

**SOUTHAMPTON CITY COUNCIL
CO-ORDINATED ADMISSION ARRANGEMENTS FOR JUNIOR SCHOOLS**

SCHOOL YEAR 2011/12

1. INTRODUCTION

This scheme details proposals for the co-ordinated admission arrangements for junior schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 and the School Admissions Code (2009).

2. BACKGROUND

The School Standards and Framework Act 1998, as amended by the Education Act 2002, and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

Once a LA has formulated a scheme for its area it must pass the scheme for review to the Admission Forum. The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

3. THE SCHEME

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

Parents must now apply for places in different LAs via their home local authority. This means that parents resident in Southampton applying for junior schools in, say, Hampshire must apply through the Southampton City Council Admissions Team.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Brochures and application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

4. DATA CAPTURE

In June 2010 Year 1 pupils' data will be downloaded, by the Admissions Team, from the school databases and the Year 3 transfer group created.

5. BROCHURES AND THE APPLICATION PROCESS

- Brochures about junior transfer will be issued to Year 2 pupils via their infant school early in September 2010.
- Registration for online admission application commences early September.
- The pre-printed common application form (JT1) will be issued to pupils by their present school by mid-September; online application window opens 1 September.
- Parents of children living outside the city but wishing to apply for a place at a Southampton junior school must apply through their Home LA
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply for those schools via the Southampton application form or online system

6. CLOSING DATE

The closing date for applications will be 15 December 2011. This date is set in the regulations. Online applications will come direct to the Admissions Team. Paper applications will be returned via the child's current infant school to the Admissions Team for processing.

7. PROCESSING OF ON-TIME APPLICATIONS

The Admissions Team will process first all those applications submitted by the closing date. Applications will be input onto the ONE database

in order that initial allocations can be made. In the event that two places can be offered, e.g. at two Community/VC schools, the place that will be offered will be the one that is the higher preference on the application form.

8. LATE APPLICATIONS

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above.

9. UNPLACED CHILDREN

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not complete a form, will be allocated a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be allocated a place at the school with places available nearest to their home address. Distance to the home address will be measured by public roads and footpaths. Distances are calculated using a computerised GIS system that uses data supplied by Ordnance Survey. Addresses are identified and positioned using the LLPG database or the Post Office Address database

10. DECISION LETTERS

Decision letters giving the outcome of applications will be sent out on Friday 6 May 2011. Email notifications will also be sent to those parents who applied online. Decision letters will be accompanied by a reply slip that parents must complete to accept any place offered to them. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

11. DATA TO SCHOOLS

Data will be provided to schools on a regular basis from February 2011 through to July 2011. Although the Admissions Team will already know the names of 1st preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1st preference may have lower priority under the oversubscription criteria than children who have expressed a 2nd or 3rd preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of

year 3 starters as soon as possible. From 6 May 2011, schools will receive student data in the form of lists showing who has been allocated places at their schools. From June 2011 onwards, junior schools will receive transfer forms from the infant schools their children are coming from.

12. APPLICATIONS TO PRIMARY SCHOOLS

Applications for places in year 3 at a primary school for September 2011 will not be included in this process. Parents who want such a place must make a normal in year transfer at the appropriate time. This is normally in June/July.

13. SUMMARY

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the regulations. A timetable showing how the process would work for the September 2011 intake is attached at the annexe.

CO-ORDINATED JUNIOR SCHOOLS ADMISSIONS SCHEME

TIMETABLE 2011/12

<i>DATE</i>	ACTIVITY
June 2010	Admissions Team downloads details of Year 1 pupils in city infant schools
Early September 2010	Brochures issued to parents/carers via child's infant school
1 September 2010	Online application window opens.
By mid-September 2010	Pre-printed application forms issued to parents/carers via child's infant school.
15 January 2011	Closing date for applications
15 January to 31 March 2011	Admissions Team processes all applications received in accordance with the admission policy. Admissions Team exchanges information about application with Hampshire County Council as necessary
6 May 2011	Parents advised by letter and email from the Admissions Team of the result of their application