

Co-ordinated Scheme for the  
Admission Arrangements for  
Primary Schools  
2017/2018

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*In accordance with the School Standards and Framework Act 1998 this is a scheme for co-ordinating the arrangements for the admission of pupils to maintained primary schools in the area for which Rotherham Council is the Local Authority.*

## **Glossary of Terms used in this Document**

### **Academy**

This is a publicly funded state education school, independent of local authority control providing education to pupils of all abilities. They are established by sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum, focusing especially on one or more subject areas. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors responsible for the governance and strategic leadership of the school.

### **Additional Information Form (AIF)**

The additional information form (AIF) provides further information required by the governing bodies of voluntary aided schools.

### **Admission Appeal**

Where a parent(s)/carer(s) is not offered a place for their child at a primary school for which they have expressed a preference, they have a legal right of appeal to an independent appeals panel who has the power to give further consideration to the application.

### **Admission Arrangements**

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to primary school. Admission arrangements will determine whether or not a child is eligible for admission to school.

### **Admissions Authority**

The body responsible for determining the admission arrangements for a particular primary school. This may be the Local Authority, (for community and voluntary controlled primary schools) or the governing body of the school, (for voluntary aided primary schools and academies).

### **Admission Criteria**

The rules which govern who should and who should not be offered a place at a primary school where the school is oversubscribed.

### **Admission Number**

The number of pupils which the appropriate admission authority has determined can be admitted to a school in any relevant age group.

## **Admissions Round**

The process and timetable by which parent(s)/carer(s) have to submit the common application form for admission to primary school in order to receive the single offer of a primary school place for admission to a relevant age group.

## **Admission Year**

The school year to which the admission arrangements apply.

## **Allocation of a Primary School Place**

The admission procedure which ends with the single offer of a primary school place being made and a pupil being placed on the list of admission for a particular school.

## **Common Application Form**

The form used in the admission procedure on which parent(s)/carer(s) express preferences for up to three schools and give reasons for those preferences. It is referred to as a common application form as it allows parent(s)/carer(s) to apply for different types of schools. This form, in respect of transfers may require additional information.

## **Community Primary School**

A primary school for which the Local Authority is wholly responsible, including responsibility for the admission arrangements.

## **Co-ordinated Scheme for Admission to Primary School**

The scheme determined by the Local Authority (following the necessary consultation) for ensuring that, so far as is reasonably practicable, a single offer of a primary school place is communicated to parent(s)/carer(s) on the Offer Day.

## **Eligible for Admission**

This is where a child can be offered a place at a school either because:

- the number of applications for a school is less than the admission number;  
or
- it is oversubscribed but the child has a sufficiently high priority to gain a place within the admission number.

## **Home Authority**

The Local Authority within whose area the child resides.

### **Local Authority**

The Local Authority (LA) is the body responsible for the provision of education for pupils' resident within its area.

### **Maintaining Authority**

The Local Authority (LA) within whose area a school is situated and for which that authority is responsible.

### **Net Capacity**

The net capacity is the total number of places available for pupils at the school.

### **Offer Day**

The day each year, on which the single offer of a school place is communicated to parent(s)/carer(s) under the Authority's Co-ordinated Scheme. In 2017 letters will be issued on 18 April, 2017, or as amended by appropriate Regulations.

### **Ordinary Place of Residence**

A child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person(s) having parental responsibility at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the 16 January 2017. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

### **Oversubscribed School**

Where the number of applications for the relevant age group in any year exceeds the number of places available as expressed by the admission number for the school.

### **Preference**

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and give reasons for their preference(s).

### **Provisional Offer of a School Place**

Where a child is eligible for admission to a school and the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

## **Ranking**

The orders in which parent(s)/carer(s) are asked to list their preferences when completing the common application form. The preferences for all schools are equal ranked. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given to according to the ranking.

## **Relevant Age Group**

The age at which, children are admitted to the different phases of primary education. These are, as follows:-

<u>Year Group</u>	<u>Admission Year</u>	<u>Date of Birth</u>
Reception (Infant, Infant & Junior, & Primary)	2017-2018	1.9.2012 - 31.8.2013
Year 3 (separate Junior Schools)	2017-2018	1.9.2009 - 31.8.2010

The children will be of the same age group i.e. those born on or between 1 September and 31 August in the same school year.

## **Single Offer of a School Place**

The one offer for a place at a school which is made to a parent(s)/carer(s) from the provisional offers available based on the ranking of the preferences expressed under the scheme.

## **Transfer**

Admission into the relevant age group **after** the end of the admissions round and for any other age group.

## **Trust School**

This is a school established by a trust and jointly maintained by the Authority. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

## **Voluntary Aided Primary School**

A primary school for which the governing body of the school is responsible in partnership with Church Authorities and for which the governing body of the school retains responsibility for admission arrangements.

## **Voluntary Controlled Primary School**

A primary school for which the Local Authority is responsible in partnership with Church Authorities but, for which the Local Authority retains responsibility for admission arrangements.

## Introduction

The purpose of the co-ordinated scheme for admission to different phases of primary education is a mechanism that will ensure, so far as is reasonably practicable, that every child resident in Rotherham whose parent(s)/carer(s) has applied for a primary school place for their child in the admissions round receives a single offer of a school place on the same day. It also covers the procedure for late applications and transfers.

For the school year 2017/18 the Authority will be co-ordinating the admission to primary school arrangements with the local authorities which share a border with Rotherham. They are; Barnsley, Doncaster, Sheffield, Derbyshire and Nottinghamshire. To ensure that there will be only one offer of a place in any school within the above named authorities this will apply, in respect of the admissions round up to 31 August for the relevant age group. After that time and for any time in respect of any other Local Authority, parent(s)/carer(s) may be in receipt of more than one offer.

The co-ordinated scheme is an administrative process which is intended to make admission to school easier, more transparent and less stressful for all parent(s)/carer(s).

In order to provide the parent(s)/carer(s) of every child with an offer of one place, the Authority will be working collaboratively with the Governing Bodies of Catholic and Church of England voluntary aided schools, academies, trust schools and other admission authorities as required by regulations. Private and independent schools are not part of the co-ordinated admissions scheme.

Rotherham Local Authority (the Authority) is the admissions authority for all community and voluntary controlled primary schools in Rotherham. The Governing Bodies of the Catholic and Church of England voluntary aided primary schools and the Academies are the admission authorities for those schools.

Rotherham Local Authority will be the only body to offer, or convey an offer, to a parent(s)/carer(s) of a child resident in Rotherham a single place at any primary school for which a preference has been made during the admissions round or at any other time in so far as is reasonably practicable.

**The offer of a single place to the parent(s)/carer(s) of a child will be made on the offer day, that is, 18 April 2017, provided that the application has been received at the appropriate time. (Please refer to the timetable attached at Annex 1).**

The co-ordinated scheme for primary school admission arrangements will not affect the responsibility of the governing bodies of voluntary aided schools or academies to set and apply their own admission arrangements.

Under the co-ordinated scheme, the Local Authority responsible for the area in which a child resides is known as *the home authority*.

For the purposes only of this co-ordinated scheme, any reference to a primary school is also a reference to an infant, junior and junior & infant school.

It should be noted that children with a Statement of Special Educational Needs/EHC Plan will receive notification of a school place via the statementing process rather than in accordance with the timetable in Annex 1.

## A Applying for a Primary School Place

- 1 All applications from parent(s)/carer(s) of children resident in Rotherham for admission to any Primary School in Rotherham (including all academies, voluntary aided and trust schools) or any other Local Authority, must be made on Rotherham's common application form and forwarded to Rotherham LA.
2. Applications from parent(s)/carer(s) of children not resident in Rotherham must be made on the appropriate application form available from their own home LA, even if these include a preference for a school in Rotherham.
3. Parent(s)/carer(s) can state preferences for any category of primary school, that is,
  - a) community
  - b) voluntary aided
  - c) voluntary controlled
  - d) academy
  - e) trust
4. Where Rotherham Local Authority receives a Rotherham common application form from a parent(s)/carer(s) of a child not resident in Rotherham it will be sent directly to the child's home authority to be processed.
5. Parent(s)/carer(s) will be invited to state up to three preferences on the common application form for primary schools and give their reasons for those preferences.
6. All common application forms that should be sent to Rotherham LA under this scheme should be returned to the Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham S60 1AE.
7. **Completed Common Application Forms together with any additional information and/or documentation required by the relevant admission authority must be returned by the published closing date of 16 January, 2017. Any applications received after that date will be dealt with in accordance with the procedure detailed in Section E below.**
8. The criteria for determining the offer of a single place at any primary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme.
9. The completion and return of the common application form does not in itself guarantee a place at the preferred primary school(s).

## B Procedure

1. Between 16 January 2017 and 6 March 2017 this LA will exchange applications with other admission authorities. It will also carry out provisional allocations to Rotherham schools in accordance with Rotherham LA's admissions criteria. Any applications received by 16 January 2017, will be included in this process.
2. In considering applications for admission to primary schools the order of preference as stated on the common application form need not be revealed. However it is likely that the application form will simply be copied and forwarded onto the relevant admission authority and this will reveal the ranking.
3. For all preferences stated on any completed common application form received, the respective admission authorities will apply their published admission criteria for schools in their area.
4. By 20 February 2017 the Rotherham LA will:
  - a) have completed a list of provisional offers for schools for which it is the admission authority;
  - b) have notified other Admission Authorities where children resident in their area have applied for admission to a Rotherham primary school, whether they can or cannot be offered a place;
  - c) have received from voluntary aided schools, academies, and trust schools within Rotherham a list of children who can or cannot be offered a place at those schools. Where children on that list are resident in the area of other Admission Authorities, Rotherham LA will inform the home authority of the outcome.
  - d) have received notification from other Admission Authorities of any places which those admission authorities can offer in response to any preference expressed by a parent(s)/carer(s) of a child resident in Rotherham.
5. Between 21<sup>st</sup> February 2017 and 5 March 2017, Rotherham LA will:
  - a) compare the list of provisional offers for Rotherham primary schools against the list of provisional offers from other admission authorities;
  - b) make determinations on which provisional offers will be made taking account of:
    - (i) provisional offers from other admission authorities; and
    - (ii) the ranking of the expressed preferences on the common application form.
  - c) amend the list of provisional offers for each Rotherham primary school to take account of the determination at points above.

- d) inform any Admission Authorities of those provisional offers, which are to be approved, and those that are not to be approved;
  - e) receive from other Admission Authorities details of those offers of places in Rotherham primary schools that are to be accepted and those that are not to be accepted;
  - f) the process a) to e) above will continue until 5 March, 2017. Rotherham LA will continue updating and exchanging provisional offers of primary school places until this date.
6. By 27 March 2017 Rotherham LA will have determined provisional offers and it will be possible to identify those primary schools which are:
- a) undersubscribed; or
  - b) oversubscribed.

For oversubscribed primary schools the effect of provisional offers by other admission authorities will have to be taken into account in order to complete the allocations to these primary schools.

7. Where it is the case that a child resident in Rotherham is eligible for more than one provisional offer of a primary school place, the parent(s)/carer(s) will be offered the highest ranked of those provisional offers as determined by reference to their stated ranking on the common application form under the scheme.
8. On 27 March 2017 Rotherham LA will cease to exchange further information with other admission authorities until after the offer date.
9. On 18 April 2017 Rotherham LA will post the allocation letters to parent(s)/carer(s) in accordance with the scheme.
10. On 19 April 2017 applications received between 17 January 2017 and 18 April 2017 inclusive will be processed in accordance with the admission criteria irrespective of the date the application was received. Parent(s)/carer(s) will be notified of decisions on 15 May, 2017. Applications received from 19 April 2017 will be processed in date received order and parent(s)/carer(s) will be notified, as appropriate.

On 5 June 2017 Rotherham LA will allocate places to Rotherham children it is aware of, for whom it has not received an application under the scheme. A place will be allocated to the child at the catchment area school, if places remain at that primary school or the next nearest Rotherham community or voluntary controlled school with places available. This process may include academies and trust schools.

11. Any further late applications will be dealt with in date received order. After this date applications will be dealt with in accordance with Section I of this scheme.

1. All offers of a primary school place will be made on the 18 April 2017, for preferences received up to and including 16 January 2017.
2. Rotherham LA as the home authority for the co-ordinated admissions scheme will make all offers to all children resident in Rotherham on behalf of:
  - a) those community and voluntary controlled primary schools for which it is the admission authority; and
  - b) any other admission authority listed above which is offering a place to a child resident in Rotherham.
3. On 18 April 2017, all primary schools within Rotherham will be sent a list of those children who have been offered a place at that school.

## **D Preferences which cannot be satisfied**

1. Where the Rotherham authority cannot make a single offer for any of the preferences expressed by a parent(s)/carer(s) of a child resident in Rotherham, a place will be allocated to the child at the catchment area school if places remain at that primary school or the next nearest Rotherham community or voluntary controlled primary school with places available. The academies and trust schools may also be included in this process. (If the next nearest school with spare places is Brampton Ellis C.E. Aided Primary School the Governors have agreed that a place may be offered at the school).
2. A determination of the nearest Rotherham community, voluntary controlled primary school, academy or trust school will be made by reference to the distance measured by means of a straight line on a horizontal plane. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used

A child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person(s) having parental responsibility at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the 16 January 2017. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

## **E Late Applications**

1. All applications received by the Authority up to and including 16 January 2017 will be included in the offer of a primary school place made on the offer day.
2. All applications for primary school places received after 16 January 2017 will be deemed as late applications and will be dealt with after the offer day, in accordance with the information given in Section B.
3. Applications received after 31 August, 2017 will be dealt with as transfers during the school year as set out in Section I of this scheme.

## F Right of Appeal

1. Any parent(s)/carer(s) whose child is not offered a primary school place for which they have applied has the right of appeal to an independent appeals panel. The right of appeal also applies at times other than at the normal time of admission to school (for example, when families move into the area during the school year) and, in respect of primary school admissions at other than the normal age of admission (such as a year early or a year late for transfer from primary to secondary school). Parent(s)/carer(s) who have missed the normal deadlines for applying for admission to primary school or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

**Please note that the above does not apply in instances where a child has been permanently excluded from two schools. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place.**

## G Waiting Lists

1. The Rotherham authority will maintain a waiting list for all Rotherham primary schools where the number of applications received during the admissions round for those schools has exceeded the number of available places in the relevant age group.
2. Names of children will automatically be placed on the waiting list for a primary school where they have been refused a place and where it is ranked above that primary school at which a place has been offered.
3. A vacancy arises in the relevant age group only when, during the admissions round, the number of offers for a particular primary school falls below the admission number applicable to that school for that year group or a higher admission number in instances where one has been set.
4. The waiting lists will operate from the offer day and will be maintained up to 31 December 2017 when they will cease.
5. Priority on the waiting list will be determined by reference to the appropriate admission authority's admission criteria for that school.

6. Parent(s)/carer(s) need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later unsuccessful applicant who has a higher priority on the waiting list as determined by the admission criteria.
7. Parent(s)/carer(s) who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.

## H Additional Information Required by Voluntary Aided Schools

1. Voluntary aided schools usually require additional information which relates to the church at which the child is a member.
2. In addition to the common application form, each voluntary aided school in the Rotherham area and the area of another Local Authority will require their own supporting information to be provided on a separate form which all applicants for those primary schools will be required to complete. The additional information form which can be used for all Voluntary Aided Schools in South Yorkshire will be sent to Rotherham parents along with their Common Application Form. It should be noted that parent(s)/carer(s) who wish to state a preference for voluntary aided or voluntary controlled schools or academies in other LAs should contact that LA to ensure they are aware of their preferred school's admissions policy and that they obtain and complete the relevant Additional Information Form, where necessary.
3. Parent(s)/carer(s) who intend to express a preference or preferences for voluntary aided schools must complete and return the supplementary form(s) and the common application form and return them to the child's home LA by 16 January 2017. Any additional information/documentation requested by the admission authority for the school should also be attached. The home LA will not be responsible for pursuing any relevant documentation that is not included with the common application form. **The Additional Information Form will not in itself be an application form for admission to a voluntary aided primary school.** Please note that there are separate supplementary forms, (Additional Information Forms) for Catholic Voluntary Aided Schools and Church of England Voluntary Aided Schools.

**PLEASE NOTE ALL FORMS AND DOCUMENTS SHOULD BE SENT TO THE LA WHERE THE CHILD IS RESIDENT.**

4. The supporting information provided on the supplementary form(s) will be used by the respective voluntary aided primary schools in applying their own admission criteria.
5. Where additional information is not provided and a supplementary form not submitted in addition to the completed common application form, it is very likely to affect the consideration of the expressed preference by the governing body of that school.

6. The completion and return of the supplementary form and/or the common application form does not in itself guarantee a place at the preferred primary school(s).

## **I Transfers between schools during the school year**

1. Applications received from 1 September, 2017 onwards for admission into any year group are classed as in-year transfers.
2. The Authority will be co-ordinating all applications for in-year transfers with the neighbouring local authorities, as far as is possible.
3. Applications for admission to any primary school in Rotherham or any other local authority area from a parent resident in Rotherham must be made on the Rotherham Common Application Form for Transfer of Schools.
4. Applications for Rotherham primary schools from parents resident in other local authorities must be made on the Home Authority's Common Application Form for Transfer of Schools.
5. A single offer of a place will be made by the home authority.
6. Where appropriate, transfers from the relevant year, will be included on the waiting list, which is in operation until 31 December 2017.

## **J False Information**

1. Where the Authority has made an offer of a place at a primary, junior and infant, separate infant or separate junior school on the basis of a fraudulent or intentionally misleading application from a parent(s)/carer(s) which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn where this provision is included in the respective admission authority's admission arrangements.
2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer of a place has been withdrawn the application will be reconsidered and a right of independent appeal offered if the place is refused.

## **K Co-ordinated Arrangements for Junior Schools**

1. This section of the scheme relates to co-ordinating the arrangements for the admission to separate junior schools or

academies in so far as they differ from those outlined in earlier sections.

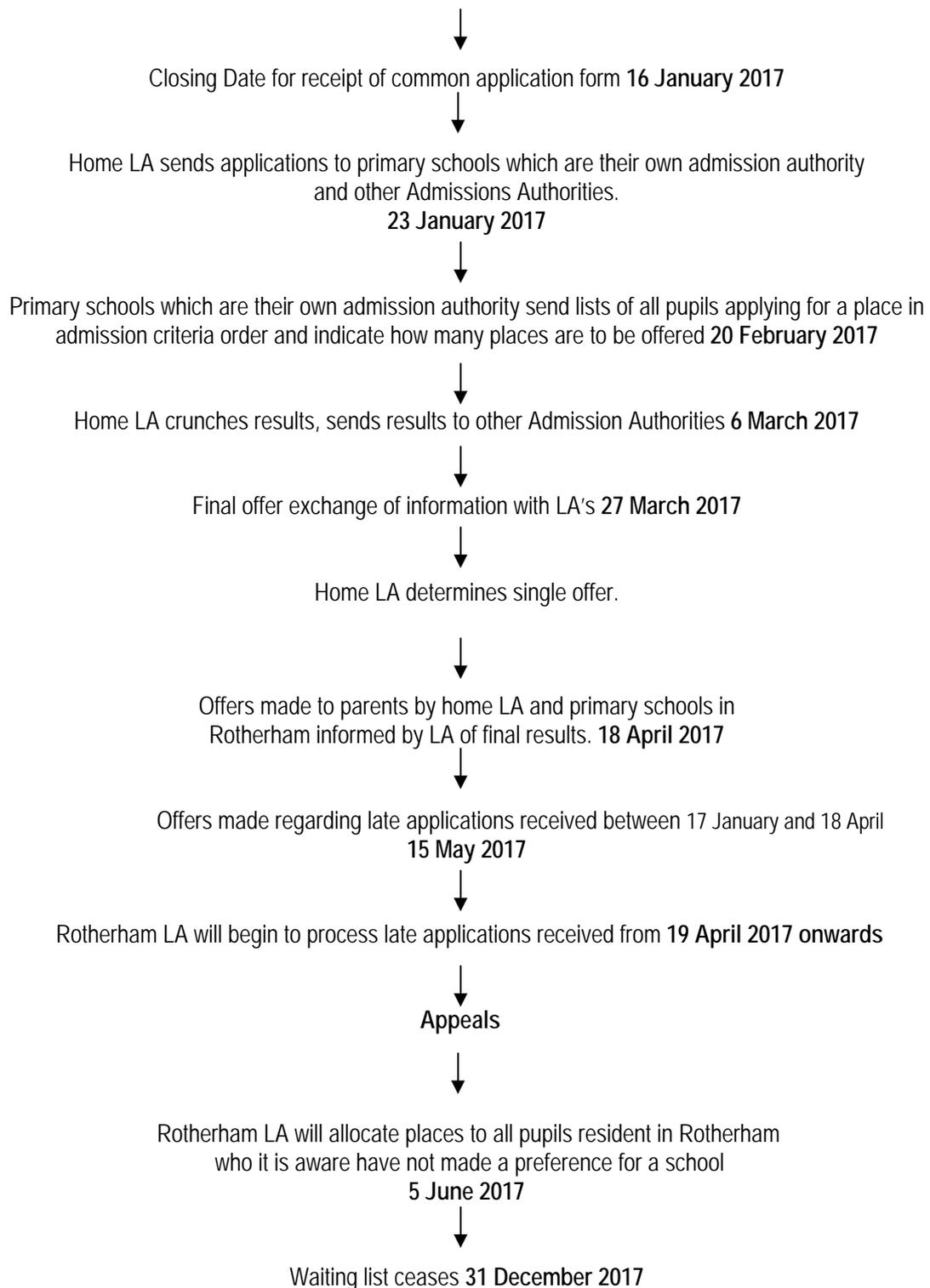
2. Nothing in this scheme prevents a parent(s)/carer(s) of a child attending a primary school making an application for admission to a junior school or academy at the appropriate time.
3. Applications for admission to Year 3 of a separate junior school or academy will be made on the common application form on which the parent(s)/carer(s) will be invited to express up to three preferences for junior schools and give reasons for those preference(s).

Where a primary school or academy is substituted for a separate junior school as a preference on the common application form, that preference will be dealt with as a transfer to the primary school or academy. This recognises that Year 3 in a primary school is not a relevant age group for admission.

4. The common application form must be returned to the Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE by 16 January 2017. Any applications received by 16 January 2017 will also be included in this process.
5. The Authority will only make a single offer of a place at a school on the offer day of 18 April 2017, for applications received up to and including 16 January 2017.
6. Where the Rotherham authority cannot make a single offer for any of the preferences expressed by a parent(s)/carer(s) of a child resident in Rotherham and where that child remains without a school place, a place will be allocated to the child at the catchment area school if places remain at that school or the next nearest Rotherham community or voluntary controlled school with places available. This could be a Primary, Junior and Infant School, Academy or Trust School. If the next nearest school with spare places is Brampton Ellis C.E. Aided Primary School, the Governors have agreed that a place may be offered at the school.
7. The offer of a place under point 6 will be made after the offers made for all other preferences to primary and junior schools.

## **Annex 1 Timetable for Co-ordinated Admissions Arrangements for Primary Schools**

Information and forms issued for admission to Foundation Stage 2 (Reception) **8 August 2016**  
Application forms for admission to Year 3 in separate junior schools to be issued via current infant school **3 October 2016**



**Annex 2**  
**Criteria for the Offer of a Single Place at a Primary, Infant, Junior or, Infant and Junior School**

1. Parent(s)/carer(s) will receive only one offer of a place at any Rotherham primary, infant, junior or, infant and junior school having completed the common application form.
2. Parent(s)/carer(s) are able to express up to three ranked preferences for any primary, infant, junior, junior & infant, academy or trust school, and give reasons for each of those preferences.
3. All preferences expressed by the parent(s)/carer(s) for schools will be treated equally, with the ranking only used to determine the single offer of a place.
4. All preferences will be assessed against the appropriate published admission criteria for each school.
5. Where a preference can be met up to the admission limit of a primary, infant, junior, infant and junior, academy or trust school the child becomes eligible for a provisional offer.
6. Where there is only one school for which a preference can be met, the single offer of a place at a school made to the parent(s)/carer(s) will be for that school.
7. Where more than one provisional offer could be made the ranking of the expressed preferences, as listed on the common application form, will be used to determine which of those provisional offers becomes the single offer of a school place. A place will be allocated at the highest ranked preferred school.

### **Annex 3**

## **Admission Authorities within the Co-ordinated Scheme for Primary School Admissions**

For the school year 2017/18 the Authority will be co-ordinating the admission to primary school arrangements with the following Local Authorities which share a border with Rotherham:-

Barnsley  
Doncaster  
Sheffield  
Derbyshire  
Nottinghamshire

Eligibility for admission to a school is determined by the respective admissions authority.

These are

- i) For community schools in Rotherham, the local authority
- ii) For voluntary aided schools, Academies, and Trust Schools the respective Governing Bodies.
- iii) For schools in the five neighbouring local authorities, the respective Authority or Governing Body.