

**Nottinghamshire
Co-ordinated Scheme
for the
Admission
of Pupils to
Secondary Schools
2009-2010**



**Nottinghamshire
County Council**

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Introduction

The co-ordinated scheme for admission to secondary school is a mechanism that will ensure that every parent or carer resident in Nottinghamshire who has applied for a secondary school for their child in the normal admissions round receives, where possible, a single offer of a school place on the same day.

The co-ordinated scheme is intended to make admission to school easier, more transparent and less stressful for all parents and carers.

In order to aim to provide every parent and carer with an offer of one place, the Authority will work collaboratively with the neighbouring local education authorities and all other schools for whom the governing body is the admission authority.

Nottinghamshire Local Authority (LA) will be the only body to offer, or convey an offer, to a Nottinghamshire resident a place at any secondary school made during the normal admissions round, or at any other time. Similarly, Nottinghamshire Local Authority (LA) will be the only body to refuse or convey a refusal to a Nottinghamshire resident a place at any secondary school during the normal admissions round, or at any other time

The offer of a single place to a parent or carer will be made on the national offer day, that is, 2 March 2009.

The co-ordinated scheme for secondary school admissions arrangements will not affect the responsibility of the governing bodies of voluntary aided and foundation schools to set and apply their own admissions arrangements.

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

The normal admissions round is the process by which:

- a) an application for the admission of a child to a relevant year group i.e. Year 7 at a school, or schools, is submitted to the home LA in accordance with the requirements of the co-ordinated scheme;
- b) all preferences contained within the application are considered by the relevant admission authority for the school(s) concerned and each admission authority determines eligibility in accordance with their published admission criteria;
- c) reference will be made to the parents' or carers' ranked order of preference by the home LA, in order to determine the school for which the single offer of a place will be made;
- d) the determination relating to the application is then communicated to the parent or carer on the offer date.

A Applying for a school place see Annex 1-Timetable

1. Parents or carers of children, who live in Nottinghamshire and are making an application for admission to any secondary school in Nottinghamshire, or any other local authority, must use Nottinghamshire LA's common application form.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents or carers can state preferences for any category of maintained secondary school, that is:
 - a) Community
 - b) Voluntary Controlled
 - c) Voluntary Aided
 - d) Foundation
 - e) Academyin Nottinghamshire, or any category of maintained secondary school in the area of another local authority.
4. Where Nottinghamshire Local Authority receives a Nottinghamshire common application form from a parent or carer of a child not resident in Nottinghamshire, it will be sent directly to the child's home authority to be processed.
5. Parents or carers will be invited to state up to three preferences on the common application form for secondary schools in rank order and give their reasons for those preferences.
6. Any secondary school maintained by Nottinghamshire LA receiving a direct application from a parent or carer will inform Nottinghamshire LA so that the parent or carer can receive a common application form from their home authority.
7. All common application forms for Nottinghamshire residents must be returned to Nottinghamshire LA.
8. Completed common application forms together with any additional information or documentation required by the admissions authority for the school must be returned by the published closing date of 17 October 2008.
9. The criteria for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme.

B Additional Information Required by Voluntary Aided and Foundation Schools

1. Voluntary aided and foundation schools sometimes require additional information from parents and carers. This usually relates to church membership, baptism or place of worship. It could sometimes relate to an aptitude in certain areas.
2. In addition to the common application form, each voluntary aided and foundation school **may** require their own supporting information to be provided on a separate form (a *supplementary form*) which all applicants for those secondary schools will be required to complete.
3. **The supplementary form is not in itself a legal application for admission to a voluntary aided or foundation secondary school.**
4. Parents and carers who intend to express a preference or preferences for voluntary aided and/or foundation schools must follow the procedure set out below:
 - a) Return the completed common application form to the home local education authority in accordance with the procedures outlined in Section A above;
 - b) Complete any supplementary form(s) and return them to the school or the LA;
 - c) Attach any additional information/documentation requested by the admission authority for the school.
5. The supporting information provided on the supplementary form(s) will be used by the respective voluntary aided and foundation schools in applying their own admissions criteria.
6. Where additional information is not provided and a supplementary form not submitted in addition to the completed common application form, it is very likely to affect the consideration of the expressed preference by the governing body of that school.
7. The completion and return of the supplementary form does not in itself constitute a valid application for the preferred secondary school.
8. For information about late applications, see Section H below.
9. For information about applications outside the normal admissions round, see section J below.

C Procedure

1. By 14 November 2008, Nottinghamshire LA will send to other local authorities responsible for admission to any school stated on the common application form, details of the applicants for their schools.

Nottinghamshire LA will receive copies of application details from other local authorities for admission into secondary schools in Nottinghamshire around this time.

2. By 28 November 2008 Nottinghamshire LA will send to other admission authorities responsible for admission to any school stated on the common application form, details of the applicants for their schools.
 3. In considering applications for admission to Nottinghamshire secondary schools from parents and carers of children resident in any other local authority area, the order of preference as stated on the common application form need not be revealed.
 4. For all preferences stated on any completed common application form received, the respective admission authorities will apply their published admission criteria.
 5. By 5 January 2009 Nottinghamshire LA will:
 - a) have received from all Nottinghamshire Voluntary Aided and foundation schools a list of children who can or cannot be offered a place at the school
 6. By 16 January 2009 Nottinghamshire LA will:
 - a) Have completed a list of provisional offers for all secondary schools for which it is the admitting authority.
 - b) Have notified any other local authority where children resident in their area who have applied for admission to a Nottinghamshire secondary school can or cannot be offered a place at a Nottinghamshire school.
 - c) Have received notification from other local authorities of any places which they can offer in response to any preference expressed by a parent or carer of a child resident in Nottinghamshire.
- By 2 February 2009 Nottinghamshire LA will then:
- a) compare the list of provisional offers for Nottinghamshire secondary schools against the list of provisional offers from other local authorities and admission authorities;

- b) make determinations on which provisional offers will be made to Nottinghamshire residents taking account of the ranking of the expressed preferences on the common application form;
 - c) amend the list of provisional offers for each Nottinghamshire secondary school to take account of the determination at point b) above.
 - d) inform any other local authorities and admission authorities of those provisional offers which are to be accepted and those which are not to be accepted;
 - e) receive from other local authorities details of those offers of places in Nottinghamshire secondary schools which are to be accepted and those which are not to be accepted.
7. Where it is the case that a child is eligible for more than one provisional offer of a secondary school place, the parent or carer will be offered the highest ranked of those provisional offers as determined by reference to their stated preference on the common application form.
8. At the end of this first cycle of determining provisional offers, it will be possible to identify those secondary schools which are:
- a) undersubscribed; or
 - b) oversubscribed.

For undersubscribed secondary schools, all preferences will have been met.

For an oversubscribed secondary school, the effect of provisional offers by other local authorities to parents or carers will be to create vacancies at that secondary school in cases where the provisional offers in the other local authorities are ranked higher.

In order to complete the allocations to these secondary schools, a second cycle of the procedure will be undertaken.

This second cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (6) above. The waiting list will comprise of:

- a) Nottinghamshire residents with no provisional offer; and
 - b) Nottinghamshire residents and non-Nottinghamshire residents with a provisional offer ranked lower than that of the oversubscribed secondary school for which a preference has also been expressed.
9. By the 13 February 2009 Nottinghamshire LA will have:

- a) Updated the list of provisional offers for oversubscribed community secondary schools;
- b) Updated the list of provisional offers for all Voluntary Aided and Foundation schools;
- c) notified any other local authority where the provisional offer is made to a resident of their area;
- d) received information from other local authorities of any places which those local authorities can offer in response to a preference expressed by a resident in the Nottinghamshire area as a result of the second cycle under the co-ordinated scheme.

10. By 23 February 2009, Nottinghamshire LA will:

- a) compare the updated list of provisional offers against the updated list of provisional offers from neighbouring local authorities;
- b) make determinations on which provisional offers will be made to Nottinghamshire residents taking account of:
 - i. provisional offers from neighbouring local authorities; and
 - ii. the waiting list for places at the secondary school.
- c) amend the list of provisional offers for each oversubscribed secondary school to take account of point b) above.
- d) inform any other local authorities and admission authorities of which offers are to be confirmed for places in their secondary schools which are to be accepted and of those which are not to be confirmed.
- e) have received from other local authorities and admission authorities' details of offers for places in Nottinghamshire secondary schools which are to be accepted and of those which are not to be accepted.

D The offer of a secondary school place

- 1. Parents and carers will only receive a single offer of a place for admission to a secondary school. In accordance with the co-ordinated scheme, they will be refused any other stated preferences. They will be given the right to appeal against any refused preference.
- 2. All offers of the single secondary school place will be made on the national offer day, 2 March 2009.
- 3. Nottinghamshire LA, as the home authority for the coordinated admissions scheme, will communicate all offers to Nottinghamshire residents on behalf of:
 - a) those community and voluntary controlled secondary schools for which it is the admission authority; and

b) any other admission authority which is offering a place to a Nottinghamshire resident.

4. All secondary schools within Nottinghamshire will be sent a strictly confidential list of those children whose parents have been offered a place at the school on 23 February 2009.

E Unallocated Preferences

1. In some cases, Nottinghamshire LA will not be able to make, or convey, an offer for any of the preferences expressed by a parent or carer of a child resident in Nottinghamshire. Nottinghamshire LA will, therefore, refuse or convey a refusal for each preference. For Nottinghamshire residents, a place will be allocated to the child firstly at the catchment area community secondary school (if there are places available) and then if necessary at the next nearest school by available walking route with places available. Places will be allocated according to the admission criteria. The parent or carer will have the right to appeal against each refusal, but will be asked to accept the allocated place, where relevant, and/or consider making a further application for up to three other schools.

F Waiting Lists

1. Nottinghamshire LA will operate a waiting list for all secondary schools in Nottinghamshire where the number of applications received during the normal admissions round for those schools has exceeded the number of available places in Year 7.
2. Names of children will automatically be placed on the waiting list for a secondary school place where they have been refused a place and where it is ranked above that secondary school at which a place has been offered.
3. A vacancy arises in Year 7 only when, during the normal admissions round, the number of offers for a particular secondary school falls below the published admission number applicable to that school for that year group. This includes schools where appeals panels have allowed admissions to an oversubscribed school.
4. The waiting list will operate on the offer day and will be maintained up to 4 September 2009.
5. Priority on the waiting list will be determined by reference to the appropriate admission authority's admission criteria.
6. Following the offer day, should a completed common application form be received for a secondary school where the pupil has a higher priority for that secondary school as determined by reference to the school's published admissions criteria, they will be placed above those with a lower priority.

G Right of Appeal

Any parent or carer whose child is refused a secondary school place for which they have applied has the right of appeal to an independent appeals panel*. The right of appeal also applies at times other than at the normal time of admission to school (for example, when families move into the area during the school year), and in respect of secondary school admissions at other than the normal age of admission (such as a year early or a year late for transfer from primary to secondary school). Parents and carers who have missed the normal deadlines for applying for admission to secondary school or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

*The School Admissions Code sets out the special arrangements for some twice excluded pupils.

H Late Applications

1. Certain late applications submitted in the normal admissions round that are received by Nottinghamshire LA up to 26 December 2008 will be treated as on time by the LA. Such applications will be from parents or carers who:
 - i) have moved into the area of Nottinghamshire LA; or
 - ii) have moved from one Nottinghamshire LA catchment area to another Nottinghamshire LA catchment area; or
 - iii) can establish at the time of completing the form that there were exceptional reasons for missing the closing date

and were, therefore, unable to meet the published closing date.

Voluntary aided and foundation schools will treat such applications as on time where it is practical to include them in their first ranking.

2. All other late applications for secondary school places and any under point (1) above received by Nottinghamshire LA after 26 December 2008 will be dealt with after the offer day.

I Dealing with applications after the offer day but before the start of the school year

Applications received on a common application form after the offer day, but before the start of the school year, or late applications as defined in Section H above, will be dealt with in ranked order.

1. Where the first ranked preference is for a school maintained by Nottinghamshire LA, and there are places available, Nottinghamshire LA will make an offer, or convey an offer, to the parent or carer and inform the school.
2. Where the first ranked preference is for a school not maintained by Nottinghamshire LA, the application will be forwarded to the relevant LA. If that LA informs Nottinghamshire LA that there are places available in the school, Nottinghamshire LA will accept the offer from that LA and convey the offer to the parent or carer.
3. Where the first ranked preference is for a school which is oversubscribed, and it is possible to place the name of the child on the waiting list for that school, the position on the waiting list will be determined by reference to the admission criteria of the school.
4. The second ranked school will then be considered, then the third ranked school, if necessary, as in paragraphs 1 – 3 above.
5. If it is not possible to make an offer for any of the preferences expressed by a parent or carer, a place may be allocated as indicated in Section E above.

J Applications Outside of the Normal Admissions Round

1. All applications for admission to a secondary school by a Nottinghamshire resident outside of the normal admissions round must be made on the common application form.
2. Any supplementary forms required by voluntary aided or foundation schools must be completed at the time of application, see Section B above.
3. Applications made by residents in any other local authority area must be made in accordance with the respective co-ordinated admissions arrangements appropriate to the child's home authority.

4. Parents and carers will be invited to state on the common application form up to three preferences for secondary schools in rank order.
5. Parents and carers can state preferences for secondary schools for which Nottinghamshire LA is the admissions authority, any other school maintained by Nottinghamshire LA or another local authority, or any combination of these schools.
6. The preferences will be dealt with in ranked order. Where the first ranked preference is a secondary school for which Nottinghamshire LA is the admissions authority, this will be dealt with before the second and third ranked preferences.
7. Where the first ranked preference (or another lower preference, if necessary) is for a secondary school for which Nottinghamshire LA is not the admissions authority the application will be forwarded to the respective admissions authority whilst consideration is given to lower ranked preferences at those secondary schools for which Nottinghamshire LA is the admissions authority.
8. The determination of a place at a secondary school will be based on:
 - a) any provisional offer made by another admission authority (where relevant);
 - b) the outcome of consideration of the application in accordance with Nottinghamshire LA's arrangements for admissions after the offer day;
 - c) the ranking of preferences on the common application form.
9. The offer of a place at any secondary school for a Nottinghamshire resident will be made, or conveyed, by Nottinghamshire LA.
10. In order to ensure that children are not without a school place for any longer than necessary, Nottinghamshire LA, and other admissions authorities, will determine whether or not an offer can be made as quickly as possible. Particular attention will be given to looked after children (children in public care). The *School Admissions Code* identifies this group of children as in need of local arrangements to ensure places can be found in schools that are suitable to their social, pastoral and educational needs as quickly as possible.

ANNEX 1

Timetable for Co-ordinated Admissions Arrangements

Closing Date for receipt of common application form
17 October 2008



Nottinghamshire LA send application details to other LAs for admission into their secondary schools / receive application details from other LAs for admission into Nottinghamshire secondary schools
14 November 2008



Nottinghamshire LA sends to other admission authorities details of the applicants for their schools
21 November 2008



Nottinghamshire LA receive from other admission authorities a list of all pupils, in admission criteria order, who can or cannot be offered a place.
5 January 2009



LAs send each other 1st cycle of results
16 January 2009



Nottinghamshire LA crunches results and sends results to other LAs
2 February 2009

END OF 1st CYCLE



LAs send each other 2nd cycle results
13 February 2009



Nottinghamshire LA crunches results of 2nd cycle and sends to other LAs again
20 February 2009

END OF 2nd CYCLE



LAs allocate places to pupils where possible/necessary



Secondary schools informed by own LA of final results
23 February 2009



Offers communicated to parents by Nottinghamshire LA
2 March 2009



Appeals

Nottinghamshire LA will endeavour to undertake only two allocation cycles prior to the national offer day

ANNEX 2

Criteria for the Offer of a Single place at a Secondary School

1. A Nottinghamshire resident will only receive one offer of a single place at any secondary school having completed the common application form.
2. Parents and carers are able to express up to three preferences and give reasons for each of those preferences for the secondary schools they wish their child to attend and list them in rank order.
3. All preferences will be assessed against the appropriate published admissions criteria for each secondary school.
4. Where a preference can be met up to the admission limit of a secondary school, the child becomes eligible for a provisional offer.
5. Where there is only one secondary school for which a preference can be met, the single offer of a place at a secondary school made to the parent or carer on the offer day will be for that secondary school.
5. Where there are two or three provisional offers which could be made, the ranking of the expressed preferences as listed on the common application form will be used to determine which of those provisional offers becomes the single offer of a place at a secondary school made to the parent or carer on the offer day.