

PROPOSED-Co-ordinated Admissions Scheme for Secondary Schools in the area of Gateshead Local Authority SEPTEMBER 2010

Introduction

1. This Scheme is made by Gateshead Metropolitan Borough Council under the Education (Co-ordination of Admission Arrangements) (Secondary) (England) Regulations 2002 and applies to all Secondary schools in Gateshead.

2. In this Scheme -

"the LA" means Gateshead Metropolitan Borough Council acting in their capacity as local authority;

"the LA area" means the area in respect of which the LA is the local authority;

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

"secondary 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;

"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;

"foundation schools" means such of the schools as are foundation schools;

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

"CTC" means City Technology College (Emmanuel College in Gateshead)

"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 2010;

"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;

All schools maintained by Gateshead Council as described above within the scheme will operate an equal preference system. This means all preferences for each school listed by parents on the common application form are considered under the oversubscription criterion without reference to the parental ranking. However where a child may be potentially offered a place at more than one school on their form, then the rankings given on the common application form will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the common application form for which the child is eligible for an offer.

"parent" or Legal Guardian means any person who (as defined in the 1989 Children Act) holds parental responsibility for a child and with whom the child normally resides;

Commencement and extent

This scheme applies in relation to the admission arrangements for the schools for admission year 2010-2011 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

"casual admission" means any application for a place in the first year of secondary education that is received after **1 April 2010**, including those received during the academic year commencing in September 2010, and applications for a place in any other year group received at any time from the commencement of the Scheme; 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 or is eligible following determination under the In Year Fair Access protocol,.

The Scheme

1. The Scheme 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.
2. The Scheme shall apply to every secondary school in the LA area, as identified in Appendix 1 (except special schools and the CTC (Emmanuel College)) and shall take effect from 14 April 2009.
3. The Scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:
 - Durham LA
 - Newcastle LA
 - Northumberland LA
 - South Tyneside LA
 - Sunderland LA

We will also co-ordinate our admission process with any other admission authorities where relevant.

SCHEDULE 1

PART I-THE SCHEME

Para.

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 secondary education in the specified year, and for any applications made for a "casual admission" into any year group in the admissions round leading up to, and during, the academic year 2010/2011.
3. The CAF must be used as a means of expressing a maximum of 3 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 Voluntary Aided schools);
 - b. to be admitted to a school located in another LA's area (including Voluntary Aided, foundation schools and Academies).
4. **The CAF will -**
 - a. allow parents to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
 - b. invite parents to give their reasons for each preference.
 - c. specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure:**
 - a. that the CAF is available on request from the LA and on-line at **www.gateshead.gov.uk** and
 - 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:**
 - a. Every parent resident in the LA area who has a child in their last year of primary education receives a copy of the CAF (and a written explanation); and

- b. Every parent whose application falls within the category of a casual admission receives a copy of the CAF (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) A place will be offered at the highest ranking nominated school for which they are eligible for a place under the admission criteria; and
 - (ii) Explain that, if more than one school is nominated and no order of ranking is stated, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest).
 - (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
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 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 will be sent to the parents by the governing body for completion and returned to the school.
 8. Where a school receives a supplementary form from a Gateshead resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by VA, foundation or Academy the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. 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 Foundation VA or Academy governing body to apply their oversubscription criteria.
 9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2. (N.B. no Community or Voluntary Aided School in Gateshead operates criteria for selection-based ability or aptitude)

Processing of Common Application Form CAFs

10. Completed CAFs are to be returned to the LA by Friday 23 October 2009. It will be the responsibility of parents to ensure that CAFs are returned directly or via primary schools to the LA, in a paper format or on-line by the closing date. **(The LA will acknowledge Receipt of all CAFs.)**

Determining offers in response to the CAF

11. 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, or
 - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school or
 - (c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms are to be returned to the LA by Friday 23 October 2009.
13. Completed application forms, which are received after the closing date will be considered as LATE and considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **By 27 November 2009** 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 information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by 27 November 2009.
16. **By 18 January 2010** the admission authority for each school will consider all applications for their school and apply the school's

oversubscription criteria (if appropriate) and provide the LA with a list of all potential offer applicants sorted (if appropriate) according to the school's over-subscription criteria

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

- 17. By 25 January 2010** the admission authority for neighbouring LA schools will produce a list of parental applicants and waiting lists (if appropriate).
- 18. By 8 February 2010** the LA will match these ranked lists against the ranked lists of the other schools nominated and:
 - Where the child is eligible for a place at the parents' first nominated school, that school will be allocated to the child.
 - Where the child is not eligible for a place at the parent's first nominated school, they will be allocated a place at the school, which is the next highest ranked nominated school where the child is eligible for a place.
 - Where the child is not eligible for a place at any of the parent's nominated schools, the child will (if places are still available) be allocated a place at the catchment school, or if this is not available at the nearest appropriate Community school with a vacancy, measured as the crow flies from the parental residence to the school.
 - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate Community Catchment school or if this is not available at the next nearest appropriate Community school, with vacancies, measured as the crow flies from the parental residence to the school.
- 19. 23 February 2010** -The LA informs its secondary schools of the pupils to be offered places at their schools, and informs other LA's of places in Gateshead schools to be offered to their residents.

OFFER DAY

- 20. On Monday 1 March 2010** 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 higher ranked schools nominated on the CAF;

- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Invite parents to write to the LA if they want to be considered on the school waiting list for any places that might become available in the reallocation process on 26 March 2010 for those schools nominated on the CAF at which they were refused a place.
- Contact details for the school (in the case of nominated foundation Academy and VA schools where they were not offered a place and all relevant LA's), so that they can lodge an appeal.

The letter will not inform parents of places still available at other schools.

- 21. 15 March 2010:** the deadline for parents to accept the place offered. If parents do not respond the LA will remind parents of the need to respond and point out that the place may be withdrawn if no written response confirming acceptance is received for oversubscribed schools. The LA will still continue to pursue acceptances from parents.

22 26 March 2010 -Waiting Lists

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. If places become available after 1 March 2010 they will be reallocated to children using the waiting list procedures for the relevant school. A child's position on any waiting list will be determined using the admission criterion for the school in question. The waiting list will have regard for children who are referred for admission through the In year fair Access protocol. The first reallocation of places will take place on 26 March 2010 for all relevant schools followed by subsequent reallocations, if found to be necessary, at no less than weekly intervals normally on the Friday of each week thereafter until the first day of term in September 2010.

The LA will maintain Waiting lists for all oversubscribed schools in Gateshead. Voluntary Aided schools will inform the LA where children shall be placed on the waiting list for their respective schools.

Where a child may be eligible for an offer from more than one school waiting list then the offer made will be for the school that was ranked highest by the parent on the CAF.

The waiting list will be compiled from those children whose parents/carer have written to the LA requesting to be placed on the waiting list for the school in question. This list will include the following children:

- Those who have not been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered any school place.

- Those who applied Late after 18 January 2010 and who did not receive an offer for a school choice which was ranked higher than the school they were offered.
- Those who have not been offered a school place at any of the schools they nominated on the CAF and the place that has become available is at a school originally nominated on the CAF
- Those who have been offered a school place but who ranked the school at which a place has now become available higher on the CAF than that offered.
- All other applicants, including parents who have submitted a new application (accepted for exceptional reasons) for consideration including those for children in public care (“Looked After” children) and children requiring placement through the In year Fair Access protocol.

PART 2 -LATE APPLICATIONS

- 23.** The closing date for applications in the normal admissions round is **23 October 2009**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons will be accepted provided they are received before **18 January 2010**, the date the allocation procedures begin. Examples of what will be considered as a valid reason include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property will be required in these cases) or for UK service personnel who have been relocated and have an intended address. Other circumstances will be considered and each case decided on its own merits based on the evidence provided.

Parents submitting applications to change their preferences, from those originally ranked on the CAF, will also be classed as “late” and may only be considered if exceptional circumstances apply such as those examples described above. If no such exceptional circumstances apply we will continue to proceed with those original preferences ranked on the CAF for the purposes of the allocation of places on the 1 March 2010. In these circumstances such applications may only be considered if vacancies exist after all other applicants who have ranked the school on their CAF AND are eligible for an offer have been allocated a place

LATE APPLICATIONS RECEIVED AFTER 18 JANUARY 2010

24. Applications received after 18 January 2010 will be considered as late and will not be processed until after 1 March 2010. Parents will, nevertheless, receive an offer of a school place on or shortly after 1 March 2010 in accordance with the terms of the scheme.

NO APPLICATION FORM RECEIVED BY 1 MARCH 2010

25. Where no CAF is submitted the child will, on 1 March 2010, be offered a place at the appropriate catchment school or if this is not available the nearest appropriate Community school with a vacancy, measured 'as the crow flies', from the parental residence to the main entrance of the school. The LA will be aware which parents this applies to as a result of liaison with Junior and Primary schools.

APPLICATIONS RECEIVED AFTER 1 MARCH 2010 BUT BEFORE 26 MARCH 2010

26. Applications made direct to any school on the CAF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place, in accordance with the scheme, on 26 March 2010 at the School highest in the parent's order of ranking that has a vacancy or if this is not possible, at their catchment school, or if this school is also full at the nearest appropriate Community school with a vacancy, measured 'as the crow flies' from the parental residence to the main entrance of the school.

APPLICATIONS RECEIVED AFTER 26 MARCH 2010

27. Applications received after 26 March 2010, will be treated as casual admissions. These applications should be made on the CAF and sent to the LA, which maintains the school and which will:
- Determine any application for a community or controlled school for which it is the admission authority; and
 - If the application is for a foundation, voluntary aided or Academy school, refer the application to the governing body of the school, which will make a determination and notify the LA who will notify the parent. Parents who are refused admission will be offered a right of appeal.
28. If any parents approach foundation, Academy or voluntary aided schools directly about a casual admission, the governing body must

ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the maintaining LA of its decision who will inform the Parent and, if the parent is refused a place, the right of appeal will be offered.

29. The LA will keep track of any pupils who apply for casual admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay, particularly in respect of children in public care and children who are referred for placement under the In Year fair access protocol.

WAITING LISTS FROM 26 MARCH 2010

30. The LA will maintain Waiting lists for all oversubscribed schools in Gateshead. Voluntary Aided schools will inform the LA where children shall be placed on the waiting list for their respective schools. Where a child may be eligible for an offer from more than one school waiting list then the offer actually made will be for the school that was ranked highest by the parent on the CAF. A child's position on any waiting list will be determined using the admission criterion from the admission policy for the school in question. It should be noted that children who are in public care or who have been referred for admission through the In Year Fair access protocol and are without a school place would receive the highest priority on school waiting lists for Gateshead schools.

The allocation of places from the waiting list will commence on 26 March 2010 and, if necessary, will normally take place at weekly intervals on the Friday of each week thereafter until the first day of term in September 2010. The LA will liaise with Voluntary Aided schools to ensure that vacancies at such schools are allocated in accordance with their admission criterion. Parents may be informed of the position their child occupies on the waiting list by contacting the LA school admission officer however this must be treated with caution as individual positions may change on a regular basis due to the adding or deletion of other children to the list or changes in the admission criteria applied to children.

NB Parents submitting applications to change their preferences following the offer of places on 1 March 2010, may only be placed on the school waiting list if exceptional circumstances apply such as those examples described in para 23 above. If no such exceptional circumstances apply we will not place such children on the waiting list.

Applications received after 1 September 2010 will be treated as casual admissions also known as "In Year" admissions. A separate co-ordinated scheme determines the admission arrangements for applications submitted after this date and during the rest of the academic year .

SCHEDULE 2

Timetable of Secondary School Co-ordinated scheme-2010

| | |
|-------------------|--|
| 23 October 2009: | Common Application forms, together with any supplementary forms (as required) to be returned to the LA. |
| 27 November 2009 | Details of applications to be sent to foundation and VA schools, and other LA's. |
| 18 January 2010: | Foundation and VA schools provide the LA with ranked lists of applicants. |
| 25 January 2010: | LA's exchange information with other LA's on offer or refusal of school places. |
| 8 February 2010: | The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1. |
| 23 February 2010: | By this date the LA will notify schools which parents have been offered places at their schools, and other LA's will be notified of places in Gateshead schools that will be offered to their residents. |
| 1 March 2010: | Notifications sent to parents. |
| 15 March 2010: | Last date for offers to be accepted by parents. |
| 26 March 2010: | Any places that have become available are re allocated to parents from a waiting list in accordance with paragraph 22 of Schedule 1. |
| 26 March 2010 | Waiting lists maintained until start of term September 2010 |

Appendix 1

CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS 2010

Admission Authorities in the Area of Gateshead to which the Scheme applies

The Scheme applies to the Governing Body as the Admission Authority for the following Voluntary Aided Schools:

| | |
|--------------------------------|---|
| St Thomas More Catholic School | Croftdale Road Blaydon, Gateshead, NE21 4BQ |
| Cardinal Hume Catholic School | Old Durham Rd Gateshead NE9 6RZ |

Community and Voluntary Controlled Schools where the LA is the Admission Authority:

| | |
|--|--|
| Heworth Grange Comprehensive School | High Lanes, Heworth, Gateshead, NE10 0PT |
| Hookergate School | High Spenn, Rowlands Gill, Gateshead, NE39 2BX |
| Joseph Swan School | Saltwell Road, South Gateshead, NE9 6LE |
| Kingsmeadow Community Comprehensive School | Market Lane, Dunston, Gateshead, NE11 9NX |
| Lord Lawson of Beamish Community School | Portobello Road Birtley, Chester-le-Street, DH3 2LP |
| Ryton Comprehensive School | Ryton, Gateshead, NE40 3AH |
| Thomas Hepburn Community School | Swards Road, Felling, Gateshead, NE10 9UZ |
| Whickham School | Burnthouse Lane, Whickham Newcastle-upon-Tyne, NE16 5AR |