

## **Co-ordinated Admissions Scheme for First and Primary Schools in the area of Newcastle City Council Local Authority**

**The dates relating to the admission process for the school year 2011-2012 (the specified year) are set out in Schedule 2**

### **Interpretation**

#### **In this Scheme -**

"the LA" means Newcastle City Council acting in its capacity as local authority;

"the LA area" means the area in respect of which the LA are the local authority;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"school" means a community or voluntary school (but not a special school) which is maintained by the LA;

"VA schools" means such of the schools as are voluntary-aided schools;

"admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a VA school, means the governing body of that school;

"the specified year" means the school year beginning at or about the beginning of September 2011;

"admission arrangements" means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

"parent" or carer means any person who (as defined in the 1989 Children Act) holds parental responsibility for a child and with whom the child normally resides;

"in-year admissions" means any application for a place in the first year of first or primary school education received during the academic year commencing in September 2011, and applications for a place in any other year group received at any time from the commencement of the Scheme;

"eligible for a place" means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number.

"home authority" is the LA that a parent resides in.

### **Commencement and extent**

This co-ordinated admission scheme will apply to the admission arrangements for the school year commencing September 2011 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in schedule to this scheme, or provisions having the same effect.

The governing body of each of the VA schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The scheme shall apply to every admission authority in the LA area (except special schools). The admission authorities are:

Newcastle City Council  
Archbishop Runcie First School  
Christ Church C of E Primary School  
English Martyrs' RC Primary School  
Our Lady and St Anne's Roman Catholic Primary School  
Sacred Heart RC Primary School  
St Alban's RC Primary School  
St Anthony's C of E Primary School  
St Bede's RC Primary School  
St Catherine's RC Primary School  
St Charles' RC Primary School  
St Cuthbert's Catholic Primary School  
St Cuthbert's RC Primary School  
St George's RC Primary School  
St John Vianney RC Primary  
St Joseph's RC Primary School  
St Lawrence's RC Primary School  
St Mark's RC Primary School  
St Michael's RC Primary School  
St Oswald's RC Primary School  
St Paul's C of E Primary School  
St Teresa's Catholic Primary School  
St Vincent's RC Primary School

## **The Scheme**

1. The Scheme referred to in paragraph 2 below shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every first and primary school in the LA area (except special schools) and shall take effect from 15 April 2010.

## SCHEDULE 1

### Part 1 – The Scheme

1. There will be a standard form supplied by the LA known as the Common Application Form (CAF) which will also be available electronically and on-line
2. The CAF will be used for the purpose of admitting pupils into the first year of first and primary school education in the specified year.
3. The CAF must be used as a means of expressing a maximum of 4 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child to be admitted to a school within the LA area (including VA schools) or to be admitted to a school located in a different LA area
4. **The CAF will -**
  - a. allow parents to express up to four preferences, including where relevant any schools outside the LA's area, by completing the form in rank order of preference.
  - b. invite parents to give their reasons for each preference.
  - c. explain that the parent will receive no more than one offer of a school place and that:
    - (i) all preferences will be treated equally
    - (ii) a place will be offered at the highest ranking nominated school for which they are eligible for a place under the admission criteria; and
    - (iii) explain that, if more than one school is nominated, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest).
    - (iv) if a place cannot be offered at a nominated school, a place will be offered at an alternative school
  - d. specify the closing date and where the application form must be returned, in accordance with paragraph 11.
5. The LA will make appropriate arrangements to ensure:
  - a. that the CAF is available on request from schools, the LA, electronically and on-line at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)
  - b. that the CAF is accompanied by an explanation of the co-ordinated admissions scheme between schools in the local authority area.
6. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child due to start primary education is made aware of the procedures for applying for a place in a Newcastle school and receives a copy of the CAF and guidance.
7. All preferences expressed on the CAF are valid applications. The governing body of a VA school can require parents who wish to nominate, or have nominated its school on the CAF, to provide additional information on a supplementary section of the form only

where the additional information is required for the governing body to apply its oversubscription criteria to the application.

### **Submitting applications**

8. Applications are to be returned to the LA by **15 January 2011**. It will be the responsibility of parents to ensure that applications are returned directly to the LA responsible for the schools they wish to apply for, in a paper format, by email or on-line by the closing date.

### **Changing preferences**

9. The LA will not allow preferences to be changed after the closing date, without an exceptional reason for doing so.

### **Determining offers in response to the CAF**

10. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
  - (a) it is acting in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 16 of this Schedule.

11. Completed application forms are to be returned to the LA by the due date (15 January 2011).
12. Completed application forms, which are received after the closing date will be considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
13. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances should apply.
14. **By 31 January 2011** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by 31 January 2011.
15. **By 28 February 2011** the admission authority for each school will consider all applications, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of applicants ranked according to the school's over-subscription criteria.
16. **By 4 March 2011** the LA will match these ranked lists against the ranked lists of the other schools nominated and:

- Where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference,
- Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest (measured straight line distance) Newcastle community school to the home address with a vacancy.

The LA will provide schools and other LA with a **first indicative list of offers**.

17. **By 28 March 2011** the LA will inform first and primary schools of the pupils to be offered places at their schools.
18. Parents will be **notified by letter posted on 1 April 2011** that they are being offered a place at the allocated school. This letter will give the following information:
- The name of the school at which a place is offered;
  - The reasons why the child is not being offered a place at any other schools nominated on the CAF with a higher rank;
  - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - Contact details, so that they can lodge an appeal with the governing body of a Voluntary Aided school and the relevant admission authorities.
  - The letter will inform parents of places available at other schools if the place offered was not at a school nominated by the parent.
19. **Friday 15 April 2011:** the deadline for parents to accept the place offered. If parents do not respond by this date the LA will assume that the place is no longer required.

The LA will continue to pursue parents for written confirmation of the alternative provision they should have arranged for their child.

20. The LA will re-allocate any places that may have become vacant since, giving priority to parents on the waiting lists. Waiting lists will be ranked in accordance with the schools admissions oversubscription criteria.

## Waiting Lists

21. Children will be kept on a waiting list of children to be re-allocated places if they become available after at any school they have ranked higher on their CAF than the school they were offered.

Where a parent receives a place at their highest ranked school, therefore, they will not normally be considered for re-allocation, nor will they be offered a place at any other school simply because it has places still available.

Where a parent has been allocated a place at their second preference school, they may be placed on the waiting list of their first preference but not their third.

Where a parent has been offered a place at a school which they did not nominate on their CAF, they may be placed on the list of all the schools they did nominate, and can then be considered for places at those schools, if any become available.

22. Waiting lists for schools will be kept by the Admission Authority at least until the end of the **Autumn Term 2011**. The waiting list will be maintained strictly in accordance with the oversubscription criteria and a place will be offered to the child ranked highest on the list, if one becomes available.

## **Part 2 – late applications**

23. The closing date for applications in the normal admissions round is **15 January 2011**.

As far as is reasonably practicable applications for places in the normal admissions round that are received late *for exceptional reasons* may be accepted. Examples of what will be considered as a valid reason include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Newcastle property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

All other applications received after the closing date of 15 January 2011 will be processed after those received on time.

### **Late applications received after 27 January 2011**

24. Applications received after the allocation procedure has begun on 27 January 2011 will be deemed as late and will be considered after the allocation period has ended but before 1 April. As far as possible, late applications received prior to 1 April 2010 will be offered a school place on 1 April, but the closer to the 1 April deadline that an application is received, the less likely it will be that an offer will be made on that date.

### **No form received by 1 April 2011**

25. Where no Form is submitted the child will, on 1 April 2011, be offered a place at the nearest Newcastle community school to the home address, measured in a straight line, with a vacancy.

## **Part 3 – in-year or casual applications**

In-year admissions are those applications received after the 31<sup>st</sup> August 2011 and for places in year groups other than the normal year of entry

26. Applications received after the commencement of the school year and for places in year groups other than the normal year of entry to Newcastle community first and primary schools will be treated as casual or in-year admissions.
27. An application for a place in a voluntary aided school, or for a place in a school in another LA, will be referred to the governing body of the school, or the appropriate LA. If the parent is refused a place, the right of appeal must be offered.

## **SCHEDULE 2**

### **Timetable of Co-ordinated scheme 2011 – Reception class**

**At the beginning of the autumn term 2010**, parents will be invited to express their preferences for up to four schools.

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|----------------------------|---|
| <b>By 15 January 2011</b>  | Application forms, email or on-line applications to be submitted to the LA  |
| <b>By 31 January 2011</b>  | Details of applications to be sent to VA schools and neighbouring authorities   |
| <b>By 28 February 2011</b> | VA schools and neighbouring authorities provide the LA with ranked lists of applicants.   |
| <b>By 4 March 2011</b>     | The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 16 of Schedule 1 and provide VA schools and other authorities with a first indicative list of offers |
| <b>By 28 March 2011</b>    | The LA will notify schools which parents will be offered places at their school   |
| <b>1 April 2011</b>        | Notifications sent to parents   |
| <b>15 April 2011</b>       | Last date for offers to be accepted by parents  |