



## Co-ordinated scheme for admissions to school in the normal admissions round in 2013/14

The scheme has been written in accordance with the requirements of the School Admission Code<sup>1</sup>, 2012 (published by the Department for Education (DfE)) and applies to all maintained schools within the administrative area of Hampshire County Council, including voluntary aided, foundation, trust, academy and free schools (see Appendix 1).

The scheme sets out general principles and key actions in the normal admissions round for entry to school in September 2013 and does not apply to applications received after 31 August 2013. It will be published on the Admissions pages of the County website by 01 January 2012. Further detail will be provided on the website and in the Local Authority's (LA's) brochure for parents 'A parent's guide to applying for a school place – School year 2013/14'. *Administrative procedures will be made available to schools at the end of the summer term each year by the County Admissions Team.*

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

### 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. Reference copies of the brochure for parents will be distributed to all maintained Hampshire schools, local offices, Locality Team Offices, libraries, information centres, Children's Centres and HIVE Information Centres for Military families, across the County.

Details of all Hampshire maintained schools, academies and free schools and their admission arrangements will be accessible through the Admissions pages of 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. 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.** All Hampshire parents requiring a school place will be required to apply to Hampshire regardless of the status or LA of the maintained schools, academy or free school for which they wish to apply. Hampshire parents with Year 2 or Year 6 children attending (maintained) schools in other LAs will be sent information about the application process direct by the Admissions Team. Parents

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<sup>1</sup> At the time of writing, the new School Admissions Code is still to be laid before Parliament and there may be changes to the text that may impact on the content of this scheme.

can express up to three preferences on their application. Parents can apply online via the Admissions pages of the County website. Alternatively, paper applications forms will be available on request from all maintained schools and academies or the local authority, 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 (maintained) schools but living in other LAs will receive information about the application process direct from their home LA.

### **Supplementary Information Forms**

In addition, 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 on a common application form or online application, even when not supported by a supplementary information form. 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 2012 (by midnight)** - closing date for secondary school applications (Year 7)

**15 January 2013 (by midnight)** - closing date for primary school applications (Years R & 3)

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

### **Consideration of applications**

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 next nearest school with a place will be allocated.

### **Addresses**

In 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 address, e.g. health records.

**For house moves after the application deadline** exchange of contracts or a signed tenancy agreement 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 11 January 2013 (Year 7 applicants) or 15 February 2013 (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 11 January 2012 (Year 7) or 15 February 2012 (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.

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

**If the address on the application is not the child's normal address**, then the applicant must provide a Residence 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 pg 5). 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 until late applicants have been offered school places for September 2013.

### **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 2013** - National notification date for secondary school applications (Year 7)

**16 April 2013** - Notification date for primary school applications (Year R & Year 3)

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

### **Late applications**

Applications from Hampshire parents after the deadline will be made to Hampshire County Council, online via the Admissions pages of the County website, or, alternatively, using the County's Late Application Form, available on request from all maintained schools and academies or the County Admissions Team. These must be submitted to Hampshire County Council by sending direct to the County Admissions Team or by handing into 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.

Two weeks after the notification date for on-time applications, late applications received by this date will be considered. Where schools have enough spaces for all late applicants on this date, these will be offered. Where there are not enough spaces, all late applicants will be added to the waiting list, which is established on the same date (see below), in their correct position according to the admission criteria for the school, and places offered in order from the ranked list. Where none of a parents' preferred schools are available, a place at the catchment or next nearest school with a place will be offered.

Thereafter, applications received by the end of Friday each week will be considered together; offers or refusal letters will be sent in the following week (except during the school holidays, when parents may have to wait until staff have returned to school for the following term). Where schools have spaces available for all new applicants, these will be offered. Where there are not enough spaces, late applicants will be added to the waiting list, in their correct position according to the admission criteria for the school, and places, if available, offered in order from the ranked list.

In each case, where more than one of a parents' preferred schools can offer a place, reference will be made to parents' expressed preferences and the highest preference available will be allocated. Where none of a parents' preferred schools are available, a place at the catchment or next nearest school with a place will be offered.

For Hampshire parents applying for a school in another LA the Late Application Form should be submitted to the County Admissions Team, who will liaise with the relevant local authority for the preferred school. The parent will receive a reply from the County Admissions Team within 10 school days.

Residents of other areas applying for Hampshire schools will need to submit their application to their home local authority. These applications will be notified to the County Admissions Team and will be considered along with applications from Hampshire parents.

**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 be withdrawn.**

**Waiting lists**

Waiting lists are established at oversubscribed schools 14 days after the notification date. A child will automatically have their name 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 waiting 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 schools on behalf of the LA, or 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 2013.

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 admission authority schools**

Governing bodies of 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 voluntary aided, foundation, trust schools, academies and free schools must determine by reference to the school's admissions criteria the ranking of all applications to the school, unless they have asked the local authority to do this on their behalf. When requested to do so such governing bodies must notify the Admissions Team of their determination within the prescribed timescales.

**Duties of the Local Authority**

Hampshire County Council will co-ordinate all applications and offers as per the timetable in this scheme, with all admission authority schools in the County and with other Local Authorities whose schools have been named in an application. On the notification dates, the County Council will notify parents on behalf of the governing bodies of admission authority schools in the County, and on behalf of other LAs of their LA's decisions.

### Timetable for secondary schools

<b>31 October 2012</b>	<b>Closing date for applications</b>
16 November 2012	LA transfer of applications data to other LAs
30 November 2012	LA publishes full lists of on-time applications to secondary schools
11 January 2013	Last day for changes to on-time applications following significant change of circumstances
16 January 2013	Aided, foundation and academy schools and schools with school-specific criteria submit ranked lists of applications to LA
Mid Jan to mid Feb 2013	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)
<b>1 March 2013</b>	<b>Notification date</b>
2 March 2013	LA transfer of late applications to other LAs
15 March 2013	Notification date for late applications Waiting lists for oversubscribed schools established
Mid May onwards	Appeals

### Timetable for primary phase schools

<b>15 January 2013</b>	<b>Closing date for applications</b>
28 January 2013	LA transfer of application data to other LAs
4 February 2013	LA publishes full lists of on-time applications to infant/junior schools
15 February 2013	Last day for changes to on-time applications following significant change of circumstances
25 February 2013	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)
<b>16 April 2013</b>	<b>Notification date</b>
17 April 2013	LA transfer of late applications to other LAs
30 April 2013	Notification date for late applications Waiting lists for oversubscribed schools established
Mid-June onwards	Appeals