

Leicester City Council

CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS 2014/15

1. Introduction

- 1.1 The School Admissions Code requires local authorities to have a scheme covering every maintained school (but not special schools) in its area. Regulations require local authorities (LAs) to exchange specified information with their neighbours. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.
- 1.2 The duty to comply with parental preference is not affected by co-ordinated admission arrangements, except where more than one place could be offered, nor do co-ordinated scheme affect the rights and duties of governing bodies of own admission authority (e.g. voluntary aided and foundation) schools to set and apply their own admission arrangements and over subscription criteria.
- 1.3 Only the home local authority of the child can make offers for secondary school places.

2. Main obligations imposed by the regulations

- 2.1 The common application form must allow parents to express at least 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.
- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding

whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.

- 2.5 Offers of places must be sent on 1 March 2014 (or the next working day if the 1st is not a working day) in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must, if there are places available, be offered a place at another school.

3. Administration of the Scheme

For all dates mentioned below, if the date is not a working day, then close of business on the next working day applies.

Leicester City schools which receive direct applications in error must inform Leicester City LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

- 3.1 Application forms are sent to parents by the week commencing 9 September 2013. Leicester's form invites all parents resident in Leicester City to name three preferred schools, in order of preference by close of 31 October 2013 (the national closing date) for admission the following September. It is made clear that parents should name all schools at which they wish their child to be considered for a place including their priority area school or any foundation or voluntary aided school.
- 3.2 Leicester City LA sends other admission authorities details of applicants for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc) can be treated in the same way as that received via Leicester City LA once it has been established that this only relates to applications which are mentioned and ranked on Leicester City LA's form.
- 3.3 Leicester City LA applies its own admissions criteria to requests for places in its own schools whether applications have come direct from parents resident in Leicester or those who are resident in other authorities and have applied via their home authority.
- 3.4 The other admission authorities apply their admission criteria, and send Leicester City LA, a list indicating the order in which all children for whom application to the school has been made have priority by reference to the over-subscription criteria. Although applications need to be assessed and grouped against the criteria, admission authorities of seriously over-subscribed schools need not give individual rankings to applicants in the lowest priority grounds for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. They do, however, need

to notify the LA of those children who are next in line, should places become available as a result of applying the scheme.

- 3.5 Leicester City LA then compares the lists from all schools in its area. Where a child qualifies for more than one offer of a place, a place would be offered at the school which was highest in the parent's order of ranking. For applicants living in another LA, Leicester City notifies the home LA whether or not it is able to offer a place in line with any preferences made.
- 3.6 Leicester City LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
- 3.7 Leicester City LA will receive notifications from other LAs of any places which those LAs or schools in their areas can offer in response to any preference expressed by one of their residents. If Leicester City LA is made aware that another LA is able to offer a place in a school which is higher up the parent's order of ranking than the highest ranked school to be offered by Leicester City LA, then Leicester City LA will not make an offer for a place in a Leicester City school.
- 3.8 Parents for whom no preference can be agreed will be allocated a place on the basis of the nearest available school with places remaining. This may be a school that is its own admission authority, e.g. voluntary aided.
- 3.9 Leicester City LA then sends all schools that it maintains the final lists of pupils to be allocated places.
- 3.10 On 1 March – the “National Offer Day” – Leicester City LA writes to every resident parent who applied for a place to tell them of the allocated school place. Where necessary, details of the parent's right to appeal and of waiting list arrangements are provided.
- 3.11 Late applications and requests for changes to list of preferences received after 31 October will be dealt with as follows:

If you wish to make changes to your application your new application will only be considered as on time if you submit it before the deadline of 31 October 2013. If you change your preferences after the closing date, and it alters the ranking of your preferences, this will be dealt with as a late application.

A change submitted after that date will only be accepted as being on time if there is a genuine reason for doing so - e.g. if there has been a recent unplanned change of address. Proof of this will be required.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the deadline.

- 3.12 Admission applications received after the normal admission round, i.e. after the allocation of places on 1 March , or for years other than the normal year of entry, will be handled as quickly as possible if places are available, according to LA admissions policy.
- 3.13 Waiting lists for oversubscribed schools must be held for at least one term in the academic year of admission, ranked in the same order as the published oversubscription criteria.
- 3.14 For in-year (i.e. mid-term) requests, please refer to the LA's "In Year co-ordinated admission scheme."

TIMETABLE FOR SECONDARY TRANSFER / YEAR 7 SCHOOL ENTRY FOR SEPTEMBER 2014

- W/C 9 September 2013 - Information packs issued to parents.
- September and October 2013 - Parents seek advice and visit schools.
- 31 October 2013 - Closing date for applications for children who will be in Year 7 on 1 September 2014.
- November 2013 to February 2014

Preference data shared with other LAs, and application data shared with VA schools and Academies

Academy and VA admission order of priority lists received by LA.

Final draft results shared with schools.

- 1 March 2014 - Offers made to parents by City Council, including offers made to parents living in other LAs.
- May/June 2014 – School admissions appeals.