

**LEICESTER CITY COUNCIL
CO-ORDINATED ADMISSIONS SCHEME FOR ADMISSIONS OUTSIDE OF
NORMAL TRANSFER ROUND
(In Year admissions)**

Section 2.21 of the School Admissions Code states:

There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2013/14 and all subsequent years, but they must provide in the composite prospectus how in-year applications can be made and will be dealt with. Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

Section 2.22 of the School Admission Code states :

Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place.

How it is proposed the scheme will operate in Leicester

Leicester City Council will no longer coordinate In Year admission application for those own Admission authority maintained schools who wish to administer their own In Year applications. Own admission authority maintained schools include Academies, Voluntary Aided schools, Trust schools and Free schools. Parents are advised to check which own admission authority maintained schools administer their own In Year applications.

Parents with children of statutory school age who move into or within Leicester and require a school place outside of the normal transfer times should apply for a school place using the City Council's General Application Form. This is available from the School Admissions Team, Customer Services or can be downloaded from the Council's website. The City Council will also provide a suitable form for those parents wishing to apply to an own Admission authority maintained schools which administer its own In Year applications

The General Application Form provides for three preferences to be expressed. These preferences can include any maintained school in England.

Parents resident in the City should not apply for a school place directly to a school or any other Local Authority unless the school is its own admission authority. Any General Application Forms received by schools or other LAs should be forwarded to Leicester City Council's School Admissions Team.

Parents who are resident outside the City, i.e. within the County Council area, who wish to apply for a City school will need to do so on a County form, which should be returned to the County Council.

Pupils must take up their school place within two weeks of it being allocated. We are unable to consider applications for schools when the date that the place is required is outside this period. School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

Upon receipt of an application, the following process will take place for applications to schools which are within the coordinated scheme.

Step One: Within five working days of receipt of the application, the Admissions Team will share with other Admission Authorities (VA Schools, Academies, other LAs) any preferences that need to be considered. This will be necessary where there is no higher preference Community or VC School that can be offered.

Example 1

1st preference: Community School (places available)

2nd preference: VA School

3rd preference: School in other LA

Unnecessary to share information with other Admission Authorities as highest preference can be offered.

Example 2

1st preference: VA School

2nd preference: Community School (no places available)

3rd preference: Academy

Details of application would be shared with the VA School. It would also be shared with the Academy if it is likely that no place is available at the VA School.

Example 3

1st preference: School in other LA

2nd preference: Voluntary Controlled School (places available)

3rd preference: VA School

Details would be shared with the other LA, but not the VA School as a higher preference can be offered.

Example 4

1st preference: Community School (no places available)

No other preferences expressed. Closest schools to home address are a VA School and an Academy.

Details would be shared with the VA School and the Academy as they might be allocated as the nearest school with spaces available.

Step Two: Within five school days of sharing of details of the application, the other Admission Authority will indicate to LCC whether a place can be offered.

Step Three: LCC will write to the parent offering the highest preference place that can be allocated, or the nearest school with places available. At the same time all Admission Authorities consulted at Step One will be informed (either that a place has been offered at their school, or that it was not necessary to do so). If it has not been possible to offer a preference placed higher by the parent than the school offered, details of the right of appeal will be included. Information about Waiting Lists will also be provided. The parent must indicate their acceptance of the offer within 10 working days.

No offers of places should be made directly to parents by schools who have remained in the local authority coordinated scheme.

In the interests of safeguarding, if a parent whose child does not currently have a school place approaches a school to enquire as to the availability of places, as well as advising them of the need to complete a General Application Form, schools should ask for basic details (name, address and pupil's date of birth), which should be passed to the Admissions Team.

Order of consideration of applications for Community and Voluntary Controlled Schools.

Applications will be considered on a daily basis, based on the date of receipt by the City or County Council Admissions Team (dependent on where the pupil lives).

Supplementary Information Forms

Some Admission Authorities require Supplementary Information Forms (SIF) to accompany applications, generally in order to ascertain allegiance to the faith of a school with a religious character. Every effort will be made, through appropriate publicity and instructions on the General Application Form (GAF), to ensure that parents complete the appropriate SIF and return it to the school at the same time as they the GAF to the Admissions Team.

In most cases, the absence of a SIF should not delay the allocation of a place. If places are available at a school, the pupil must be admitted irrespective of their faith allegiance. The only circumstance when it would be acceptable for a school to wait for a SIF to be returned would be when more applications were received on one day than the number of places available.

For example, two applications are received for a VA school on the same day and only one place remains. Both applicants' SIFs will need to be considered in order to apply the school's admission criteria and decide which applicant should be offered a place.

SIFs will be required by some schools in order to place unsuccessful applicants in the appropriate place on their waiting list (see below).

Information about pupil numbers

Schools within Leicester City which are their own Admissions Authority (VA Schools and the Academy) are asked to keep the Admissions Team updated with pupil numbers on a regular basis. This will enable confirmation of offers of places (Step Two) to be

made with the minimum of delay. However, the Admissions Service will never offer a place without confirming beforehand with a school that is its own Admission Authority.

Waiting Lists for schools which are their own admission authority and are within the coordinated scheme.

Where a place becomes available at a school which is its own Admissions Authority and there is a waiting list in place, the school will ask the Admissions Team to offer a place to the child in first place on the list (ranked by the school's admission criteria).

In order to avoid making an offer of a place that is no longer required by the parent, once they have established that no other applications were received by the Admissions Team before the place became available, the school may contact the parent of the child in first place on the Waiting List. If the place is not required, the parents of the children in second and, if necessary, subsequent, places on the list may be contacted so that an offer can be made to the highest placed pupil still requiring a place. When this has been ascertained, the school will contact the Admissions Team, who will formally make the offer.

Mid-Year Protocols

Applications for pupils seeking to move from one City Secondary School to another will not be considered until an Internal School to School Transfer Request Form is completed and returned.

Where schools are covered by the provisions of Paragraph 3.12 of the School Admissions Code, relating to Challenging Behaviour, the LCC "Challenging Behaviour" protocol will be followed. The timescales for making enquiries in accordance with this protocol are longer.

LCC's Fair Access Protocol will operate in respect of pupils covered by its provisions. The School Admissions Code sections 3.10 to 3.15 allows for pupils to be allocated places, in accordance with the Fair Access Protocol, where the Year Group is full.

KEY POINTS FOR SCHOOLS

- All applications for school places* should be made on the LA's General Application Form (County residents need to use the County Form) * the exception is those schools which are own Admission authority maintained schools who wish to administer their own In Year applications. In these cases parents can use the General Application Form or the school's own form;
- When asked by the Admissions Team about the availability of places, please try respond as soon as possible, ideally immediately, but certainly within five schools days;
- All offers of places for Community, Voluntary Controlled and other schools participating in the local coordinated scheme will be made by letter from the LA,

including for pupils on the waiting list. Schools who are part of the local coordinated scheme will not offer places themselves;

- For any child without a school place whose parents contact the school, please pass on basic details to the Admissions Team.