

Co-ordinated scheme for admission to school in the main admission round in 2018/19

The scheme has been written in accordance with the requirements of the School Admission Code, 2014 (published by the Department for Education (DfE)) and applies to all publicly funded schools (community, voluntary controlled, voluntary aided, foundation, trust, academy and free schools) within the administrative area of Hampshire County Council (see Appendix 1).

The **main admissions round 2018/19** refers to the processes for handling all applications received up to and including 31 August 2018 for a school place in the year of entry in September 2018. The **normal admissions round** refers to the processes for handling on-time applications. The local authority (LA) is responsible for coordinating applications in the main admissions round.

The scheme sets out general principles and key actions in the main admissions round for entry to school in September 2018. Further detail will be provided on the website and in the LA's brochure for parents '*A parent's guide to applying for a school place in the main admission round – School year 2018/19*'. Detailed administrative procedures will be published to schools at the start of the autumn term.

The key purpose for this scheme is that every parent of a child living in the local authority area who has applied to a publicly funded school is sent one, and only one, offer of a school place, taking into account parental preference, by their local authority.

Information for parents and application forms

The LA will publish its composite prospectus, no later than **12 September** in the offer year, online as well as in hard copy available for distribution without charge to parents on request throughout the offer year.

Details of all Hampshire's publicly funded schools and their admission arrangements will be published on the County website and will be kept up-to date throughout the period in which it is possible for parents to apply for a place for their child. Hard copies of individual school details will be available on request from the County Admissions Team. Own admission authority schools are also required to publish their admission arrangements on their website.

Applications for children resident in Hampshire (not including the administrative areas of Southampton and Portsmouth) must be made to Hampshire County Council, regardless of the status or LA of the publicly funded school for which they wish to apply.

'Starting school' literature (posters and postcards publicising the Year R application process) will be distributed to the 900 early years providers within the County, all publicly funded schools, , libraries, GP Surgeries, Health visitors, CAB offices and

Local Parish Councils, who are asked to assist with making relevant Hampshire parents aware of the need to apply for their child to start school in September 2018.

Hampshire parents with Year 2 or Year 6 children attending publicly funded schools in other LAs will be sent information about the application process direct by the Admissions Team. All Hampshire applicants will be required to complete Hampshire's Common Application Form. Parents can express up to three preferences in their application. Parents can apply online via the School Admissions pages of the County website. Alternatively, paper application forms will be available on request from all publicly funded schools in Hampshire or the LA, from no later than 6 weeks before the national closing dates. These can be submitted to Hampshire County Council by sending direct to the County Admissions Team or by handing into a Hampshire maintained school, who will forward the application to the County Admissions Team for processing. If a second on-time application is received from the same parent for the same child, only the later one will be processed.

Residents of other areas should apply to their home local authority. Parents of Year 2 or Year 6 children attending Hampshire publicly funded schools but living in other LAs can expect to receive information about the application process direct from their home LA.

Supplementary Information Forms

The governors of some schools may require a supplementary information form to be completed to ensure they have sufficient criteria-related information to be able to allocate places correctly. This form is **additional to, and does not replace**, the application on the home LA's common application form, which must be completed in every case. Voluntary aided, foundation, trust, academy and free schools will consider an application submitted to Hampshire County Council, even when not supported by a supplementary information form. To be considered, supplementary information forms must be returned to the school by the relevant application deadline below.

Application deadlines

National deadlines are in place for both primary and secondary admissions rounds.

31 October 2017 - closing date for secondary school applications (Year 7)

15 January 2018 - closing date for primary phase applications (Years R & 3)

The online form will close at **midnight** on the dates above.

Consideration of applications

In the normal admissions round, all applications for each school will be considered together. Each school's policy sets out how applications will be prioritised if a school is oversubscribed. If a child can be offered a place at more than one school, reference will be made to parents' expressed preferences and the highest preference available will be allocated. If none of the schools named can offer a place, the catchment or nearest school with a place will be allocated.

Addresses

On the application, parents must give the child's permanent address on the application deadline (even if they are planning to move after the deadline). Either during the application process or after the offer of a school place, parents may be asked for proof of address, usually recent household bills. When a place for a child is accepted to start school for the first time the parent will also be asked for evidence of the child's date of birth.

For house moves after the application deadline an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by 05 January 2018 (Year 7 applicants) or 15 February 2018 (Year R and Year 3 applicants), parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above dates, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.
- A new address resulting from a house move notified after 05 January 2018 (Year 7) or 15 February 2018 (Year R and Year 3) will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

In all other circumstances, if the address on the application is not the child's normal address, then the applicant must provide an Arrangements Order, issued by a court, for the address to be considered.

If the child lives at different addresses during the week, the applicant may put only one address on the form as the child's permanent residence. Children who spend part of their week with one parent and part with the other, at different addresses, must use the address at which they spend most of their time. This address will be used for the purpose of determining school catchment area and distance from school. Residence at weekends and during school holidays are taken into account.

The County Council will investigate allegations of false addresses and may monitor residency details particularly if use of a temporary address causes concern.

Co-ordination with other local authorities

Information about Year 6 and Year 2 out-county pupils will be exchanged between LAs during the summer term preceding the application year.

On-time applications for schools in neighbouring LAs will be recorded by the Admissions Team and then sent to the maintaining LA of the school in order that they can be considered in the normal admissions round alongside home LA applications (refer to timetable on page 7). Information about offers of places will be exchanged. All offers for on-time applicants will be made by the home LA on the national notification date.

The main round admission process will be coordinated with neighbouring authorities beyond each notification date and until 31 August and will include the allocation of school places for September 2018 to late applicants.

Notification dates

On the relevant date below, Hampshire County Council will send letters to, or notify by electronic means, all Hampshire parents who applied on-time, informing them of the outcome of their applications.

01 March 2018 - National notification date for secondary phase applications (Year 7)

16 April 2018 - National notification date for primary phase applications (Year R & 3)

Minutes of governing body meetings which are available to the public before the notification date must give no indication of possible allocations.

Late applications

Applications from Hampshire parents received after the deadline but before 31 August 2018, for all publicly funded schools, will be made to Hampshire County Council, using the County's Late Application Form, available on the School Admissions pages of the County website, on request from all publicly funded schools or the School Admissions Team. These must be submitted to Hampshire County Council by sending direct to the School Admissions Team or by handing in to a Hampshire maintained school. Late applications will be considered after all on-time applications, unless there are exceptional circumstances that warrant consideration as on-time. Subject to the dates below, late applications for Hampshire schools will always be considered alongside others on waiting lists and places offered in accordance with the admission policy for each school.

Secondary:

Late applications for each school **received after 31 October 2017 and before 01 March 2018** will be considered together on **15 March 2018** for any available places. Late applications **received on or after 01 March 2018** will be considered **from 16 March 2018 onwards** in order of receipt.

Primary:

Late applications for each school **received after 15 January 2018 and before 16 April 2018** will be considered together on **30 April 2018** for any available places.

Late applications **received on or after 16 April** will be considered **from 01 May 2018 onwards** in order of receipt.

Late applications for schools in other LAs received by 05 January (secondary) or 15 February (primary) will be forwarded on those dates. Applications received after this date will be transferred on the day after the relevant notification date. Subsequent late applications will be transferred within 5 working days to the maintaining LA for consideration. On receipt of a decision from the maintaining LA, the decision will be notified to the parent by Hampshire County Council. Where Hampshire County Council is notified of a late application from a resident of another LA, the intention is that a decision will be sent to the home LA within 10 working days.

Where a late application is received for a publicly-funded Hampshire school which is its own admission authority, the application will be forwarded immediately to the school. The school will be required to give a decision on the application to the LA within 5 days.

As in the normal admissions round, where more than one of a parent's preferred schools can offer a place, reference will be made to a parent's expressed preferences and the highest preference available will be allocated. Where none of a parent's preferred schools are available a place at the catchment school or nearest school with a place will be allocated, unless the parent already holds a place at the catchment or nearer school.

The aim of the co-ordinated scheme is to offer one school place per child. Where subsequent applications result in a second offer for the same child, the first offer will automatically be withdrawn.

Waiting lists

Waiting lists are established at oversubscribed schools 14 days after the notification date and for all Community and voluntary controlled schools, will be maintained through to 31 August 2019. Throughout the main admissions round, a child's name will automatically be added to the waiting list of any school named as a higher preference than the school allocated. Parents wishing their child to be included on the waiting list of another school named in the application must inform the authority in writing.

Each waiting list will be ranked according to the admission policy for the school with no account being taken of the length of time on the list. When a place becomes available it will be allocated to the child at the top of the waiting list at that time. Offers to Hampshire residents from the waiting list will be made by the LA. Offers to residents of other LAs will be sent electronically to the home LA who will notify the parents.

Appeals

If a child is refused admission to a school, the parent will have the right of appeal to an independent appeal panel against the decision to refuse. Information about the waiting list and the right of appeal against the decision will be advised in the notification letter. A timetable for appeals will be published on the Admissions pages of the County website by 28 February 2018.

Appeals for community and controlled schools are handled by the Chief Executive's Department on behalf of the County Council. The governors of foundation, voluntary aided, academy and free schools are responsible for their own independent appeals arrangements.

Duties of schools which are their own admission authority

Governing bodies of schools which are their own admission authority (voluntary aided, foundation and trust schools, academies and free schools) must forward to the Admissions Team any application made to the school direct together with any supporting documentation provided by the parent (regardless of whether the parent making the application resides in the administrative area of the County Council).

Governing bodies of such schools must rank all applications to the school in accordance with the school's admission criteria, unless they have asked the local authority to do this on their behalf. Governing bodies must notify the Admissions Team of their ranking within the prescribed timescales.

Duties of the Local Authority

Hampshire County Council will co-ordinate all applications and offers with all own admission authority schools in the County and with other relevant LAs, according to the timetable in this scheme. On the notification dates, on behalf of the governing bodies of own admission authority schools in the County and on behalf of other LAs, the County Council will notify Hampshire parents of the outcome of their applications.

Timetable of coordination for secondary phase applications

31 October 2017	Closing date for applications
10 November 2017	LA transfer of applications data to other LAs
24 November 2017	LA publishes full lists of on-time applications to secondary schools
05 January 2018	Last day for changes to on-time applications following significant change of circumstances LA transfer of late applications to other LAs
w/c 08 January 2018	Aided, foundation and academy schools and schools with school-specific criteria submit ranked lists of applications to LA
Mid Jan to mid Feb 2018	First provisional allocation list sent to other LAs, followed by coordination of offers (including informing any other LA of outcome of application of other LA child)
01 March 2018	Notification date
02 March 2018	Remaining late applications transferred to other LAs
15 March 2018	First notification date for late applications Waiting lists for oversubscribed schools established LA makes Common Transfer Files (CTF) containing offered pupil's records available schools via EDDIE
Mid May onwards	Appeals

Timetable of coordination for primary phase applications

15 January 2018	Closing date for applications
24 January 2018	LA transfer of on-time application data to other LAs
01 February 2018	LA publishes full lists of on-time applications to infant/junior schools
15 February 2018	Last day for changes to on-time applications following significant change of circumstances LA transfer of late applications to other LAs
w/c 26 February 2018	Aided, foundation and academy schools and schools with school-specific criteria submit ranked lists of applications to LA
End of Feb – 31 March	First provisional allocation list sent to other LAs followed by coordination of offers (including informing any other LA of outcome of application of other LA child)
16 April 2018	Notification date
17 April 2018	Remaining late applications transferred to other LAs
30 April 2018	First notification date for late applications Waiting lists for oversubscribed schools established LA makes Common Transfer Files (CTF) containing offered pupil's records available schools via EDDIE
Mid-June onwards	Appeals