

**SCHOOLS ADMISSIONS 2020-21**

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

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

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**SUMMARY REPORT**

**Purpose of the Report**

1. To seek Members' approval for the Local Authority's admission arrangements for the 2020/2021 academic year for 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 2020/2021 academic year **Appendix B** and must inform the Secretary of State by 28 February 2019.

**Recommendation**

4. It is recommended that :-
  - (a) Members consider and determine them as final Darlington Local Authority's admissions arrangements for community and voluntary controlled schools.
  - (b) Members adopt the Co-ordinated Admission Schemes for both primary and secondary applications for the 2020/21 academic year.

**Reasons**

5. 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 2020/2021.

- (b) If the co-ordinated scheme is not adopted and returned to the DfE by the 28 February 2019 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	Not relevant to this report
Diversity	There are a range of schools in Darlington with Governance ranging from Community Schools to Voluntary Aided, Foundation and an Academy. Parents have a wide choice of schools to match the diverse needs of a pluralistic community.
Wards Affected	The admissions criteria affects children living in all wards across Darlington
Groups Affected	Parents, Pupils, 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 2020/21 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 ensure 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.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

## MAIN REPORT

### Information and Analysis

6. 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 academy schools 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.
7. The Local Authority acting in its capacity as an admission 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 2020/21' 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. Due to a requirement to include children who have been previously in state care outside of England as an oversubscription criteria and recent consultation around the previous admission arrangements for community primary schools the admissions oversubscription criteria has been amended to be code compliant:
  - (a) Looked After and Previously Looked After Children
  - (b) State Care outside of England
  - (c) Medical Reasons
  - (d) Family Links
  - (e) Rural
  - (f) Distance (rural wards of Darlington Borough)
  - (g) Distance (urban wards of Darlington Borough)
10. Full details of the admission arrangements are provided in Appendix A.
11. Where a child has undergone statutory assessment and an Education, Health and Care Plan (EHCP) 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.

### Legal Implications

12. The Authority would be in breach of its statutory duty if it did not co-ordinate the application process for all schools within its authority in accordance with the School Admissions Code, issued in December 2014.

### Consultation

13. The Authority is required to consult on its admission arrangements at least once every 7 years. Consultation must take place between 1 October and 31 January of

the school year before the arrangements are to take place and must last for a minimum of 6 weeks. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about the proposed admission arrangements. In line with the requirements, Darlington Local Authority consulted with the appropriate bodies within the timescales.

### **Outcome of Consultation**

14. The Authority has not received any comments in respect of the proposed admission arrangements for schools for which it is the maintaining admission authority. The closing date for responses was 21 December 2018.

## ADMISSIONS POLICY

### Admission at the Normal Point of Entry

Darlington Borough Council, as the Admissions Authority for community and voluntary controlled schools will consider all preferences for the schools, against the relevant oversubscription criteria as set out below. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

### Admissions 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 children with special educational needs where a school is named on the EHCP, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below, in the following order:

- i. **Looked After & Previously Looked After Children**  
(see definition)
- ii. **State Care outside of England**  
Children who appear to Darlington Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (see further explanation)
- iii. **Medical Reasons**  
Children with very exceptional medical factors directly related to the school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see further explanation).
- iv. **Family Links**  
Children who have a brother or sister already attending the school and who are expected to be on the roll at the time of admission (see definition).
- v. **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).
- vi. **Distance**  
**(Rural 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, via the shortest route which is paved/tarmaced\*. 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.

**vii 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, 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.

\*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place at a school; where the route taken when measured by the Local Authority, is paved/tarmaced but not also lit at regular intervals, then the Local Authority will provide assistance with transport, even if it is less than the statutory duty for a child of the appropriate age.

A copy of the map is available in the Guide for Parents and on the Council's website.

### **Definitions/Explanations**

#### **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.

#### **State Care Outside of England**

Children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

#### **Medical Criterion**

If you state a preference for any of the 3 maintained schools and indicate your reason for doing so is 'medical', then you are 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 your child had to travel to another school. Permission from parents must be given to share this information.

## **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 you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

## **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.

## **Consideration of late applications**

If parent/carers believe that there are exceptional/individual circumstances which prevented submission of an application form by the stated deadline, e.g. families who have moved into the area after the closing date or if they are a single parent and have been ill for some time or have been dealing with the death of a close relative, then they must provide clear evidence for the LA.

The Authority will then consider each application on an individual basis subject to verification. If the Authority decides that 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. These applications will be considered up to and including the stated deadline in January in the Guide for Parents. Further applications received after the January date will only be considered once the process for allocating places has been applied to those applications received by the deadline.

### **Offer Day**

Darlington Borough Council will inform parent/carers of the offer of a school place on 16 April of the year of entry (or the next working day to this date).

### **Appeals Process**

Darlington Local Authority will issue appeal papers if requested to a parent/carer who has been unsuccessful in their application to gain a place at their preferred school(s) as stated on their form, for their child(ren).

### **Waiting Lists**

Darlington Local Authority as the Admission Authority for Community and Voluntary Controlled schools will maintain a waiting list at all times. 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 of the relevant year of entry.

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 a child's name has been on the waiting list, nor whether the application was received by the closing date or thereafter.

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. After the point of entry in September, normal transfers/in-year admission arrangements will operate.

### **Admission of Children outside of 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 or parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the academic year of entry.

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at a Darlington school must contact the Schools Admissions Section at the Town Hall. Parent/carers will be sent an In-year Application Form (IYAF) out and directed to the Council's website for a copy of the Guide for Parents. Should a place be available at a school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed. The Schools Admissions Section in agreement with the parent/carers and the Head Teacher of the school will arrange this meeting. Should however a parent/carer request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

<b>School</b>	<b>Age Range</b>	<b>Admission Number</b>
Harrowgate Hill Primary	4-11	90
Red Hall Primary	4-11	30
Whinfield Primary	4-11	90

Darlington Local Authority

Co-ordinated Admissions Scheme for Schools in Darlington 2020-2021

**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 applies to all schools in the Darlington area.
2. The co-ordinated scheme is for the academic year 2020/2021 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 2020.
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**

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 2020;

“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 received for a school place other than at the normal point of entry for primary, junior or secondary education that is received after 1 September 2020;

“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 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 preferred 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.

7. 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 2020 and the SSA/PSA is accompanied by a written explanation of the co-ordinated admissions scheme.
8. The LA will ensure that a supplementary form will be available for parents to complete who express a preference for a faith school.
9. 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.
10. Where a school receives an application 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.
11. 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**

12. The closing date for secondary applications is 31 October 2019 and for junior & primary applications 15 January 2020. Completed SSA/PSAs are to be returned to the LA.
13. SSAs received after the closing date but before 6 November 2019 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 20 January 2020. 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 an admission authority 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 admission authority will be final. This allows for co-ordination between other LA's and admission authorities.
14. For secondary school applications by 22 November 2019 where parents have nominated a school outside the LA area, the LA will notify the relevant authority(s).
15. For primary school applications by 31 January 2020 where parents have nominated a school outside the LA area, the LA will notify the relevant authority(s).
16. For secondary school applications by 2 December 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.

17. For primary school applications by 10 February 2020 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**

18. 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.
19. By 13 January 2020, schools within Darlington Authority will have considered all applications for a secondary place and informed the LA. By 3 February 2020 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.
20. By 9 March 2020 admission authority schools within Darlington Authority will have considered all applications for a primary place and informed the LA. By 13 March 2020 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.
21. 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.
22. 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.
23. The LA will consult with all relevant admission authorities until the allocation of places is resolved.
24. By 10 February 2020 the LA will negotiate with other LA's to finalise offer of places and by 17 February 2020 the LA will inform its secondary schools of the pupils to be offered places at their schools.
25. By 20 March 2020 the LA will negotiate with other LA's to finalise offer of places and by 3 April 2020 the LA will inform its primary schools of the pupils to be offered places at their schools.
26. **On 1 March 2020 for secondary places and on 16 April 2020 for primary places, (or the next working day if the national offer day falls on a weekend or bank holiday)** parents will be notified

that they are being offered a place at an allocated school. The letter/email will give the following information:

- a. 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;
  - b. the reasons why the child is not being offered a place at each of the other schools nominated on the SSA/PSA;
  - c. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
  - d. 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);
  - e. 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 2019, to fill places that may become available in the first term of the school year.
  - f. what to do if the place offered is in another LA;
  - g. 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.
27. 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 admission authority will then look to withdraw the offer.
28. Where no SSA/PSA was received before the offer date, where the LA is aware of the child's details, all reasonable steps will be taken to contact the parent/carer advising them that they need to make an application.
29. 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 31 October 2019 (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 6 November 2019.
- b) PSAs received after 15 January 2020 (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 20 January 2020.
- 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 or respond online. Admission authorities do not take account of the length of time that a child's name has been on the waiting list when determining any further offers due to a vacancy occurring, nor if the application was received late.

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 2020. After 1 September 2020 normal transfer/in-year admission arrangements will operate.

### **PART III – IN-YEAR ADMISSIONS**

Applications received after 1 September 2020 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 7 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, which will then be 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 there is no availability at a 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. Acting in its capacity as co-ordinator and in conjunction with the admission authority 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.

## **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 Vulnerable Pupil 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 of admission arrangements (if applicable) Determination of admissions policy 2020/2021	1 October 2018 to 31 January 2019 (for at least 6 weeks) 28 February 2019
Co-ordinated Scheme to be formulated and published on council website	By 1 January 2019
Secondary Applications available	12 September 2019
Parent open days/evenings for Secondary Schools	16 Sept 2019 to 27 Sept 2019
SSA's to be returned to the LA by	By 31 October 2019
Exchange of forms to other LA's	By 22 November 2019
Inform Academy schools of all applications made and forward supplementary forms	By 2 December 2019
Darlington admission authority schools to send LA their ranked list of offers	By 13 January 2020
Other LA's to send their lists to D'ton LA	By 3 February 2020
Negotiation with other LA's to finalise offer of places	By 10 February 2020
Inform schools of the final offer list including children offered places residing other LA's	By 17 February 2020
Offer Letters sent out on behalf of admission authority schools in Darlington and other LA's	2 March 2020
Admission Appeals (if necessary)	May/June 2020

### Timetable of Primary Co-ordinated Scheme

<p>Consultation on admission arrangements (if applicable)</p> <p>Determination of admissions policy 2020/2021</p>	<p>1 October 2018 to 31 January 2019 (for at least 6 weeks) 28 February 2019</p>
<p>Co-ordinated Scheme to be formulated and published on council website</p>	<p>By 1 January 2019</p>
<p>Primary Applications available</p>	<p>12 September 2019</p>
<p>PSA's to be returned to the LA by</p>	<p>15 January 2020</p>
<p>Exchange of forms to other LA's</p>	<p>By 31 January 2020</p>
<p>Inform schools of all applications made and forward supplementary forms</p>	<p>By 10 February 2020</p>
<p>Darlington admission authority schools to send LA their ranked list of offers</p>	<p>By 9 March 2020</p>
<p>Other LA's to send their lists to D'Ton LA</p>	<p>By 13 March 2020</p>
<p>Negotiation with other LA's to finalise offer of places</p>	<p>By 20 March 2020</p>
<p>Inform schools of the final offer list including children offered places residing other LA's</p>	<p>By 3 April 2020</p>
<p>Offer Letters sent out on behalf of admission authority schools in Darlington and other LA's</p>	<p>16 April 2020</p>
<p>Admission Appeals (if necessary)</p>	<p>June/July 2020</p>

## SECONDARY SCHOOLS 2020/2021

School	Age Range	Admission Number	Type
Carmel College	11-16	180	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	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
Wyvern Academy	11-16	140	Co-Ed

## PRIMARY SCHOOLS 2020/2021

School	Age Range	Admission Number	Type
Federation of Abbey Schools (Infant)*	4-7	90	Co-Ed
Federation of Abbey Schools (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	40	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
Federation of Mowden Schools (Infants)*	4-7	90	Co-Ed
Federation of Mowden Schools (Junior)*	7-11	90	Co-Ed
Northwood Primary	4-11	60	Co-Ed
Polam Hall School	4-11	52	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	30	Co-Ed
St George's CoE Academy	4-11	60	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	90	Co-Ed
West Park Academy	4-11	60	Co-Ed
Whinfield Primary	4-11	90	Co-Ed

\*Associated school

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)  
Polam Hall School  
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  
Polam Hall School  
St Aidan's Church of England Academy  
Wyvern Academy

Darlington Local Authority

Harrowgate Hill Primary  
Red Hall Primary  
Whinfield Primary