



CO-ORDINATED AND IN-YEAR ADMISSION SCHEME FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS 2016-17

Introduction

This is the qualifying co-ordinated and in-year admission scheme to be adopted by admission authorities for all maintained schools in the area of West Berkshire for the 2016-17 academic year pursuant to Section 89B of the School Standards and Framework Act 1998.

The admission authorities to which the scheme will apply are the following: West Berkshire Local Authority, (for all Community and Voluntary Controlled Schools) and own admission authorities in the LA, the governing bodies of all West Berkshire Foundation, Voluntary Aided and Academy Schools.

The scheme was agreed following consultation with all maintained schools in the LA. The scheme also aims to secure admission arrangements to schools in the areas of different Local Authorities, so far as it is practicable and compatible with requirements.

The LA must formulate the scheme by 1 January and the LA must inform the Secretary of State of the adopted scheme by 15 April.

The Normal Admissions Round

In relation to any application made in the normal admission round, each parent in the area shall receive a single offer of a school place, or a refusal, determined under the scheme, the result of which shall be communicated in writing to the parent by the LA on **1 March 2016*** (for secondary admission) or **16 April 2016*** (for primary admission).

*or the next working day where the national offer day falls on a weekend or bank holiday.

West Berkshire residents must make applications for school places online, via the West Berkshire web-site, or on a West Berkshire Common Application Form, where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local

authority Common Application Form or in accordance with the requirements of their home local authority and return them to those authorities. Relevant information will be forwarded by those Local Authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred. Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for online or on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for online or on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for online or on the Common Application Form the LA will either:

1. offer an alternative school place if that child is from the area, or
2. Make no offer for an alternative school place if that child is not from the area.

Children from the area with no allocated place will normally be offered a school place in the following order:

1. At the catchment area school if a place exists, using distance as a priority;
2. at the nearest school from the home address where a place exists.
3. in the unlikely situation of there being no West Berkshire School places available, at the nearest West Berkshire school without breaking class size legislation no place will be allocated.

The normal admissions round process will be undertaken in accordance with the timetables below.

Late Applications

The closing date for secondary admission applications in the normal admission round is **31 October 2015** and the closing date for primary applications is **15 January 2016**. The authority will accept, applications received after this date provided that they are received **before allocation procedures begin** and treat them as on time applications.

For Secondary applications that are considered late received before the offer date of **1 March 2016** will be processed together from **4 March 2016**.

Late applications received between **1 March 2016** and **31st March 2016**, will be processed together from **1 April 2016**.

Late applications received from **1 April 2016** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until 1 April 2016 when acceptances should have been returned.

For Primary applications considered late received before the offer date of **16 April 2016** will be processed together from **17 April 2016**.

Late applications received between **16 April 2016** and **30 April 2016**, will be processed together from **1 May 2016**.

Late applications received from **1 May 2016** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until **21 May 2016** when acceptances should have been returned.

In-Year Applications

All applicants, including those who live outside of West Berkshire, who would like to apply for a West Berkshire school (excluding Englefield CE VA Primary School) place outside of the normal admission round must make applications on a West Berkshire Common Application Form. Parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form.

Applications for Englefield CE VA Primary School must be made directly to the school.

West Berkshire residents applying for a school place in another Local Authority's area must apply to that Local Authority directly and send completed forms there. The processing and allocation will be done by that authority.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the preferred schools.

Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for on the Common Application Form, a place will be offered for that school.

Where a child is not eligible to be admitted to any school applied for on the Common Application Form the LA will:

1. Place the applicant on a waiting list(s).
2. For West Berkshire residents where there are no available places within a reasonable distance from the home address, refer the application to the Pupil Placement Panel in accordance with the Council's In-Year Fair Access Protocol. Children placed by the PPP will be admitted as a priority irrespective of existing waiting lists.

Any child for which the West Berkshire In-Year Fair Access Protocol will apply shall have a placement, and subsequent registration, determined by the Pupil Placement Panel following appropriate referral and consideration.

Schools have Published Admission Numbers (PAN) which determines the number of pupils that can be admitted into each year group. Schools are considered to be full in a year group when the PAN is reached and at that point, further applicants will be placed on the waiting list. When a child is removed from the school roll, the Admission Authority will determine that a place has become available in a particular year group if the number on roll has dropped below the PAN.

Entry on the School Roll

A child **must** be included in a school's Admission Register for the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.

The Local Authority will notify the parents and school of the date by which the child is to be admitted so that there is no ambiguity about the date from which the child is on the school roll.

The dates will normally be confirmed as follows:

For admissions in the normal admission round a child shall be registered at the start of the Autumn Term, or other appropriate Term subject to parental deferral or Voluntary Aided primary admission arrangements.

For the admission of a child in-year following a change of home address into the area, or further than a reasonable distance from their existing school, the last date by which the child shall be registered shall be the first day of the second school week following the offer letter.

This will provide for at least one full week if required to arrange re-integration.

For the admission of a child in-year transferring between schools, one or both being within a reasonable distance from the home address, the last date by which the child shall be registered shall be the first day of the one of 6 West

Berkshire School Terms following the offer letter.

In each of the above in-year situations a school may register a child earlier than the date provided if considered appropriate following re-integration discussion between the school and parents.

In the case of a school place being sought for a future date, applications will not be considered more than one West Berkshire Term ahead of the date by which a place is required when that is the start of a future term. Other applications will be considered before the start of the term in which the admission is required.

Children placed by the Pupil Placement Panel for whatever reason shall be registered, dually if appropriate, by the date provided on the outcome sheet. Actual attendance may be determined after periods of assessment elsewhere.

Duties of the LA

- To forward application data received for places at Voluntary Aided or Foundation schools in the area to the governing body as soon as possible.
- Where an application is made online or on the Common Application Form for a school outside the area, or received from another LA for a school within the area, to exchange details of that application with the other LA as soon as possible, and no later than the timetabled date for the normal admissions round.
- To determine by reference to the LA's admission arrangements and oversubscription criteria the order in which any application for a place at a Community or Voluntary Controlled school is ranked.
- To confirm with the Governing Bodies of Foundation and Voluntary Aided schools, by reference to their admission arrangements and oversubscription criteria, the order in which any application for a place at those schools is ranked.
- To determine whether a child is to be granted or refused a school place at a school in the area in accordance with this scheme, and timetable for the normal admissions round.
- To inform the governing body or other LA where appropriate of the decision whether to grant offers or refuse applications, and by the timetabled date in the normal admissions round.
- To communicate the decision granting or refusing places at schools in the area to parents, including the date by which the pupil will be registered, on behalf of a governing body where appropriate, on **1 March 2016*** (for secondary admissions) or **16 April 2016*** (for primary admissions) for the normal admissions round (*or the next working day where the national offer day falls on a weekend or bank holiday).
- In –Year to communicate the decision granting or refusing places, etc to West Berkshire residents.

Infant Classes

Infant classes (i.e. those where the majority of children will reach the age of 5, 6, or 7 during the school year) **must not** contain more than 30 pupils with a single qualified school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Duties of the Governing Bodies acting as Admission Authorities

- To forward applications incorrectly received directly for places at the school to the LA as soon as possible.
- To receive application data from the LA and determine by reference to the governing body's admission arrangements and over-subscription criteria the order in which any application for the school will be ranked, and to notify the LA of the ranked list by the timetabled date for the normal admissions round.
- To ensure that any determination under this scheme to offer or refuse a place at the school will only be communicated to the parent by the LA on behalf of the governing body.

Secondary Schools – Normal Admissions Round Timetable

31 October 2015	Closing date for applications
22 November 2015	LA transfer of applications data to other LAs
28 January 2016	First provisional allocation list sent to other LAs
1 March 2016*	Offers and refusals issued to parents
17 March 2016	Parent's acceptance of offer
31 March 2016	Closing date for appeals

Primary Schools – Normal Admissions Round Timetable

15 January 2016	Closing date for applications
14 February 2016	LA transfer of applications data to VA Governing Bodies (Additional data received later from other Local Authorities will be transferred for inclusion)
4 March 2016	West Berkshire VA Governing Bodies' ranked lists to the LA
16 April 2016*	Offers and refusals issued to parents
7 May 2016	Parents' acceptance of offer
15 May 2016	Closing date for appeals

*or the next working day where the national offer day falls on a weekend or bank holiday.

