

**Darlington Local Authority**

**Co-ordinated Admissions Scheme for Primary Schools in Darlington**

**Introduction**

1. This scheme is made by Darlington Local Authority under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applied to all maintained primary schools in the Darlington area.
2. The proposed co-ordinated scheme is for the academic year 2008/09 and shall apply to every primary school in Darlington Authority area (except special school) and will take effect from September 2008.

**Interpretation**

3. In this scheme –

“the LA” means Darlington Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

“foundation schools” means such of the schools as are foundation schools;

“VA schools” means such of the schools as are voluntary-aided schools;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2008;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of primary education that is received after 1 September 2008; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

### **The scheme**

3. The Secretary of State for Education and Skills hereby imposes a scheme on the LA, pursuant to section 89B of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools in the LA area (“the scheme”).
4. The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
5. Subject to paragraph 6, the scheme shall apply to every primary school in the LA area (except special schools) and shall take effect from September 2008.

## **SCHEDULE 1**

### **PART I - THE SCHEME**

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of primary education in the specified year.
3. The CAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
  - a. to be admitted to a school within the LA area (including VA and foundation schools);
4. The CAF will –
  - a. invite the parent to express their preferences by completing the form,
  - b. explain that the parent will receive no more than one offer of a school place from this Local Authority and that:
    - (i) all preferences expressed will be considered on an equal weighting basis but where a child is eligible for more than one place it will be the highest ranked school for which they are eligible that they will be offered  
and
    - (ii) if a place cannot be offered at a nominated school, then the parent/carers will be informed of schools that have vacancies and should therefore contact the LA
  - c. specify the closing date and where it must be returned, in accordance with paragraph 8.
5. The LA will make appropriate arrangements to ensure:
  - a. that the CAF is available on request from the nominated school or LA
  - b. that the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.

6. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child whose date of birth falls between 1st September 2003 and 31st August 2004, receives a copy of the CAF (and a written explanation).
7. All preferences expressed on the CAF are valid applications. The governing body of a Foundation or VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information, where information is required for the governing body to apply their oversubscription criteria to the application. Where additional information is required it must be returned to the Local Authority, along with the CAF.

### **Processing of CAFs**

8. The closing date for applications is **16th November 2007**. Completed CAFs are to be returned to the LA.
9. **By 30th November 2007** the LA will provide primary schools who are their own Admission Authority with a list of all applicants who have submitted a preference for their school, so they may apply their oversubscription criteria if applicable.

### **Determining offers in response to the CAF**

10. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
  - (a) it is acting in its separate capacity as an admission authority.
11. **By 25th January 2008** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria.
12. The LA will match this list against the lists of the other schools nominated on the CAF and:
  - where a child is eligible for more than one place it will be the highest ranked school for which they are eligible that they will be offered
13. **By 22nd February 2008** the LA will have informed its primary schools of the pupils to be offered places at their schools.

14. **In March 2008** parents will be notified that they are being offered a place at the allocated school. This letter will give the following information:
- the name of the school at which a place is offered;
  - the reasons why the child is not being offered a place at each of the other schools nominated on the CAF;
  - information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - contact details for the school and LA (and those nominated foundation and VA schools where they were not offered a place, so that they can lodge an appeal with the governing body);
  - where the child has been refused a place at a nominated foundation or VA school, an invitation for the child's name to be added to the waiting list (if operated). For community and voluntary controlled schools, the LA will operate a waiting list until the end of September 2008, to fill places that may become available at the beginning of the school year. This is only applicable to pupils entering school at Reception Year.
15. Parents will have seven days to respond, from the date of the offer letter, as to whether they are accepting the school place offered. The La will then look to withdraw the offer.

## **PART II - LATE APPLICATIONS**

- Forms received after Friday 19th October 2007 (late applications) will be considered only in exceptional circumstances, e.g. families who have moved into the area after the closing date. These late applications will be considered upto and including Friday 18th January 2008.
- In any other circumstances such late applications will be held on a waiting list for consideration once the process has been applied to those applications who had submitted forms by the required deadline.

### **PART III – CASUAL ADMISSIONS**

- Applications received after 1st September 2008 and for places in year groups other than the normal year of entry will be treated as casual admissions.
  - (i) For families moving into the Authority and wishing to gain a place at a community or voluntary controlled secondary school, parent/carers should contact the LA direct. If requesting a place at a foundation or VA secondary school should contact the school direct.
  - (ii) If a child already attends a Darlington mainstream primary school and wishes to transfer to another, they must in the first instance discuss the transfer with the current school that the pupil is at. If they then still wish for the transfer to proceed, PART A of a transfer request form should be completed by the school and issued to the parent/carer who will then forward to the LA. The LA in turn will forward to the recipient school for completion.
  - (iii) If a child wishes to transfer to a mainstream primary school in Darlington that has reached or exceeded its admission limit, after discussion has taken place with the current school, a transfer request form should be completed, then parent/carers should be directed to the LA who will inform them of their right to appeal and issue appeal papers. For children wishing to transfer to an oversubscribed foundation or VA school the transfer request form will be forwarded to the school, the VA school can then inform parents of their right to appeal.

## SCHEDULE 2

### Timetable of co-ordinated scheme

Consultation with Governing Bodies on Admissions Policy 2008/09	<b>Autumn Term 2006</b>
Consultation with Admissions Forum	<b>By February 2007</b>
Consult with other Admission Authorities and neighbouring LA's	<b>By 1st March 2007</b>
Results of consultation reported to members and policy agreed	<b>By 15th April 2007</b>
Primary Brochures 2007 issued	<b>w/c 3rd September 2007</b>
Closing date for receipt of primary applications	<b>Friday 16th November 2007</b>
Provide admission authorities a ranked list of all applicants for their school	<b>By 30th November 2007</b>
Admission authorities to provide a list of children whom places are to be offered to in ranked according to the school's oversubscription criteria	<b>By 25th January 2008</b>
Inform schools of final list of children they will be receiving	<b>By 22nd February 2008</b>
Offer letters sent to parents from the LA and acting on behalf of VA schools	<b>March 2008</b>
Admission Appeals	<b>May/June 2008</b>

**PRIMARY SCHOOLS ADMISSIONS 2008/09**

School	Age Range	Current Admission Number	Proposed Admission Number
Abbey Infant	4-7	90	90
Abbey Junior	7-11	90	90
Alderman Leach Primary	4-11	45	45
Bishopton Redmarshall CE Primary	4-11	15	15
Cockerton CE VA Primary	4-11	30	30
Corporation Road Primary	4-11	45	45
Dodmire Infant	4-7	70	70
Dodmire Junior	7-11	70	70
Firth Moor Primary	4-11	45	38
Gurney Pease Primary	4-11	30	30
Harrowgate Hill Primary	4-11	75	75
Heathfield Primary	4-11	60	60
Heighington CE Primary	4-11	34	34
High Coniscliffe CE (Cont) Primary	4-11	15	15
Holy Family RC VA Primary	4-11	30	30
Hurworth Primary	4-11	30	30
Mount Pleasant Primary	4-11	35	35
Mowden Infant	4-7	60	60
Mowden Junior	7-11	60	60
North Road Primary	4-11	60	60
Red Hall Primary	4-11	30	30
Reid Street Primary	4-11	60	60
Skerne Park Primary	4-11	45	45
Springfield Primary	4-11	30	30
St Augustines' RC VA Primary	4-11	30	30
St Bede's RC VA Primary	4-11	30	30
St George's Primary	4-11	45	45
St John's CE (Aided) Primary	4-11	30	30
St Teresa's RC VA Primary	4-11	40	40
Whinfield Primary	4-11	90	90



## Admissions Criteria - Primary Education

- (i) **Looked After Children**  
A “looked after” child is a pupil who is in the care of a local authority or provided with accommodation by that Authority.
- (ii) **Pupils with a Statement of Special Need**  
Children with a statement of special educational need which specifies the school in the statement.
- (iii) **Medical Reasons**  
Pupils with very exceptional medical factors directly related to the school placement. Applications under this criterion should be supported by written evidence from a doctor.
- (iv) **Family Links**  
Either (a) Pupils who have a brother or sister already attending the preferred school and who is expected to be on the roll at the time of admission  
Or (b) In the case of associated schools and schools sharing the same site a family link would exist if a brother or sister would be expected to be on roll of either school at the time of admission
- (v) **Distance**  
Pupils who live nearest the preferred school measured by the shortest walking route judged to be safe. This will be based on the parental address. We will, however, consider the overall availability of school places in an area to ensure that no children have an unreasonable distance to walk. This may override distance to the preferred school. Furthermore, in connection with pupils who are transferring from Infant to Junior school, those pupils who are attending associated schools, or schools sharing the same site are to be given priority over pupils from other schools.