

**SOUTHAMPTON CITY COUNCIL  
THE CO-ORDINATED SCHEMES FOR ENTRY TO JUNIOR SCHOOLS**

**SCHOOL YEAR 2017/18**

**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 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code (2014).

**2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 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.

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
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In June 2016 Year 1 pupils' data will be downloaded, by the Admissions Team, from the school databases and the Year 3 transfer group created. The LA will download details of SCC resident children attending infant schools in Hampshire from HCC.

#### **5. APPLICATION PROCESS**

- Details of the process for junior transfer will be issued direct by post to the parents of Year 2 pupils early in September 2016.
- Registration for online admission application commences 12 September 2016.
- 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 system

#### **6. CLOSING DATE**

The closing date for applications will be 15 January 2017. This date is set in regulations. Online applications will come direct to the Admissions Team.

#### **7. PROCESSING OF ON-TIME APPLICATIONS**

The Admissions Team will process first all those applications submitted by the closing date.

Own Admission Authority School applications –the data on any application form that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5 p.m 24 February 2017  
Community/VC School applications – paper applications will be input onto the One database in order that initial allocations can be made on an equal preference basis.

By 5 p.m. Friday 17 March 2016, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1<sup>st</sup> preference and the VA school is 2<sup>nd</sup> preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

## **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 make an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be offered a place at the junior school with places available nearest to their home address that is prepared to offer a place. Distance from a preferred school to the home address will be measured by using a computerised GIS system that uses data supplied by Ordnance Survey using either shortest walking distance or direct distance as specified in the schools admission arrangements. Addresses are identified and positioned using the LLPG database or the Post Office Address database

## **10. OUTCOME OF APPLICATIONS**

The outcome of applications will notified to parents on 17 April 2017. Email notifications will be sent to those parents who applied online unless the applicants has requested a written letter. Parents who did not receive an offer of their first preference school will be notified in a formal letter 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 17 April 2017 through to July 2017. Although the Admissions Team will already know the names of 1<sup>st</sup> 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 1<sup>st</sup> preference may have lower priority under the oversubscription criteria than children who have expressed a 2<sup>nd</sup> or 3<sup>rd</sup> 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. On 17 April 2016, schools will receive student data electronically showing who has been allocated places at their schools. From June 2017 onwards, junior schools will receive transfer files 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 2017 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 2016 intake is attached at the annexe.

## CO-ORDINATED JUNIOR SCHOOLS ADMISSIONS SCHEME

## TIMETABLE 2017/18

DATE	ACTIVITY
June 2016	Admissions Team downloads details of Year 1 pupils in city infant schools and receives data From HCC of Southampton children in HCC infant schools
Early September 2016	Letters outlining application procedure sent to all parents in the transfer group.
12 September 2016	Online application window opens.
15 January 2017	Closing date for applications
24 February 2017	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton
17 March 2017	Own admission authority schools return ranked applications details to the Admissions Team
17 April 2017	Parents advised by email and/or letter from the Admissions Team of the outcome of their application