

Consultation



West Berkshire Co-ordinated Admissions Scheme 2022/23

Introduction

Each year all local authorities must formulate and publish a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption.

The Normal Admissions Round general principles

Parents can express a preference for up to **four** schools, rank those schools and give reasons for each preference. Only one application can be submitted for a child.

Any parent with parental responsibility can submit an application but only one application per child can be submitted. If we receive applications from both parents who no longer live together or become aware that an application has been made in another Local Authority and West Berkshire, we will follow certain rules:

- We will inform both parents that an application has been submitted by both parents and ask if either is happy to withdraw their application.
- If neither will withdraw their application we will accept the application from the parent where the child lives during the school week.
- If the child lives between both addresses during the school week, we will not be able to accept either application. We will wait until the dispute is resolved by the parents and only one application is submitted. We may not be able to consider the application as on time if it is received after allocation procedures have begun.

All preferences must be expressed on the common application form (CAF), including those for schools outside of West Berkshire (including grammar schools but not independent schools).

Parents must make their application on their home Local Authority application form. West Berkshire residents must make applications for school places online, via the West Berkshire website, or on a CAF available from the admissions team if this is not possible.

Residents from other areas should make their applications on their home Local Authority Application. 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 admission policy. Parents should be aware that schools have different admissions policies and these are outlined in the parent's guides to admissions on the West Berkshire Council Website.

Each child will receive a single offer of a school place where possible (this may not be a selected preference school if after applying the admission policy it is not possible to offer a preferred school), and the result of which shall be communicated in writing to the parent by the LA on **01 March 2022** (for secondary admission) or **18 April 2022** (for primary admission).

Places will be offered up to each school's admission number where there is sufficient demand. Where a child is eligible to be admitted to a single school, a place will be offered at that school. Where a child is eligible to be admitted to more than one school, a place will be offered at 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 offer an alternative school place if one is available.

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

1. At the nearest school from the home address where a place exists.
2. Where there is no West Berkshire School places available, no place will be allocated.

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

The closing date for secondary admission applications in the normal admission round is **31 October 2021** and the closing date for primary applications is **15 January 2022**. 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.

We do this because we recognise that there are many reasons why parents may have struggled to submit an on time application and do not want to prejudice children who may be in vulnerable groups. The school admissions code of practice 2014 says that:

2.9 Admission authorities **must not** refuse to admit a child solely because:
a) they have applied later than other applicants;

Secondary applications that are received after allocation procedures begin and therefore considered late will be processed together from **21 March 2022** in accordance with relevant

admission policies. Late applications received from **22 March 2022** will be processed by date of receipt. All late applications will be processed with regard to the admissions oversubscription criteria of the preferred school(s). No place will be allocated to children from waiting lists until **21 March 2022** (unless an admission authority decides to exceed their admission number) when acceptances should have been returned.

Primary and junior applications that are received after allocation procedures begin and therefore considered late will be processed together from **02 May 2022**.

Late applications received from **03 May 2022** 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 **02 May 2022** (unless an admission authority decides to exceed their admission number) when acceptances should have been returned.

Duties of the LA

1. To forward application data received for places at Voluntary Aided primary schools in the area to the governing body as soon as possible.
2. Where an application is made 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.
3. 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.
4. To determine by reference to each of the Academy, Foundation and Secondary VA schools admission arrangements and oversubscription criteria the order in which any application for a place is ranked.
5. To confirm with the Governing Bodies of Voluntary Aided primary schools, by reference to their admission arrangements and oversubscription criteria, the order in which any application for a place at those schools is ranked.
6. 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.
7. 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.
8. 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 **01 March 2022** (for secondary admissions) or **18 April 2022** (for primary admissions) for the normal admissions round.

Duties of the Governing Bodies acting as Admission Authorities

1. To forward applications incorrectly received directly for places at the school to the LA as soon as possible.
2. 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.

3. 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 2021	Closing date for applications
01 March 2022	Offers and refusals issued to parents
20 March 2022	Parent's to respond to offer
31 March 2022	Closing date for appeals

Primary & Junior Schools – Normal Admissions Round Timetable

15 January 2022	Closing date for applications
14 February 2022	LA transfer of applications data to VA Governing Bodies (Additional data received later from other Local Authorities will be transferred for inclusion)
11 March 2022	West Berkshire VA Governing Bodies' send ranked lists to the LA
18 April 2022	Offers and refusals issued to parents
1 May 2022	Parents' acceptance of offer
22 May 2022	Closing date for appeals