

co-ordinated admissions scheme

in-year school admissions

1. Reasons for a co-ordinated scheme

This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions. The scheme is reviewed annually and may be reviewed in the future to ensure it complies with current legislation and practice. The scheme will remain in operation as long as in-year admissions are coordinated by the Council.

For the purposes of this scheme, an in-year application is an application which:

- i. is submitted for a place at a school in a year group other than the normal year of entry to the school (the normal year of entry is, for example, Reception at an infant or primary school, Year 3 at a junior school or Year 7 at a secondary school); or
- ii. is submitted outside the normal admissions round for a place in the normal year of entry to a school; or
- iii. is submitted in the normal admissions round for a place in the normal year of entry to a school but was submitted too late to be determined under the co-ordinated scheme for normal admissions.

More information on applications within the normal admissions rounds can be found in the relevant East Riding coordinated admissions schemes for primary, junior and secondary admissions.

In-year admissions are normally for school places that are required for a minimum period of two half terms, and where the child currently holds no other school place in any other jurisdiction, except in the case of dual registration. There is no duty to provide a school place for short term or temporary admission requests, even where these are longer than one term in length.

Schools may choose to admit children on a short term basis where there is an available place that is not required for an in-year admission and where agreement exists between the parent/carer and the school regarding what provision may be allocated.

2. Aims of a co-ordinated scheme

This scheme is a co-ordinated scheme for in year admission to schools (“the scheme”) and it is available to the admission authorities of all mainstream state-funded primary, infant, junior and secondary schools in the East Riding of Yorkshire.

The scheme aims to provide a framework for a fair and open way of determining in year applications for a school place and to ensure that within the operation of an equal preference system:

- each applicant only receives one offer of a school place; and
- each applicant is offered the highest ranked preference school that is available.

The scheme applies only to ‘in-year’ applications for a place from Reception to Year 11. Applications for Year 12 or 13 should be made directly to those schools and colleges.

The admission of children with an Education, Health and Care plan are covered by different admission regulations.

The scheme will not be used to decide which children are eligible for a place at a school. The admission arrangements published by a school's admission authority will be used to determine a child's eligibility for a place at a school. The scheme sets out how applications have to be made and the scheme will be used to decide which place an applicant will be offered if: the child is eligible for a place at more than one school; or if the child does not qualify for a place at any of the schools for which the applicant has expressed preferences.

3. The schools and admission authorities to which this scheme applies

For all community and voluntary controlled schools maintained by the Council, the Council is the admission authority. For all foundation and voluntary aided schools maintained by the Council, the school's governing body is the admission authority. For all academies in the East Riding of Yorkshire, the admission authority is the academy trust.

East Riding of Yorkshire Council as the admission authority for all community and voluntary controlled schools uses this scheme for the consideration of all in-year applications for school places. Other local admission authorities may utilise this scheme if they inform the Council that they wish to do so. Where other admission authorities have failed to inform the Council of an alternative scheme or process, the Council shall process requests for those schools under this scheme as far as possible.

In line with the School Admissions Code, own admission authority schools – academies and voluntary aided and foundation schools – may choose to admit pupils separately, but they must, on receipt of an in-year application, notify the Council of both the application and its outcome, to allow the Council to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place.

For the purposes of this scheme, the term “East Riding of Yorkshire schools” refers to all community, foundation and voluntary schools maintained by Council and to all academies located in the East Riding of Yorkshire.

4. The Application Form

Applicants living in the East Riding of Yorkshire who want to apply for places for a change of school for their child, or those applicants moving into the East Riding of Yorkshire may apply for a school place by completing an application form.

The Application Form for in-year admissions is a form for applicants to express their preferences for places both at East Riding of Yorkshire schools and at schools maintained by other local authorities and academies in other local authority areas.

Following submission of an application, the Council may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

Applications will be processed in order of the date on which the application is received, with those received first being processed first. If more than one in-year application for the same year group at the same school are received at the same time, the relevant oversubscription criteria will be used to prioritise the children if places cannot be offered to all applicants.

Whilst waiting for requested information an application will be placed on hold. If information is not supplied in order for an application to be processed further, an application may ultimately be withdrawn by the Council.

4.1 Multiple applications

Only one Application Form can be processed for any given child at any one time.

If more than one form is received for the same child and the preferences expressed are different on each form, the applicant(s) will be required to submit a single Application Form.

If the Council receives an Application Form from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the Council will inform both applicants. The Council will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant. No school place will be allocated to the child until a single Application Form is submitted.

Applicants are only permitted to make one application for a place at a given school in a given school year unless there is a significant and material change in their circumstances which directly relates to their reasons for wanting their child to go to a particular school.

4.2 Preferences

The Application Form allows applicants:

- i. to express preferences for places at up to three schools;
- ii. to give their reasons why they want a place at the school concerned;
- iii. to rank their preferences in relation to each other; and
- iv. to provide any other details that may be pertinent to the processing of their preferences, for example the permanent home address at which the child is ordinarily resident or the names of any older siblings that may attend the preferred school.

If applicants express a preference for a school in another local authority area, the application and any supporting information submitted with the application will be forwarded to the school's maintaining authority or, if it is an academy, to the local authority responsible for the area where the school is located.

Applicants are advised to consider their 'catchment' school, as well as any implications of home to school transport when expressing their preferences. Catchment areas are designated by the Council and are made available to applicants in the Guide for Parents, online at www.eastriding.gov.uk, and upon request from the School Admissions team.

When applying with more than one child of school age who would require a place at the same school, applicants are advised to consider several schools should the parent/carers most preferred or most local school may not have places available for all children in all requested year groups.

5. The co-ordinated scheme for in-year admissions

The Council will act as a clearing house for the consideration of preferences and the allocation of places by the relevant admission authorities in response to preferences received via the Application Form.

Where other local authorities also coordinate in-year admissions, the Council will provide information about applicants resident in the East Riding of Yorkshire and their expressed preferences for schools outside the East Riding of Yorkshire to other local authorities for their consideration. The Council will likewise receive information from other local authorities on behalf of their residents expressing preferences for East Riding of Yorkshire schools.

The Council will provide details of all preferences expressed for voluntary aided and foundation schools and academies within the East Riding of Yorkshire to those schools for their consideration. The Council will likewise receive decisions about these preferences from these schools and academies.

The Council will provide information on all preferences, including to whom offers can be made, to other coordinating local authorities in respect of their residents. The Council will likewise receive information on preferences, including to whom offers can be made, from other coordinating local authorities for East Riding of Yorkshire residents.

5.1 Submitting the Common Application Form

5.1.1 Applicants living in the East Riding of Yorkshire

A paper Application Form, once completed, should either be posted or scanned and emailed including all pages of the form as well as any other information they believe appropriate. Forms may also be handed in to an East Riding of Yorkshire Council Customer Service Centre to be forwarded to the School Admissions team.

Applicants may have to complete a Supplementary Information Form (SIF) if a school for which they have expressed a preference requires more information than that which is provided by the applicant on the Application Form. If this is required, an applicant will be advised of this by the school's admission authority.

Any applications received directly by a school taking part in the scheme must be forwarded to the Council's School Admissions team.

5.1.2 Applicants living outside the East Riding of Yorkshire

Applicants living outside the East Riding of Yorkshire, who want their child to attend an East Riding of Yorkshire school, should apply using the Application Form provided by their home local authority. The applicant's home local authority will then forward any preferences for schools East Riding of Yorkshire schools along with any supporting documents to the East Riding of Yorkshire Council's School Admissions team. Any applications submitted to the School Admissions team by an applicant who lives outside the East Riding of Yorkshire will not be processed and instead will be forwarded to the applicant's home local authority.

Only in the circumstances where in-year admissions are not coordinated by an applicant's home local authority will the Council accept an application from a resident of another local authority area.

5.2 Determining eligibility for places

A child's eligibility for a place at a school will be determined by reference not only to the preferred school's admission arrangements but also to the Fair Access Protocol (see Section 5.9 below).

The decision on which applicants are offered places at a school named as a preference on an application is the responsibility for the admission authority for that school.

The Council will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:

- i. it is acting in its separate capacity as an admission authority, or
- ii. an applicant is eligible for a place at more than one school, or
- iii. an applicant is not eligible for a place at any school that the applicant has named as a preference.

Preferences expressed for places at East Riding of Yorkshire community or voluntary controlled schools will be considered by the Council and the eligibility for places at the schools concerned will be determined using the Council's published admission arrangements for community and voluntary controlled schools.

The governing bodies of academies and foundation or voluntary aided schools determine the admission arrangements for their schools and must use those admission arrangements to determine a child's eligibility for a place at the school. The academy or school will themselves use their determined admission arrangements to prioritise applicants and to determine the applicants' eligibility for places,

and inform the Council's School Admissions team of all required information by the date required under this scheme.

Preferences expressed for places at schools outside the East Riding of Yorkshire will be referred to the local authority that coordinates admissions in that area for eligibility to be determined under the school admission arrangements applicable in that area.

5.3 Allocating school places

5.3.1 Applicants living in the East Riding of Yorkshire

Places will be allocated at schools in the following ways under the scheme, depending on the number of schools at which a child is eligible for a place. In allocating places, all preferences expressed for maintained schools and academies will be taken into account. If a child is eligible for a place at a school named as one of the applicants' preferences, eligibility for places at schools named by the applicant as lower preferences will not be considered.

The Council as the coordinating local authority for all applicants resident in the East Riding of Yorkshire, will allocate school places on behalf of all admission authorities operating within the coordinated scheme. Each applicant will receive no more than one allocation of a school place.

- If a child is eligible for a place at just one school named on the Application Form, the child will be allocated a place at that school.
- If the child is eligible for a place at more than one school named on the Application Form, the child will be allocated a place at the school the applicants have ranked as their highest preference.
- If the child is not eligible for a place at any of the schools named on the Application Form and the child is on roll at a school which is within a reasonable travelling distance of their home address, the child will not be allocated a place at another school. A school is within a reasonable travelling distance if the journey to the school from the child's home is up to two miles for a child in Reception or Years 1 to 3 or three miles for a child in Years 4 to 11; or if the child is entitled to free transport to their current school under the provisions of the East Riding of Yorkshire Council's Home to School and College Transport Policy.
- If the child is not eligible for a place at any of the schools named on the Application Form and the child is not on roll at a school which is within a reasonable travelling distance of their home address (as defined above), the child will be allocated a place at their catchment area school, if places are available at that school. If a place cannot be allocated at the child's catchment area school, a place will be allocated to the child at the nearest East Riding of Yorkshire school which has a place available in the child's year group.

If the applicant has indicated that they would like to keep a place at their child's current school or continue to home educate their child should a particular preference be refused, rather than be allocated a school place at an alternative school, the School Admissions team may not allocate an alternative place to the applicant. In these circumstances the School Admissions team must inform the applicant why an alternative school has not been allocated, and that further preferences can be made.

If a child resident in the East Riding of Yorkshire is allocated a place at a school maintained by another local authority, that authority will be notified of the allocation.

No places will be held in reserve for any school.

5.3.2 Applicants living outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at East Riding of Yorkshire schools will be sent to the applicant's home local authority. That local authority will then determine which school place the applicant's child will be allocated using the co-ordinated scheme in operation in that authority. The

applicant's home authority will then notify the East Riding of Yorkshire Council's School Admissions team of any places at East Riding of Yorkshire schools allocated or not required.

If the applicant's home local authority does not have an in-year co-ordinated scheme, the East Riding School Admissions team will allocate the child a place at the highest ranked preference at which a place is available where possible.

5.3.3 Notifying the governing bodies and head teachers of East Riding of Yorkshire schools

Once the allocation of a school place has been determined, schools will be provided with the details of the application for the children who have been allocated places at their schools. Schools should not contact parent/carers until after allocations have been made and applicants have been informed of the result of their application by the Council.

If following an allocation, the child does not start an attendance at the allocated school within the expected period of time, the allocated school must take steps to contact the applicant and inform the Council's Education Welfare Service at the earliest opportunity so that the child can be identified, if applicable, as a Child Missing in Education.

5.3.4 Notifying Applicants

Applicants resident in the East Riding of Yorkshire will be notified of the school place they have been allocated by the Council's School Admissions team. Applicants resident outside the East Riding of Yorkshire whose application is being considered under a different scheme, will be notified of the school place they have been allocated by that other authority in accordance with their arrangements.

If the school place allocated is at an academy, voluntary aided or foundation school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority.

Applicants will be asked to let the School Admissions team know within two weeks if they do not want their child to take up the school place allocated.

Applicants should make contact with the allocated school within no more than ten school days of the date of the allocation letter. If they do not then the allocation of a place may be withdrawn by the admission authority in writing, and the place may subsequently be made available to other applicants.

Where an applicant fails to respond to attempted contact from an allocated school or from the School Admissions team, steps to withdraw the place may be undertaken by the admission authority in writing, and the place may subsequently be made available to other applicants.

5.3.5 Appeals

Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.

For applicants in the East Riding of Yorkshire, the refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision. Applicants in other local authority areas where this refusal is not contained in the formal refusal letter should contact the School Admissions team for the area in which the preferred school is located for further details.

Further information on appeals is detailed later in this scheme.

5.4 Example timetable

In-year applications will normally be dealt with in accordance with the following timetable. Special circumstances relating to individual cases may mean that the timetable below cannot be followed.

Where applications are received or processed close to or during school holiday periods, applications may take considerably longer to process.

Applicants are advised to apply in plenty of time and always more than 20 school days before a place is required.

Decisions on applications will not be made more than a term before the intended start date, unless the application is due to crown service posting in which case a place may be allocated upon receipt of the relevant posting order or proof of address in line with the School Admissions Code. Other exceptional circumstances may mean that decisions are made more than one term before the intended start date.

Applications where there are multiple preferences, especially for schools that are not community or voluntary controlled schools where the Council cannot determine the preference independently may take longer.

All days in the example timeline below are full school days – for example if an application is received part way through a Monday, ‘Day 1’ as below is the Tuesday.

Day 0 Application from an East Riding resident received complete with all necessary documentation and information.

Notification received from another coordinating local authority of an application containing a preference for a place at an East Riding of Yorkshire school.

By end of day 1 Applications from East Riding residents are acknowledged with the applicant parent/carer advised of likely timescales.

Details of applications containing preferences for schools located outside the East Riding of Yorkshire are forwarded to the relevant coordinating local authorities.

By end of day 3 Details of applications containing preferences for academies in the East Riding and foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council whose governing bodies have not delegated authority to the Council’s School Admissions team will be forwarded to those admission authorities.

Enquiries are sent to community and voluntary controlled schools in the East Riding, and to any admission authorities that have delegated authority to the Council’s School Admissions team regarding the availability of places in certain year groups at those schools.

By end of day 5 Responses with notifications of places available received from other relevant coordinating local authorities.

Responses with notifications of places available received from academies in the East Riding and foundation and voluntary aided schools maintained by the East Riding of Yorkshire Council whose governing bodies have not delegated authority to the Council’s School Admissions team.

Responses with notifications of places available received from community and voluntary controlled schools in the East Riding, and from the schools of any admission authorities that have delegated authority to the Council’s School Admissions team.

- By end of day 7** Applications requesting places at community and voluntary controlled schools maintained by the East Riding of Yorkshire Council are determined by the School Admissions team.
- Schools are notified of any places to be allocated and provided with details.
- By end of day 9** Schools must have informed the School Admissions team whether they wish to make representation against the admission of an additional child.
- School Admissions team informs other relevant coordinating local authorities of places that can be allocated to their residents.
- By end of day 10** School admissions team informs East Riding resident applicants of the outcome of their applications, or, in the cases of consideration under the Fair Access Protocol, that a decision is expected within 20 full school days of the date of application.
- By end of day 12** Other relevant coordinating local authorities inform the School Admissions team of places that are no longer required.
- By end of day 20** School Admissions team inform East Riding resident applicants of the outcome of their applications where the cases have been considered under the Fair Access Protocol.

5.5 Admission to school

The date of admission to school, or start date, will be determined by the admission authority for the school after the allocation of a school place.

With the exception of the provisions relating to looked after children, admission will normally take place in accordance with the following timings unless there are special circumstances:

- i. if the child is not on roll at a school or their current school is not within a reasonable travelling distance of the child's home, the child will be admitted to the school as soon as reasonably possible and normally within 20 school days of the date of the letter notifying the applicant that a school place has been allocated.

A school is within a reasonable travelling distance if the journey to the school from the child's home using the shortest available walking route is up to two miles for a child in Reception or Years 1 to 3 or three miles for a child in Years 4 to 11; or if the child is entitled to free transport to their current school under the provisions of the relevant local authority's home to school and college transport policy.

- ii. if the child is on roll at a school which is within a reasonable travelling distance of the child's home (as defined above), the child will be admitted to the new school at the start of the next school term, unless the notification is sent to the school within 20 school days of the end of a term, in which case the child will be admitted after the half term break in the next school term.

In circumstances where (ii) above applies, where the parent/carer of the child, and both the allocated and current school of the child are all in agreement to an earlier start date, an earlier start date may be arranged by the allocated school.

5.6 Admission to a year group other than that appropriate to the child's age

Children will normally be admitted into the year group relevant to the child's age alongside their chronological peers.

Whilst the decisions on whether to allow admission to a year group other than that appropriate to the child's age are made by individual admission authorities, applicants are advised that it is unusual for an admission authority to agree to a request for admission into other year groups on receipt of an application. An admission authority would be better placed to make such a decision for a child who is known to them, for example where a child is already on a school's roll.

Only in very exceptional circumstances would an admission authority normally approve such a request alongside an in-year admissions application. Factors that may be considered in such exceptional circumstances may include where a child has previously been educated outside of their chronological year group within the UK; where a child has previously had an agreed delayed admission for entry into Reception from the Council or from another local authority; or where the child has come from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by an admission authority, an applicant may after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school may make such a decision regarding the best educational provision in consultation with parents, the Council, and other relevant professionals.

Where parent/carers wish to investigate the availability of starting their child at a different time, or in different circumstances, they are advised to contact the School Admissions team for advice at the earliest opportunity. The admission arrangements will detail how applications for admission outside the normal age group will be considered. Parent/carers should contact the admission authority at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority, and other professionals.

5.7 Waiting lists

The Council does not maintain waiting lists for year groups other than for the normal year of entry. For those year groups waiting lists are maintained only until 31 December.

Details of how waiting lists operate in the normal year of entry are set out in the coordinated schemes of that year of entry.

5.8 Appeals

Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at a school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

Where there is more than one applicant appealing for a school these may be heard as 'grouped appeals' for the first stage, particularly where the applicants are requesting places in the same year group.

5.8.1 Preferences

Applicants may appeal for a school, even if they did not originally express a preference for that school. Should an applicant wish to appeal for a school that they did not originally apply for, they are advised to first contact the School Admissions team to enquire about the availability of places at a preferred school, or to join the waiting list of such a school alongside the appeal process.

5.8.2 Appeals for schools outside the East Riding of Yorkshire

Where the appeal is for a school in another local authority area, local appeal arrangements may differ from the above. If this is the case, applicants are advised to contact that local authority to further discuss the appeals process in their areas.

5.9 The Fair Access Protocol

A child's eligibility for a place at a school will be determined by reference not only to these in-year admission arrangements but also to the Fair Access Protocol.

The School Admissions Code states that the admission of a child to a school can normally only be considered under the provisions of a Fair Access Protocol if either:

- i. the child has failed to secure a place or is having difficulty securing a school place through the operation of the in-year admission arrangements; and/or
- ii. the child is unplaced, vulnerable, or considered hard to place as further defined in the School Admissions Code.

Provisions of the Fair Access Protocol may be determined or applied by the Fair Access Panel. Other provisions of the Fair Access Protocol may be determined or applied by the admission authority independently or automatically without reference to the Fair Access Panel for children in certain circumstances. For more information see the Fair Access Protocol.