

---

**2018-2019 SCHOOL ADMISSION ARRANGEMENTS**

---

**Responsible Cabinet Member - Councillor Cyndi Hughes,  
Children and Young People Portfolio**

**Responsible Director - Suzanne Joyner,  
Director of Children and Adults Services**

---

**SUMMARY REPORT**

**Purpose of the Report**

1. To seek Members' approval for the Local Authority's admission arrangements for the 2018/2019 academic year for all maintained schools in the Borough.

**Summary**

2. In line with the School Admissions Code, an Admission Authority is required to annually determine the admission arrangements used to allocate places for schools for which it is the admission authority **Appendix A**.
3. Once approved, there is a statutory duty on the Local Authority to forward a Co-ordinated Admission Scheme for both primary and secondary schools for the 2018/2019 academic year **Appendix B** and must inform the Secretary of State by 28 February 2017.

**Recommendation**

4. It is recommended that Members consider and determine them as final Darlington Local Authority's admission arrangements for community and voluntary controlled schools.
5. It is recommended that Members adopt the Co-ordinated Admission Schemes for both primary and secondary applications for the 2018/19 academic year.

**Reasons**

6. The recommendations are supported by the following reasons :-
  - (a) The Authority is under a statutory duty to determine admission arrangements for primary school for which it is the admission authority for the academic year

2018/2019.

- (b) If the co-ordinated scheme is not approved and returned to the DfE by the 28 February 2017 the Secretary of State may impose a scheme on the Authority.

**Suzanne Joyner**  
**Director of Children and Adults Services**

## **Background Papers**

School Admissions Code – issued December 2014

Melanie Dickinson : Extension 5908

S17 Crime and Disorder	Not relevant to this report
Health and Well Being	Offering a school place to meet parental preference and close to a child's address enhances safeguarding and provides security for the child.
Carbon Impact	There are no carbon impact implications in this report.
Diversity	There are a range of co-educational schools in Darlington with Governance ranging from Community Schools to Voluntary Aided, Foundation, Academies and a Free school. Parents have a wide choice of schools to match the diverse needs of a pluralistic community.
Wards Affected	The admission arrangements affect children living in all wards across Darlington.
Groups Affected	Parents of children aged 4 -16, Children aged 4-16, Schools, Neighbouring Authorities, other Admission Authorities.
Budget and Policy Framework	There are no budget implications. This paper proposes an admissions policy to be adopted for the 2018-19 academic year.
Key Decision	This is a key decision as it affects more than one ward in Darlington.
Urgent Decision	For the purposes of call in this matter does not represent an urgent decision.
One Darlington: Perfectly Placed	Provision of an Admissions Policy ensures sufficient places are available in each community so that children can attend a school of their choice.
Efficiency	The Admissions Policy and management of school places ensures that the Local Authority complies with statutory guidance on Surplus Places. This enables parents to have a choice in a school place but ensures resources are not wasted and school budgets are not overcommitted.

## MAIN REPORT

### Information and Analysis

7. The Local Authority acts as a 'clearing house' for all applications for a place at a school in Darlington at the normal point of entry (September). This is part of a co-ordinated scheme where the Local Authority is the admissions authority for community and voluntary controlled schools and acts on behalf of the admission authority of voluntary aided schools, foundation and Academies in the Borough. Co-ordination also includes the offering of places to children who are resident in Darlington but have stated a preference for a school in another LA area. The Authority will make a single offer of a school place each academic year, to parents who have expressed a preference for their child to be admitted to a maintained school within Darlington. Although all applications will be considered on an equal weighting basis, should a child be eligible for a place at more than one school, parents/carers are requested to rank their order of preference on the 'Primary/Secondary School Application Form 2018/19' in order that only one offer will be made. The relevant admissions oversubscription criteria will be applied to all schools that are oversubscribed.
8. The equal preference system operates to give parents choice in their selection of schools, allocating their highest ranked preference wherever possible.
9. Attached at Appendix B is the Co-ordinated Admission Scheme for both primary and secondary school applications.
10. As in the previous year the admissions oversubscription criteria for community and voluntary controlled primary schools will be:
  - (a) Looked After Children
  - (b) Medical Reasons
  - (c) Family Links
  - (d) Rural
  - (e) Distance
11. Full details of the admission arrangements are provided in Appendix A.
12. Where a child has undergone statutory assessment and an Education, Health and Care Plan (EHC) has been issued, the plan will name the school the child should attend. All schools are obliged to admit the child in accordance with the plan.
13. Once approved, there is a statutory duty on the Local Authority to forward the Co-ordinated Admissions Scheme to the Department for Education (DfE) before 28 February 2017. If this does not happen the Secretary of State may impose a scheme on the Authority.

## Admissions Policy for Darlington Community Primary Schools 2018/19

Harrowgate Hill Primary – PAN 90  
 Red Hall Primary – PAN 30  
 Whinfield Primary – PAN 90

### Indicated Admission Limits

When setting the admission number for community schools, Darlington Local Authority has taken into account the indicated admission limit for each school – a suggested admission number based on an assessment of the teaching space in the school.

### Oversubscription Criteria

If there are more applications than the number of places available in a particular school, then the school is deemed to be oversubscribed. When stating a preference parents are entitled to state a reason for doing so. However the only criteria used to allocate places are those detailed below.

After the admission of pupils with an Education, Health and Care Plan where a school is named on the plan the following criteria will be applied in order of priority, for deciding how places will be allocated:

#### **Priority 1 - Looked After Children**

A 'looked after' child is a child who is in the care of a Local Authority or being provided with accommodation by a local authority, adopted; subject to a child arrangement order or a residency order (see explanation).

#### **Priority 2 - Medical Reasons**

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see explanation).

#### **Priority 3 - Family Links**

Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission (see explanation)

#### **Priority 4 - Rural**

Children living within the Rural Wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see "Rural Wards" explanation under Home to School Transport).

#### **Priority 5 - Distance**

**Urban Wards of Darlington Borough Council** - Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate as designated by the Authority, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The

Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced). The Local Authority accepts there may be exceptions and will treat each case on its merits.

## **Explanations**

### Tie-Break

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

### Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### Medical Criterion

If a parent states a preference for a school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if the child had to travel to another school. The Local Authority reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialist where necessary.

### Family Links

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order)

### Home Address

The home address is used for applying the admissions criteria. This means that when a parent states a school preferences they must give the home address at the time of application. Parent/carers must not give the address of childminders or other family members who may share in the care of their child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday).

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the child benefit. Where childcare arrangements are shared jointly between both parents, the LA will consider

the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if they have sold your property (exchanged contracts) and have moved into temporary accommodation, then they will be required to provide evidence of their situation and a decision will be made based upon the evidence provided.

### Waiting Lists

A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any school that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April 2018.

The Local Authority holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. The Local Authority does not take into account the length of time on the waiting list.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. The Local Authority will maintain waiting lists for Reception Year pupils only until the end of July 2019 (the end of the first year of admission). Thereafter, normal transfers/in-year admission arrangements will operate.

### Looked After Children

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### In-Year Admissions

Parents wanting to apply for a place in a year group other than at the normal point of entry (reception) should contact the Local Authority direct to request an in-year application form, if moving into the Authority. If transferring from one Darlington primary school to another, then request an application form from the school the child is attending.

#### Admission of children outside their normal age group and deferred entry

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with an accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the School Admissions Manager, Children, Families & Learning, Town Hall, Darlington, DL1 5QT who will then contact the head teacher of the school/s concerned and ask for their views. Once a decision has been made the LA will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the of entry.

#### Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However children may attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.



## **Darlington Local Authority**

### **Co-ordinated Admissions Scheme for Schools in Darlington 2018-19**

#### **Introduction**

1. This scheme is made by Darlington Local Authority under The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and The School Information (England) Regulations 2008 and applied to all schools in the Darlington area.
2. The co-ordinated scheme is for the academic year 2018/19 and shall apply to every school in Darlington Authority area (except Beaumont Hill Special School and Marchbank Free School) and will take effect from September 2017.
3. The scheme is determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.

#### **Interpretation**

4. In this scheme –

“the LA” means Darlington Borough Council acting in their capacity as a 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 school” has the same meaning as in section 5(1) of the Education Act 1996;

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

“secondary 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;

“academy school” as defined in Section 1 of the Academies Act 2010;

“free school” as defined in Section 1 of the Academies Act 2010;

“admission authority” has the meaning as in section 88(1)(4) of the SSFA 1998 and in relation to a community or voluntary controlled school means the LA and, in relation to

a Foundation, Academy, Free School 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 2018;

“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;

“in-year admission” means any application for a place in the first year of primary or secondary education that is received after 1 September 2018;

“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;

“nearest appropriate school” is defined as a school closest to the home address that has places available”.

## **Schedule 1**

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

1. There will be 2 standard application forms supplied by the Local Authority for parents living in the Darlington area who wish to express a preference(s) for a school in the Authority area or to a school(s) in another LA area at the normal point of entry. The forms will be known locally as the Secondary School Admission Form (SSA) and the Primary School Admission Form (PSA). For any family wishing to make an application in-year, they will be requested to complete a standard In-Year Admission Form (IYAF)
2. The SSA will be used for the purpose of admitting pupils into the first year of secondary education in the specified year.
3. The PSA will be used for the purpose of admitting pupils into the first year of primary education in the specified year.
4. The IYAF will be used for the purpose of admitting pupils into any year group of statutory education in the specified year after September of the normal year of entry.
5. The forms 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(ren):
  - (a) to be admitted to a maintained school, VA, Free School or Academy school within the LA area;
  - (b) to be admitted to a school located in another LA’s area (including VA, Foundation schools, Free Schools and Academies).

6. The forms will invite the parent to express up to three preferences (five for primary at the normal point of entry) and give their reasons for each preference by completing the form and explain that the parent will receive no more than one offer of a school place and that:
- (a) 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 by the LA as the admissions authority, or on behalf of another LA; admission authority of a VA, Foundation, Free or Academy School;
  - (b) if a place cannot be offered at a nominated school, then the parent will be offered a place at the nearest alternative school that has places available.
  - (c) at the normal point specify the closing date and where it must be returned, in accordance with paragraph 12.
  - (d) the LA will make appropriate arrangements to ensure that all reasonable steps are taken to provide a SSA/PSA to every child living in the Darlington area who is due to transfer to secondary/primary education in September 2018 and the SSA/PSA is accompanied by a written explanation of the co-ordinated admissions scheme.
  - (e) The LA will ensure that a supplementary form will be available for parents to complete who express a preference for a faith school.
  - (f) All preferences expressed on the forms are valid applications. The governing body of a faith school can require parents who wish to nominate, or have nominated, their school on the SSA/PSA, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be returned to the LA, along with the SSA/PSA.
  - (g) Where a school receives a form in error it should inform the maintaining LA, whether the parent lives in that area or not, so that the home LA can ensure that a form is received with preferences and ranking.
  - (h) Where a school receives a supplementary form from a Darlington resident it will not be regarded as a valid application unless the parent has also completed the appropriate form and the school is nominated on it. Where supplementary forms are received directly by a faith school, the school must inform the LA immediately so it can verify whether the appropriate form has been received from the parent and, if not, contact the parent and ask them to complete a form. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

## **Processing of SSA/PSAs**

- (a) The closing date for secondary applications is 31st October 2017 and primary applications 15th January 2018. Completed SSA/PSAs are to be returned to the LA.
- (b) SSAs received after the closing date but before Friday 3rd November 2017 will be considered by the Authority if there are exceptional/individual circumstances which prevented the submission of the SSA by the stated deadline. The same will apply for PSAs but consideration will be given up to and including Wednesday 17th January 2018. Consideration will be given to families who have moved into the area, single parents who have been ill for some time or for parents who have been dealing with the death of a close relative. All must provide clear evidence for the LA to make a decision to accept their application. All SSA/PSAs will be considered on an individual basis, if the reason given is unacceptable then the application will be considered after the applications received by the deadline and the decision of the LA will be final. This allows for co-ordination between other LA's and admission authorities.
- (c) For secondary school applications by 18th November 2017 where parents have nominated a school outside the LA area, the LA will notify the relevant authority(s).
- (d) For primary school applications by 29th January 2018 where parents have nominated a school outside the LA area, the LA will notify the relevant authority(s).
- (e) For secondary school applications by 4th December 2017 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary forms received by this date, which schools require in order to apply their oversubscription criteria.
- (f) For primary school applications by 9th February 2019 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary forms received by this date, which schools require in order to apply their oversubscription criteria.

## **Determining offers in response to the SSA/PSA**

- (a) The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SSA/PSAs. 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 SSA/PSA where it is acting in its separate capacity as an admission authority or an applicant is not eligible for a place at any school that the parent has nominated.
- (b) By 15th January 2018 schools' within Darlington Authority will have considered all applications for a secondary place and informed the LA. By 5th February 2018 other LA's and their admissions authority schools will have considered the applications for their schools. They will then provide the LA with a list of those applicants ranked according to the school's oversubscription criteria who may potentially be offered a place at the school up to the PAN. Applicants that are refused also need to be listed in order of oversubscription criteria. The LA will compare the lists from all admission authorities against the schools nominated on the SSA. Where the child is eligible for

a place at only one of the nominated schools that school will be provisionally allocated to the child.

- (c) By 5th March 2018 admission authority schools within Darlington Authority will have considered all applications for a primary place and informed the LA. By 12th March 2018 other LA's and their admission authority schools will have considered the applications for their schools. They will then provide the LA with a list of those applicants ranked according to the school's oversubscription criteria who may potentially be offered a place at the school up to the PAN. Applicants that are refused also need to be listed in order of oversubscription criteria. The LA will compare the lists from all admission authorities against the schools nominated on the PSA. Where the child is eligible for a place at only one of the nominated schools that school will be provisionally allocated to the child.
- (d) Where a child is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.
- (e) Where the child is not eligible for a place at any of the nominated schools, the child will be provisionally allocated a place at the nearest appropriate school with a vacancy.
- (f) The LA will consult with all relevant admission authorities until the allocation of places is resolved.
- (g) By 12th February 2018 the LA will negotiate with other LA's to finalise offer of places and by 16th February 2018 the LA will inform its secondary schools of the pupils to be offered places at their schools.
- (h) By 19th March 2018 the LA will negotiate with other LA's to finalise offer of places and by 2nd April 2018 the LA will inform its primary schools of the pupils to be offered places at their schools.
- (i) **On 1st March 2018 for secondary places and on 16th April 2018 for primary places, (or the next working day)** parents will be notified that they are being offered a place at an allocated school. The letter will give the following information:
  - i. the name of the school at which a place is offered whether it be an offer by the LA or on behalf of another admission authority;
  - ii. the reasons why the child is not being offered a place at each of the other schools nominated on the SSA/PSA;
  - iii. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
  - iv. contact details for the school and LA (and those nominated VA or Academy schools where they were not offered a place, so that they can lodge an appeal with the governing body);
  - v. where the child has been refused a place at a nominated school, an invitation for the child's name to be added to a waiting list. The LA will operate waiting

lists until the end of December 2016, to fill places that may become available in the first term of the school year.

- vi. what to do if the place offered is in another LA;
- vii. what to do if an offer was not made at the preferred school which was within another LA, who to contact and the timescale in which to do so.
- viii. Parents will have initial 14 working days to respond to the offer letter to accept/decline the school place offered. They will then receive a reminder letter and after 21 working days the LA will then look to withdraw the offer.
- ix. Where no SSA/PSA was received before the offer date, where the LA is aware of the child's details, a letter will be sent to the parent/carer advising them that they need to make contact to make an application.
- x. If a parent/carer did not initially apply for a school but then wishes to do so, they then must apply. An offer or refusal letter will then be sent along with a supplementary form if applicable. Names can be then be added to a waiting list using the applicable oversubscription criteria.

## **PART II - LATE APPLICATIONS**

- (a) SSAs received after 31st October 2017 (late applications) will be considered only in exceptional circumstances, e.g. families who have moved into the area after the closing date (refer to 13). These late applications will be considered up to and including Friday 3rd November 2017.
- (b) PSAs received after 15th January 2017 (late applications) will be considered only in exceptional circumstances, e.g. families who have moved into the area after the closing date (refer to 13). These late applications will be considered up to and including Wednesday 17th January 2018.
- (c) In any other circumstances SSA/PSAs received after the closing date (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 - WAITING LISTS**

- (a) A child's position on a waiting list(s) will be determined by the oversubscription criteria for the relevant admission authority. If a parent/carer wishes to add their child's name to a waiting list for a school that they were refused a place at, then they must complete the 'options' form that will be attached to their offer letter.
- (b) Vacancies often arise at short notice and those on the waiting list should be prepared to take up a place as soon as it occurs. Places will not be held for later consideration. The LA will maintain waiting lists for schools for Reception and Year 7 pupils only, until the end of December 2018. Thereafter normal transfer/in-year admission arrangements will operate.

## **PART III – IN-YEAR ADMISSIONS**

Applications received after 1st September 2018 and for places in year groups other than the normal year of entry will be treated as in-year admissions.

Parents who are new to the Authority will be directed to the LA who in turn will send out an IYAF for completion with a required response within 5 working days to the LA. Parents will then be contacted again if no IYAF is returned.

Where a parent is wishing to transfer their child to another school in Darlington they can obtain an IYAF from their current school, where a meeting must take place before the IYAF is forwarded to the LA for processing.

### **Processing of In-Year Admission Forms**

All completed IYAFs are to be returned to the LA.

On receipt of the IYAF the LA will ascertain the availability of places if a stated preference is for a school maintained by another admission authority, in Darlington or in another LA area.

Processing of IYAFs from date of receipt will normally take 7 working days.

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

Where an applicant has been deemed to be 'hard to place' then their request for a school place will be considered under the Fair Access Protocol.

For all other applications the relevant admissions criterion will be applied if there are more applicants than available places.

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the IYAFs. 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 IYAF where it is acting in its separate capacity as an admission authority or an applicant is not eligible for a place at any school that the parent has expressed a preference for.

Where a child is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.

Where the child is not eligible for a place at any of the preferred schools, the child will be provisionally offered a place at the nearest appropriate school with a vacancy.

The offer/refusal letter will be issued by the home LA on behalf of another admission authority. The letter will give the following information:

- (a) the name of the school at which a place is provisionally being offered whether it be an offer by the LA or on behalf of another admission authority;
- (b) details pertaining to a date and time for an appointment at the school;

- (c) the reasons why the child is not being offered a place at each of the other schools nominated on the IYAF;
- (d) information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
- (e) contact details for the school and LA (and those nominated VA or Academy schools where they were not offered a place, so that they can lodge an appeal with the governing body);
- (f) what to do if the place offered is in another LA area;
- (g) what to do if an offer was not made at the preferred school which was within another LA and who to contact.

Parents will have 7 working days to respond to the offer letter to accept the school place offered. The LA will then look to withdraw the offer.

The LA operates a waiting list for community & voluntary controlled schools for the academic year that the child has applied for only. Schools which are their own admission authority may also hold a waiting list which they have asked for the LA to maintain, however parents should contact the school direct in the first instance. No offers will be made off a waiting list by a school.

## **PART I – IN-YEAR TRANSFERS**

If a child already attends a Darlington mainstream school and wishes to transfer to another, they must in the first instance, discuss the transfer with the current school that the pupil attends. If they then still wish for the transfer to proceed, PART B of an in-year application form should be completed by the school and issued to the parent who will then forward to the LA. Should there be a vacancy in an alternative school requested by the parent, an appointment will be arranged at the school the child wishes to transfer to and the with the transfer request form will be forwarded and a start date will be agreed.

Should the school determine that the request for a transfer fall under the Fair Access Protocol then the request will be considered by the primary or secondary behavior panel.

Should the school that the child wishes to transfer to have reached or exceeded its admission limit, then the parent has the right to appeal against the decision to refuse a place at the school. All in-year application forms must be sent to the LA including those for children wishing to transfer to an oversubscribed VA or Academy school.

The LA will write to parents informing them of their right to appeal and if parents wish to proceed; appeal papers will be issued by the relevant admission authority.

The Education Act 1996 permits admission authorities to defer admission of a child to the start of a school term if there is no need for an immediate move, in order to minimise disruption to their own child and other children's education.



## SCHEDULE 2

### Timetable of Secondary Co-ordinated scheme

Consultation (if applicable) Determination of admissions policy 2018/19	1 October to 31 January 2017 (for at least 6 weeks) 28 February 2017
Co-ordinated Scheme to be formulated and published on council website	By 1st January 2017
Secondary Applications available	w/c 11th September 2017
Parent open days/evenings for Secondary Schools	11th Sept 2017 to 22nd Sept 2017
SSA's to be returned to the LA by	By 31st October 2017
Exchange of forms to other LA's	By 18th November 2017
Inform Academy schools of all applications made and forward supplementary forms	By 4th December 2017
Darlington admission authority schools to send LA their ranked list of offers	By 15th January 2018
Other LA's to send their lists to Darlington LA	By 5th February 2018
Negotiation with other LA's to finalise offer of places	By 12th February 2018
Inform schools of the final offer list including children offered places residing other LA's	By 16th February 2018
Offer Letters sent out on behalf of admission authority schools in Darlington and other LA's	1st March 2018
Admission Appeals (if necessary)	May/June 2018

## Timetable of Primary Co-ordinated Scheme

Consultation (if applicable) Determination of admissions policy 2018/19	1 October to 31 January 2017 (for at least 6 weeks) 28 February 2017
Co-ordinated Scheme to be formulated and published on council website	By 1st January 2017
Primary Applications available	w/c 11th September 2017
PSA's to be returned to the LA by	15th January 2018
Exchange of forms to other LA's	By 29th January 2018
Inform schools of all applications made and forward supplementary forms	By 9th February 2018
Darlington admission authority schools to send LA their ranked list of offers	By 5th March 2018
Other LA's to send their lists to Darlington LA	By 12th March 2018
Negotiation with other LA's to finalise offer of places	By 19th March 2018
Inform schools of the final offer list including children offered places residing other LA's	By 2nd April 2018
Offer Letters sent out on behalf of admission authority schools in Darlington and other LA's	16th April 2018
Admission Appeals (if necessary)	June/July 2018

**SECONDARY SCHOOLS 2018/19**

School	Age Range	Admission Number	Type
Carmel College	11-16	180	Co-Ed
Wyvern Academy	11-16	140	Co-Ed
Haughton Academy	11-16	180	Co-Ed
Hummersknott Academy Trust	11-16	240	Co-Ed
Hurworth School	11-16	127	Co-Ed
Longfield Academy of Sport	11-16	180	Co-Ed
Polam Hall School	11-16	78	Co-Ed
St Aidan's Church of England Academy	11-16	140	Co-Ed

**PRIMARY SCHOOLS 2018/19**

School	Age Range	Admission Number	Type
Abbey Infant*	4-7	90	Co-Ed
Abbey Junior*	7-11	90	Co-Ed
Bishopton Redmarshall CE Primary	4-11	15	Co-Ed
Corporation Road Primary	4-11	45	Co-Ed
Firth Moor Academy	4-11	45	Co-Ed
Gurney Pease Academy	4-11	30	Co-Ed
Harrowgate Hill Primary	4-11	90	Co-Ed
Heathfield Academy	4-11	60	Co-Ed
Heighington CE Primary	4-11	38	Co-Ed
High Coniscliffe CE Primary	4-11	15	Co-Ed
Holy Family RC VA Primary	4-11	30	Co-Ed
Hurworth Academy	4-11	30	Co-Ed
Mount Pleasant Primary	4-11	30	Co-Ed
Mowden Infants*	4-7	90	Co-Ed
Mowden Junior*	7-11	60	Co-Ed
Northwood Primary	4-11	60	Co-Ed
Polam Hall School	4-11	48	Co-Ed
Red Hall Primary	4-11	30	Co-Ed
Reid Street Academy	4-11	60	Co-Ed
Skerne Park Academy	4-11	60	Co-Ed
Springfield Academy	4-11	30	Co-Ed
St Augustines' RC VA Primary	4-11	30	Co-Ed
St Bede's RC Primary	4-11	45	Co-Ed
St George's CoE Academy	4-11	45	Co-Ed
St John's CoE Academy	4-11	30	Co-Ed
St Mary's Cockerton Church of England Primary	4-11	30	Co-Ed
St Teresa's RC VA Primary	4-11	45	Co-Ed
The Rydal Academy	4-11	75	Co-Ed
West Park Academy	4-11	60	Co-Ed
Whinfield Primary	4-11	90	Co-Ed

\*Associated school

## **Appendix 1**

Admission Authorities for the purposes of this scheme, are:

### Primary

Federation of Abbey Schools (Infants)  
Federation of Abbey Schools (Juniors)  
Bishopton/Redmarshall CE Primary  
Firthmoor Academy  
Gurney Pease Academy  
Heathfield Academy  
Heighington CE Primary  
Holy Family RC Primary  
Hurworth Primary  
Federation of Mowden Schools (Infants)  
Federation of Mowden Schools (Juniors)  
Reid Street Academy  
Skerne Park Academy  
Springfield Academy  
St Augustine's RC Primary  
St Bede's RC Primary  
St George's CE Primary  
St John's CE Primary  
St Mary's Cockerton CofE Primary  
St Teresa's RC Primary  
The Rydal Academy  
West Park Academy

### Secondary

Carmel College  
Haughton Academy  
Hummersknott Academy Trust  
Hurworth School  
Longfield Academy of Sport  
St Aidan's Church of England Academy  
Wyvern Academy

### All Through School

Polam Hall Free School