

# Coordinated Admissions Scheme

## Timeline for In Year School Transfers

### STEP 1

*School Day 1 to 5*

Parent submits an in-year school transfer application (MAF)

School Admissions will check the parental preferences against availability of places data held centrally. Should the LA need to check year group figures, the school is required to respond to request within 2 days.

- If the application is for an undersubscribed school (according to the school's PAN), the Admissions Team will update school numbers, email requested school and forward the application securely via AnyComms+. Refer to Step 2.
- If a place is available in the requested year group and the school fails to arrange the admission, Step 4 will take effect.
- If the application is for an oversubscribed school (according to the school's PAN), Step 3 will take effect.

*Please note, if the pupil has an Education, Health and Care (EHC) Plan the application will be forwarded to the SEND Team for separate consideration/processing.*

### STEP 2

*School Day 6 to 10*

Place available at parent's preferred school (5 day turnaround)

#### Preferences for Community/VC Schools:

- Upon receipt of email, school to download MAF from AnyComms+ and contact family within 5 school days to arrange admission before Day 20.
- Prior to the deadline stipulated in the email, please notify the LA of the agreed start date.

*Note: If there are more applications than places available, the local authority will have already applied the oversubscription criteria, and only send the eligible application to the school in order to arrange admission. Step 3 will take place for the unsuccessful applicant.*

#### Preferences for Own Admission Authority Schools:

- Upon receipt of email, school to download MAF from AnyComms+.
- Governing Body/Academy Trust to confirm the year group is below the published admission number and contact family within 5 school days to arrange admission before Day 20.
- If there are more applications than places available, the Governing Body/Academy Trust will apply the school's oversubscription criteria, and arrange admission for the eligible applicant. Step 3 will take place for the unsuccessful applicant.
- Prior to the deadline stipulated in the email, please notify the LA of the outcome/agreed start date.

### STEP 3

*School Day 6 to 10*

Preferred school unable to offer place as oversubscribed (5 day turnaround)

#### Preferences for Community/VC Schools:

- The LA will write to the parent advising them of their right of appeal and include information on how to place their child's details on the waiting list.
- The LA will pursue alternative preference(s) for the pupil (where applicable), or allocate the closest school to the child's home address (where applicable), or in limited circumstances apply Hartlepool's In Year Fair Access Protocol (Day 11 – 20).

#### Preferences for own Admission Authority Schools:

- Upon notification from the Governing Body/Academy Trust, the LA will write to the parent advising them of their right of appeal and include information on how to place their child's details on the waiting list (where applicable).
- The LA will pursue alternative preference(s) for the pupil (where applicable), or allocate the closest school to the child's home address (where applicable), or in limited circumstances apply Hartlepool's In Year Fair Access Protocol (Day 11 – 20).

### STEP 4

*School Day 11 to 20*

Admission not arranged by the preferred school

#### Day 11

Follow up email to query the status of application (48 hour response required)

#### Day 14

Head of Service to issue a letter/email outlining the need to be compliant with the School Admissions Code and instruct\* the school to place the pupil on their roll (48 hour response required).  
\* This will be an official request for Academies.

#### Day 17

To ensure compliance with Hartlepool's Coordinated Admissions Scheme, if a school fails to respond, the matter will be referred to the Director of Children's & Joint Commissioning Services.

#### Day 21

If an academy fails to comply with the Code and the law relating to admissions, as required by their funding agreement, a report to the Secretary of State (Regional School Commissioner Office) will be submitted.

### REMINDER:

Admission Authorities must act in accordance with the School Admissions Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation. Please see overleaf for further guidance.

The table below sets out the admission authority for each type of school in England:

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust
Community Schools	Local Authority	Schools Adjudicator	Local Authority
Foundation Schools	Governing Body	Schools Adjudicator	Governing Body
Voluntary Aided Schools	Governing Body	Schools Adjudicator	Governing Body
Voluntary Controlled Schools	Local Authority	Schools Adjudicator	Local Authority

**School Admissions Code – September 2021:**

<https://www.gov.uk/government/publications/school-admissions-code--2>

Extracts from 1.2 and 1.9:

A school's determined admission arrangements will include both the published admission number and over-subscription criteria and **must not** place any additional conditions on the consideration of any application, such as:

- × Take into account any previous schools attended, unless it is a named feeder school;
- × Give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements;
- × Introduce any new selection by ability;
- × Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family;
- × Discriminate against or disadvantage disabled children, those with special educational needs, or those applying for admission outside their normal age group where an admission authority has agreed to this under paragraphs 2.18 to 2.20;
- × Interview children or parents. In the case of sixth form applications, a meeting may be held to discuss options and academic entry requirements for particular courses, but this meeting cannot form part of the decision making process on whether to offer a place.

2.7 Admission authorities **must** allocate places on the basis of their determined admission arrangements only. A decision to offer or refuse admissions **must not** be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions.

2.8 With the exception of designated grammar schools, all maintained schools, including schools designated with a religious character, that have enough places available **must** offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria.

2.9 Admission authorities **must not** refuse to admit a child solely because:

- a) They have applied later than other applicants;
- b) They are not of the faith of the school in the case of a designated with a religious character;
- c) They followed a different curriculum at their previous school;
- d) Information has not been received from their previous school; or
- e) They have missed entrance tests for selective places.

**School Admission Appeals Code – 1 February 2012:**

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

3.5 The panel **must** uphold the appeal at the first stage where:

- a) It finds that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- b) It finds that the admission of additional children would not prejudice the provision of efficient education or efficient use of resources.