
Arrangements
for Pupils to
Primary Schools
2011 - 2012**



BARNSLEY
Metropolitan Borough Council

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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.

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.

Introduction

For the school year 2011-2012 the Authority will be co-ordinating the admission to primary 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 primary 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 the following voluntary aided schools, thereafter known as the VA schools, the respective Governing Bodies.
 - Dodworth St John Baptist Church of England (VA) Primary School
 - Elsecar Holy Trinity Church of England (VA) Primary School
 - Holy Cross Deanery Church of England (VA) Primary School
 - Holy Rood Catholic Primary School
 - Royston Saint John Baptist Church of England (VA) Primary School
 - Sacred Hearth Catholic Primary School
 - St Dominic's Catholic Primary School
 - St Helen's Catholic Primary School
 - St Mary's Church of England (VA) Primary School
 - St Michael and All Angels Catholic Primary School
 - Tankersley St Peter's CE Primary School
 - The Ellis Church of England Primary School
- iii) for schools in the five neighbouring local authorities, the respective 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 Authority maintains a foundation school, it is the governing body of that 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 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 primary 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 primary 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 primary school to Barnsley residents as follows:

- a) for community and voluntary controlled schools where the Authority is the admissions authority;
- b) on behalf of the VA schools
- c) on behalf of any primary school maintained by another local education authority.

The single offer of a school place will be communicated to parents on 11 April 2011.

Under the co-ordinated scheme the local 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 primary, infant or junior school where the Authority is the admissions authority for that school and the VA schools.

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.

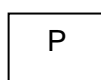
A The co-ordinated scheme

- 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 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, infant or junior school in Barnsley with places available, to their normal place of residence. This allocation includes voluntary aided schools in the Diocese of Sheffield but does not include VA schools in the Dioceses of Hallam and Wakefield.

B Applying for a school place

- 1 Applications for admission to a primary school in Barnsley or any other local authority area from a parent resident in Barnsley must be made on the Barnsley common application form.
- 2 Applications for Barnsley primary schools from parents resident in another local 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 primary schools in rank order and give reasons for those preferences.
- 4 For Barnsley residents the common application form must be handed in to the school ranked first on the common application form.
- 5 For children not resident in Barnsley the common application form must be returned to the home authority's admissions service.
- 6 Alternatively, parents can apply through the home authority's online Admissions System.
- 7 The common application form must be received by the closing date of 15 January 2011

C Procedure

- 1 The closing date for the receipt of the common application form is **15 January 2011**
- 2 By **7 February 2011** the Authority will:
 - a) have sent to other LAs copies of those common application forms where a school maintained by them is named by a parent;
 - b) have sent to oversubscribed VA schools copies of those common application forms where that school is named by the parent;
 - c) have received from other LAs copies of their common application forms where a Barnsley school is named by a parent resident in their respective areas.
- 3 By **11 March 2011** the Authority will have
 - (a) received the eligibility lists for VA schools
 - (b) a list of potential offers for undersubscribed VA schools
- 4 By **11 March 2011** 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 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 authority, that authority will inform Barnsley of the outcome of that application.

- 5 By **18 March 2011** the Authority applies the scheme for a second time to take account of those offers made by neighbouring LAs to Barnsley resident.
- 6 By **18 March 2011** Barnsley and the neighbouring LAs 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 **18 March 2011** 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 **11 April 2011** 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 primary 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 The offer of a place at a primary school

- 1 Parents will only receive a single offer of a place for admission into the Reception Year at a primary school from their home authority.
- 2 All offers will be communicated on the offer day 11 April 2011.
- 3 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.
 - c) On behalf of other LA's where offers can be made for schools in that Authority.
- 4 By **4 April 2011** all schools will be sent a list of those children whose parents have been offered a place at the school.
- 5 No acknowledgement of an offer will be required from the parent where they accepted that offer of a place. However, where a parent declines the offer of a place they must inform the Authority within 10 working days.

- 6 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*1 late application for which the child is eligible for one or more potential offers;
 - Third*1 late application where the child resident in Barnsley is not eligible for any school for which a preference has been expressed.
- 7 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 preference expressed by the parent on the common application form.

Late applications will be dealt with in the date order of receipt.

E 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 primary school in Barnsley with places available, to their normal place of residence. *1
The allocation includes voluntary aided schools in the Diocese of Sheffield but does not include VA Schools in the Dioceses of Hallam and Wakefield.
- 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.
- 4 A determination of the nearest school is the distance measured by a straight line between the centre point of 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.

*¹ This provision does not apply to non-Barnsley residents.

F Transfers between schools during the school year

- 1 Applications received from 1 September 2011 onwards for admission into any year group are classed as an in-year transfer.
- 2 The Authority will be, co-ordinating all applications for in-year transfers with the neighbouring local authorities.
- 3 Applications for admission to a primary school in Barnsley or any other local authority from a parent resident in Barnsley must be made on The Barnsley Common transfer form.
- 4 Application for Barnsley primary schools from parents resident in other local authorities must be made on that Authority's Common transfer form.
- 5 A single offer of a place will be made by the home authority.

G 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).

H Late applications

- 1 The closing date for applications in the normal admission round is 15 January 2011
- 2 Applications received by the Authority up to 15 January 2011, will be included in the determination of potential offers.
- 3 Applications received after 15 January will be considered after the determination of the single offer of a school place for those common application forms received by 15 January.

- 4 As far as possible late applications received after 15 January 2011 (and not considered under point (2) above) and before 5 April 2011 will be made a single offer of a school place on 5 April. However, the closer to the 5 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 1 April 2011 up to 31 August 2011 for admission to the Reception Year 2011/2012 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 A 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 to appeal.

I Waiting lists

- 1 The Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in Reception year.
- 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 the VA schools in accordance with the Governing Body's priority of admission criteria;
- 3 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.
- 4 A vacancy arises in Year R 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 the 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 2012

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- 6 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.

J 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 Barnsley and other LAs and 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) complete the additional information form for the school(s) for which 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 15 January 2011.
- 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 15 January 2011.
- 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.

K Information required by neighbouring local education authorities

- 1 Other LAs have oversubscription criteria for voluntary controlled and community schools different to those operated by Barnsley.
- 2 Parents who make an application for a community or voluntary controlled school in another LA should:
 - obtain a copy of that LAs Admission to School Booklet;
 - make themselves aware of the oversubscription criteria;
 - ensure that any additional information required by that LA 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 LA to determine eligibility. Failure to supply the additional information will affect that LA's consideration of the application.

L 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.

M No common application form received for children resident in Barnsley

- 1 On 2 July 2011 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 authority area.
- 3 Where parents inform the Authority that their child will be attending a school not maintained by a local authority (private/independent) no place will be allocated to the child.

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- 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).

N Arrangements for those authorities who do not border with Barnsley

- 1 The Authority will only co-ordinate admission arrangements with those local authorities which share a border, however, information will be exchanged with any other 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

O 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 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 to their home LA if not resident in Barnsley or submitted via the home authority's Online Admission System by the closing date of 13 November 2009.
- 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 home 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 11 April 2011.
- 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 a junior school and having that application dealt with as if it were an application from an infant school.

P Time table for co-ordinated admissions

