

**CO-ORDINATED ADMISSION SCHEME FOR  
LANCASHIRE SCHOOLS AND ACADEMIES 2014/15**

**1. Introduction**

The aim of Lancashire's co-ordinated school admission scheme is to provide a fair and transparent route for the consideration of parental preferences in accordance with legislation and the Department for Education (DFE) School Admissions Code of Practice.

The scheme enables parents of all pupils living within Lancashire to complete a single application expressing up to three preferences for admission to maintained schools, academies and free schools within Lancashire and also in neighbouring authority areas.

Following consideration of expressed preferences, the Local Authority (LA) will issue to parents living within Lancashire the offer of a single school place. This will be for all admission authorities which are required to comply with the statutory co-ordinated scheme.

All school preferences from parents will be considered equally and where more than one school could be offered the priority order in which the parents expressed their preferences will then be used to determine which single school offer is made.

The scheme seeks to preserve the powers and responsibilities of individual admission authorities to determine and apply their published admissions policies. At the same time it enables decisions to be taken within a co-ordinated framework covering the whole County.

It is recognised that for the scheme to operate successfully, it is important for admission authorities to work together closely, share information when required and as far as possible to strictly adhere to the agreed timescales.

**2. Applying for School Places**

From September 2013 (for September 2014 primary and secondary school intakes) Lancashire's on-line admission application system will be the main route for all applications for new reception and Year 7 places.

Paper copies of the prospectus and application form will not be routinely available. These will however be supplied on request in exceptional circumstances eg where there is no broadband link or for medical reasons.

Full versions of the prospectuses and application form will be viewable and downloadable via both the on-line application system and the County Council website.

### **3. The Offer of a Place**

In accordance with legislation the Lancashire scheme will ensure that parents only receive a single school offer. The scheme ensures that each parental preference is considered equally. Where multiple offers of a school place can be made, the Local Authority (LA) will refer to the priority order of the schools identified by parents on their application. In these circumstances the school which is the highest ranked priority on an application will be the confirmed offer.

### **Processing of Preference Forms**

#### **3.1 Stage 1 - Expression of preferences**

During late Summer and early Autumn terms each year the LA will provide flyers and sample notices for schools to issue / include in communication with parents. These will refer all prospective applicants to the on-line application system and to contacts for information and advice.

The parents of children who do not attend Lancashire primary schools and those who reside outside of Lancashire's administrative boundaries will be able to access information and advice via the on-line application system and via the County Council web site.

School admission information for parents will include:-

- a) Details of how the process is co-ordinated with all admission authorities within Lancashire and with neighbouring local authorities.
- b) A summary of the determined admission arrangements for all Lancashire maintained schools, academies and free schools.
- c) Information about the number of applicants received the previous year and for some schools a breakdown showing under which admission criteria places were allocated.
- d) Other admission information to help parents to make realistic preferences and to help them assess the likelihood of obtaining an offer for a preferred school / academy.
- e) Timescales for the primary and secondary admission processes and for the subsequent appeals schedule.

<p><b>ALL LANCASHIRE PARENTS MUST USE LANCASHIRE'S ON-LINE ADMISSION APPLICATION SYSTEM (SOME WILL STILL ACCESS A PAPER FORM) TO BE LEGALLY REGISTERED WITHIN THE ANNUAL PROCESS FOR PRIMARY AND SECONDARY SCHOOL INTAKES.</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Some schools and academies have a supplementary information form (SIF) which parents may complete. This allows that school or academy to apply particular criteria within its own published admission arrangements. The on-line system will provide standard downloadable SIFs for Lancashire's voluntary aided schools and academies (automatically flagged up where a relevant primary school or academy is a parental preference). Information will also point all parents towards individual schools and academies which will issue their own SIF.

Completion of a SIF is not a legal requirement – it is however necessary if parents applying for these schools and academies wish to have their application considered fully against the relevant admission criteria.

Parents must however fill in Lancashire's application for their children to be considered for reception and year 7 places for each September. Completion of a SIF only does not constitute registration within the annual admission process for primary or secondary intakes.

Parents living outside of Lancashire can access the on-line system and the County Council web site. These parents must however apply for school places via their home local authority – even where they wish to express preferences for Lancashire schools and academies.

Lancashire resident parents will in the main return applications on-line direct to the Local Authority. For those where paper forms are still required these can be returned to Area Pupil Access Teams (in Lancaster, Preston and Rising Bridge) or to the child's primary school if this is within Lancashire.

**All applications must be returned by the national statutory closing date** (see timetable).

Parents who apply near to the closing date are encouraged to apply on-line. This is a secure system which provides e-mail acknowledgement of receipt of an application and allows earlier notification of the school offer.

### **3.2 Stage 2 – Circulating Preferences**

Lancashire primary schools and primary academies must forward any paper applications received to the Area Pupil Access Team by the agreed date (see timetable).

Primary schools must not forward applications or the details of these to any secondary schools or academies. Under no circumstances must primary schools provide the priority order of parental preferences to secondary schools or academies.

All preferences received will be inputted into Lancashire's admissions database. This will include all on-line applications and paper applications including those received individually or in bulk from out of area.

Voluntary aided and foundation schools, academies and free schools will be provided with details of all their applications. They will not be informed of their own priority order on each parent's application.

The Governing Bodies of voluntary aided and foundation schools, academies and free schools must consider and rank all received applications. Schools and academies which have a SIF must consider applications even where a SIF has not been completed (based upon the information which is available at that time).

If a SIF only has been completed then there can be no consideration for a place. Schools and academies should notify the Area Pupil Access Team where this has happened. Pupil Access must be aware of the need to make an alternative offer later in the process.

By an agreed date (see timetable) the Local Authority will notify other admission authorities about all of their preferences. This notification will include straight line distance measures. Any additional or supplementary information provided by parents will also be provided. Lancashire will also exchange information as required with neighbouring local authorities (information exchanges will continue throughout the process as required).

At this time Lancashire also verifies the details of certain applications eg in relation to children in care, special needs, siblings, addresses and claimed medical, social and welfare issues.

(Please note that the accuracy checks and verifications and the provision of distance measures will only be provided to Lancashire academies and free schools which have bought into the admissions traded service).

### **Stage 3 – First Sort**

By (see timetable) each Lancashire voluntary aided and foundation school, academy and free school will return to the Local Authority (electronically via anycomms or any replacement / updated system used for this purpose) a ranked list of all applicants for places at that establishment.

By (see timetable) any admission authority which wishes to exceed its published admission number (PAN) for its forthcoming September intakes (reception or year 7 or Year 10) will notify the Local Authority. This will allow time for effective co-ordination to occur and for the necessary system changes to be made.

It is necessary for every application to be ranked in priority order to accurately allocate places for all admission authorities (those from in and outside of Lancashire).

All Governing Bodies must therefore be aware that their own ranked list will be manipulated in accordance with the agreed equal preference admission scheme and each parent's priority order of preferences as stated on their application.

Where a Lancashire parent has expressed preferences for places in Lancashire and other Local Authority schools / academies Lancashire will, when considering the application for the Lancashire school, have regard to any information provided by other Local Authorities as to whether admission is to be granted to their school / academy.

The Local Authority will:-

- a) Identify applications where more than a single offer would be possible and then refer back to that parent's preference priorities. The school with an available place listed highest in priority by the parent will be the single offer.
- b) Identify where a first priority school cannot be offered and ensure that the parent's other preferences are considered.
- c) Identify where none of a parent's preferences can be offered and ensure that an alternative offer is made. This will usually be the nearest suitable school / academy with an available place (straight line measure).
- d) Ensure that all non first priority offers issued automatically refer parents to the appropriate reserve list, appeals information and documentation.

#### **Stage 4 – Notification of Offers**

By (see timetable) the Local Authority will provide all other admission authorities with details of those pupils who they originally wished to offer a place but who will receive an alternative offer.

All admission authorities will then need to revise their own ranked lists and submit an updated version to the Area Pupil Access Team.

A similar exchange of information and revision of offers lists will be undertaken with neighbouring local authorities.

This element of the process will continue to be repeated as required. This is necessary as initial changes often lead to others (and so on).

The Local Authority will send all other admission authorities their final offer lists by (see timetable). There will be some time to review these again and make changes if these are absolutely essential.

**NO CHANGES TO OFFER LETTER WILL BE MADE AFTER** (see timetable).

The Local Authority will issue offer letters for primary and secondary schools on the defined national statutory offer dates (see timetable).

Offers will be for Lancashire resident applicants only – parents resident outside of Lancashire will receive offers from their home local authority. Offers made on behalf of other admission authorities (voluntary aided and foundation schools, academies, free schools and other Local Authorities) will state that this is the case.

On-line applicants will be able to view their school / academy offer slightly earlier – on the evening of the day on which offer letters are issued.

If notification of acceptance of a school place is required it must be received by the Local Authority within 2 weeks after the date of the offer.

#### **4. Late Applications**

Applications received after the statutory closing date (see timetable) will be on the paper form – as the on-line system closes at 11.59 pm on each closing date.

Applications received late must be receipted and / or date stamped. These will generally only be considered if the following apply:-

- (a) If the number of preferences received for a school or academy is below its published admission number or:
- (b) The school or academy is exceeding its published number to a defined limit and has notified the Local Authority in time for co-ordination to successfully occur or:
- (c) There are extenuating circumstances justifying a late application.

These may include:

- (a) Parents moving into the County after the closing date;
- (b) Parent / carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.

Individual parents will be responsible for providing evidence to support consideration of including a late application within the admission process. The Local Authority will determine the appropriateness and strength of each case and there will be liaison with other admission authorities where this is necessary.

The Local Authority will therefore refer some late application cases (but not all) to other admission authorities.

**IT IS NOT ANTICIPATED THAT ANY LATE APPLICATIONS WILL BE INCLUDED IN THE PROCESS AFTER PROVISIONAL OFFERS HAVE BEEN RANKED.**

**Forms received after the statutory offer dates** (see timetable).

Any applications received for places at community and voluntary controlled schools after the offer date will be considered by the Local Authority within the co-ordinated admission arrangements.

Any late applications for other admission authorities will be passed to the relevant Governing Body for their necessary consideration. There will then be liaison with the Local Authority. The LA will retain the responsibility for issuing offer letters to parents up to 31<sup>st</sup> August (for reception and year 7 places).

This process will operate until the start of Autumn term after which any enquiries for places will be directed to the appropriate admission authority who will make

decisions and issue letters accordingly (unless they receive this element of the process as part of a bought in service from the Local Authority)

There is a requirement that after September term start all Lancashire maintained schools, academies and free schools will liaise with the LA about any reception and year 7 offers which they make. This will allow closer monitoring of the overall availability of places across the County and facilitate dealing with new applications.

### **Late allocation changes (each year)**

Offer letters for reception and year 7 places are issued centrally (from County Hall). This requires the electronic transfer of files from each Area Pupil Access Team and arrangements to include other information with some offer letters.

It is not therefore possible to make any amendments to the primary or secondary allocations in the 5 working days preceding the letters being issued

### **Waiting Lists (Reserve Lists)**

All admission authorities must retain reception or year 7 waiting lists for 1 term into the new school year (up to 31<sup>st</sup> December).

Parents may express an interest in a pupil's name being added to a waiting list for a school / academy at any time. Names of pupils to be added to waiting lists will be collected by the LA and shared with other admission authorities.

The LA will compile waiting lists in the priority order of each school or academy admission arrangements (in liaison with individual admission authorities). The LA will issue any offers which can be made as a result of places becoming available (the number of offers for a school falling below the school's published admission number for the required year group).

The only legal offers up to 31<sup>st</sup> August will be from the LA. All parents may place children on school / academy waiting lists in the priority order of the relevant admission arrangements (irrespective of whether they originally applied for that school or academy or if they are new to area). Lists are not held on a first come first served basis and neither are places offered first come first served.

Parents can therefore have a place on a school / academy waiting list even if this was not one of their initial preferences.

**Any pupils who are subject to a Local Authority direction to admit or who are allocated in accordance with Fair Access Arrangements (as described within the School Admissions Code) must take precedence over others who are on any school or academy waiting list.**

Individual admission authorities must continue to compile and manage waiting lists until 31 December\*. Parents who want a pupil to be included on a school or academy list after this date must then contact that establishment direct to enquire about their particular arrangements and requirements

\*The Local Authority will provide this service for academies and free schools which buy into the traded admissions scheme.

**(TIMETABLES)**  
**CO-ORDINATED ADMISSION SCHEME FOR**  
**LANCASHIRE SCHOOLS AND ACADEMIES 2014/15**

<b>SECONDARY</b>		<b>PRIMARY</b>	
<b>DATE</b>	<b>ACTION</b>	<b>DATE</b>	<b>ACTION</b>
2 <sup>nd</sup> September 2013 (Monday)	On-line application system goes live and requests for paper forms / booklets accepted and considered	2 <sup>nd</sup> September 2013 (Monday)	On-line application system goes live and requests for paper forms / booklets accepted and considered
31 <sup>st</sup> October 2013 (Thursday)	Closing date for applications (statutory)	15 <sup>th</sup> January 2014 (Wednesday)	Closing date for applications (statutory)
8 <sup>th</sup> November 2013 (Friday)	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
22 <sup>nd</sup> November 2013 (Friday)	Preferences information exchange with other admission authorities	14 <sup>th</sup> February 2014 (Friday)	Preferences information exchange with other admission authorities
13 <sup>th</sup> December 2013 (Friday)	Admission authority to confirm intention to exceed PAN with the LA	14 <sup>th</sup> February 2014 (Friday)	Admission authority to confirm intention to exceed PAN with the LA
13 <sup>th</sup> December 2013 (Friday)	Prioritised (ranked) lists back to the Local Authority	14 <sup>th</sup> March 2014 (Friday)	Prioritised (ranked) lists back to the Local Authority
27 <sup>th</sup> January 2014 (Monday)	Further exchange of lists		



	with other admission authorities		
5 <sup>th</sup> February 2014 (Wednesday)	Issue finalised offer lists to schools, academies and other LAs	28 <sup>th</sup> March 2014 (Friday)	Issue finalised offer lists to schools, academies and other LAs
21 <sup>st</sup> February 2014 (Friday)	No changes at all can be made to offer letter after this date	8 <sup>th</sup> April 2014 (Tuesday)	No changes at all can be made to offer letters after this date
3 <sup>rd</sup> March 2014 (Monday)	Issue offer letters (statutory date is 1 <sup>st</sup> March or the next working day)	16 <sup>th</sup> April 2014 (Wednesday)	Issue offer letters (statutory date)