

Co-ordinated Admissions Scheme 2013/14



**MANCHESTER
CITY COUNCIL**

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Co-ordinated Admissions Scheme 2013/14

1.0 General Principles

- 1.1** Under this scheme the LA is responsible for co-ordinating the admission of all children to Manchester schools and academies. This scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Manchester City Council.
- 1.2** This responsibility will cover admissions to Manchester primary and secondary schools, which have community, voluntary controlled (VC), voluntary aided (VA), foundation status, academies and free schools.
- 1.3** Admission to independent schools or maintained special schools are not covered by this scheme.
- 1.4** This scheme covers applications from parent/carers for their children to start:
 - In reception in September (Primary Admissions Round)
 - In year 7 in September (Secondary Admissions Round)
 - In reception to year 11 at any other time during the academic year (In Year)
- 1.5** As the co-ordinating body, the LA will receive applications for school/academy places from parent/carers resident in Manchester and inform them of the outcome.
- 1.6** As the admission authority for community and voluntary controlled schools in Manchester the LA is responsible for determining their admission arrangements. Within the admission arrangements are the oversubscription criteria. These criteria are used to determine which applicants will be allocated a place where there are more applications than places available. The admission arrangements can be found in the document titled: "Admission Arrangements for Community and Voluntary Controlled Schools 2013/14."
- 1.7** For voluntary aided schools, foundation schools, academies and free schools, the Governing Body of the school or academy is the Admission Authority. As such it will be for the Governing Body to determine their admission arrangements. These types of school/academy are referred to as Own Admissions Authority (OAA) schools and academies. Within the admission arrangements are the oversubscription criteria. This set of criteria is used to determine which applicants will be allocated a place where there are more applications than places available. Admission Authorities are required to determine and publish their admission arrangements by 01 May 2012.
- 1.8** For admission as part of the Primary or Secondary admission round, places will normally only be offered up to the published admission number, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

- 1.9** For In Year admissions it is expected that the admission number will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.
- 1.10** Parent/carer's who apply for a school/academy in another authority will be required to apply to Manchester LA. Parent/carers must apply to their home LA regardless of which LA their preferred school/academy is in. Parents/carers who wish to express a preference for a school/academy located outside Manchester will be advised that they should check the admission arrangements of the school/academy with the relevant local authority.
- 1.11** Applications for admission to the Sixth Form of a Manchester school/academy will be dealt with by the school/academy, not by the LA. If an applicant is refused admission to a sixth form they will be advised of their right of appeal by the school/academy. Arrangements will then be made for an appeal hearing.

2.0 Preferences

- 2.1** When applying for a school/academy place. parent/carers will be invited to express three preferences on the Standard Application Form (SAF). Parent/carers will be expected to state their preferences in priority order. Additional preferences can be made if the parent/carer requires.
- 2.2** Parent/carers will be provided with the opportunity to give reasons for their preferences and can, if appropriate, provide any additional documents in support of their preferences.
- 2.3** The LA will operate an equal preference scheme. All applications will be considered against the published oversubscription criteria, but without any reference to the parent/carer's priority order. If a child can be offered a place at more than one school/academy, the LA will refer to the parent/carer's priority order of preferences, and will offer a place at the school/academy that is the highest preference.

3.0 Own Admission Authority Schools (VA, Foundation and Free) and Academies.

- 3.1** Some OAA schools and academies may require information in addition to that on the SAF. In such cases a supplementary form will be available from the school/academy and the LA. The supplementary information form must be returned to the school/academy. Some schools/academies, if they are oversubscribed, may also ask for proof of religious commitment in writing from the appropriate religious leader.

- 3.2 When a parent or carer has submitted their application on the SAF but has not also submitted a supplementary information form (where relevant), the admission authority must nevertheless consider the application in accordance with legal requirements (Para 4.3 of Section 86(2) of the School Standards and Framework Act 1998). In circumstances where a supplementary form has been received the admission authority must be proactive in ensuring that there is an application, in order for the preference to be considered.
- 3.3 In circumstances where a supplementary form has not been completed the application will be assessed on the basis of the information submitted to the governing body on the LA's SAF.

3.0 Primary Admission Round - Application Process

- 3.1 The Primary Admission Round is for children starting in Reception for the first time. For the 2013/14 academic year the round will include children born between 01/09/2009 – 31/08/2010.
- 3.2 Parent/carers who have a nursery place at a Manchester school or Academy must complete a SAF (Standard Application Form) and should not assume that they will automatically get a place in the reception class at that school/academy.
- 3.3 The LA will collect address information on the incoming Reception cohort from the Health Authority and its own databases. This will be used to send application information to relevant parents.
- 3.4 All parent/carers will be asked to make their application on the SAF. The SAF will be available on-line and in hard copy. Letters informing parents of the need to apply for a Reception place will be posted to the home address of all known Manchester children by 15 October 2012.
- 3.5 Parents will be asked to apply online where possible. Copies of the composite prospectus will be available on Manchester Children's Services website and in hardcopy from the Integrated Admissions Service and Manchester school/academies. A paper form and a hardcopy of the composite prospectus will be available on request. Parent/carers will be sent an acknowledgement once their application is received.
- 3.6 The closing date for applications will be 14 December 2012 at 5:00pm. Online applications must be completed and submitted by the closing date. All paper applications should be received in the Integrated Admissions Service Office before 14 December 2012, 5:00pm. An application will be considered as on time where it is clear that it was posted to arrive on time i.e. post marked.

4.0 Primary Admission Round - Processing Applications

- 4.1 The LA will forward relevant information from SAFs by 06 February 2013 to other local authorities where Manchester residents have expressed a preference for a

maintained school or academy in their area. On this date other LAs will send details of preferences for Manchester schools or academies that have been expressed by their residents.

- 4.2 The LA shall forward relevant information from SAFs by 15 February 2013 to the OAA schools and academies in Manchester where parent/carers have expressed a preference for them. Preference ranking will not be shared with admission authorities in accordance with paragraph 1.76 of the School Admissions Code 2010, as this cannot lawfully be used when applying oversubscription criteria.
- 4.3 Manchester's OAA schools and academies will inform the LA by 08 March 2013 of the priority ranking of all applicants according to their admission arrangements.

5.0 Primary Admission Round - Determining Offers

- 5.1 Once the LA has received the OAA returns it will process the allocation of places for all Manchester primary schools and academies, offering applicants the highest possible preference.
- 5.2 By 13 March 2013 the LA will inform other local authorities of offers to be made to children resident within their boundaries and request details of offers they will be making to Manchester residents. This information will continue to be exchanged until 29 March 2013.
- 5.3 Where a preference cannot be offered to a Manchester resident the LA will:
 - Offer a place at the nearest suitable school/academy, where places are available in accordance with paragraph 3.15 (g) of the School Admissions Code 2010,
 - Place the applicant on the waiting list, where held, for the preferred schools/academies,
 - Provide advice and information parent/carers about the process and the options available to them.
- 5.4 Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy's admission arrangements. Waiting lists are not operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it. All schools/academies are required to maintain a waiting list for the Autumn term in accordance with paragraph 3.19 of the School Admissions Code (2010). Further details on operation of waiting lists can be found in the school/academy's admission arrangements.

6.0 Primary Admission Round - Notifying Parent/Carers of Decisions

- 6.1 The LA will send parents/carers resident in Manchester a letter on 26 April 2013 confirming offers of places for all children who start reception in September. All Manchester school/academies will be informed on 25 April 2013 of the children offered a place. School/academies must not contact parents about the outcome of their applications until after these offers have been received. Only the local authority can make an official offer.

- 6.2** The LA will make offers for September entry in reception for all school/academies. A parent has a right to defer the uptake of a reception place until a child is of statutory school age. A child becomes of statutory school age the term after their fifth birthday. Deferral of a school/academy place should be arranged directly with the Headteacher/Principal and confirmed in writing. The requirement for a school/academy to arrange for and hold a deferred place can be found in paragraph 2.69 of the School Admissions Code 2010.
- 6.3** Parent/carers will be required to accept or decline the place offered by 10 May 2013.

7.0 Primary Admission Round - Changes to Preferences

- 7.1** Preferences can be changed up until the closing date. Any such changes must be confirmed in writing. Preferences can only be changed after the closing date in exceptional circumstances and parent/carers should explain the circumstances in writing when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Manchester's OAA school/academies after 06 February 2013. This is the date when application information is exchanged with other LA's.

8.0 Primary Admission Round - Late Applications

- 8.1** The closing date for applications will be 14 December 2012. Any SAFs received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.
- 8.2** The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 06 February 2013. This is the date when application information is exchanged with other LA's.
- 8.3** Where possible late applicants will be sent an offer letter on 26 April 2013.
- 8.4** Applications received after the 26 April 2013 will be notified of the outcome of their application as soon as possible.
- 8.5** SAFs for OAA schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application.

9.0 Secondary Admission Round - Application Process

- 9.1** The Secondary Admission Round is for children transferring from year 6 to year 7, from Primary to Secondary school. For the 2013/14 academic year the round

will include children born between 01/09/2002 – 31/08/2003.

- 9.2** The parents/carers of all Y6 children who reside in Manchester will apply for a secondary school/academy place to their home authority. The LA will have records for all children resident in Manchester who attend Manchester primary school/academies. In order to make sure that all children resident in Manchester are informed of the process, the LA will ask neighbouring authorities and independent schools in the area for details of children who attend their school/academies and reside in Manchester. This information will be requested at the end of the Summer Term 2012.
- 9.3** Applications will be made on a Standard Application Form (SAF). The SAF will be available on-line and as a paper form. Letters informing parents to apply for a year 7 place will be posted to the home address of all known year 6 Manchester children by 20 August 2012.
- 9.4** Parent/carers will be asked to apply online where possible. Copies of the composite prospectus will be available on Manchester's Children's Services website and in hardcopy from the Integrated Admissions Service office and Manchester school/academies. A paper form and a hardcopy of the composite prospectus will be available on request. Parent/carers will be sent an acknowledgement once their application is received.
- 9.5** The closing date for application will be 12 October 2012 at 5:00pm. Online applications must be completed and submitted by the closing date. All paper applications should be received in the Integrated Admissions Service before 12 October 2012, 5:00pm. An application will be considered as on time where it is clear that it was posted to arrive on time i.e. post marked.

10.0 Secondary Admission Round - Processing Applications

- 10.1** The LA will forward relevant information from SAFs by 14 November 2012 to other local authorities where Manchester residents have expressed a preference for a maintained school/academy in their area. On 14 November 2012 other LAs will send to the LA details of preferences for Manchester school/academies that have been expressed by their residents.
- 10.2** The LA will forward relevant information from SAFs by 23 November 2012 to OAA schools and academies where parents/carers have expressed a preference for those school/academies. Preference ranking will not be shared with admission authorities in accordance with paragraph 1.76 of the School Admissions Code 2010, as this cannot lawfully be used when applying oversubscription criteria.
- 10.3** OAA schools and Academies will inform the LA by 14 December 2012 of the priority ranking of all applicants.

11.0 Secondary Admission Round - Determining Offers

- 11.1** By 16 January 2013 the LA will inform other local authorities of offers to be made to children resident within their boundaries and request details of offers they will be making to Manchester residents. This information will continue to be exchanged until 04 February 2013.
- 11.2** Where a preference cannot be offered to a Manchester resident the LA will:
- Offer a place at the nearest suitable school/academy, where places are available in accordance with paragraph 3.15 (g) of the School Admissions Code 2010,
 - Place the applicant on the waiting list, where held, for the preferenced schools/academies,
 - Provide advice and information to parent/carers about the process and the options available to them.
- 11.3** Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy's admission arrangements. Waiting lists are not operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it. All schools/academies are required to maintain a waiting list for the Autumn term in accordance with paragraph 3.19 of the School Admissions Code (2010). Further details on operation of waiting lists can be found in the school's/academy's admission arrangements.

12.0 Secondary Admission Round - Notifying Parents/Carers of Decisions

- 12.1** The LA will send parent/carers resident in Manchester a letter on the national offer day, 01 March 2013, confirming offers of places for all children. All Manchester school/academies will be informed on 28 February 2013 of the children offered a place. School/academies must not contact parents about the outcome of their applications until after these offers have been received. Only the local authority can make an official offer.
- 12.2** Parent/carers will be required to accept or decline the place offered by 15 March 2013.

13.0 Secondary Admission Round - Changes to Preferences

- 13.1** Preferences can be changed up until the closing date. Any such changes must be confirmed in writing. Preferences can only be changed after the closing date in exceptional circumstances and parent/carers should explain the circumstances in writing when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Manchester's OAA school/academies after 14 November 2012. This is the date when application information is exchanged with other LA's.

14.0 Secondary Admission Round - Late Applications

- 14.1** The closing date for applications will be 12 October 2012. Any SAFs received after the closing date will be processed as late applications. This means an offer

of a school/academy place will be made after all on time applicants have been processed. Late applications for Manchester school/academies may result in parents/carers not being offered a place at their preferred school/academy.

- 14.2** The LA will only process applications received after the deadline date as on time applications if there is a good reason for late submission. Such applications are valid late applications. A valid late application will include situations where children move into Manchester after the closing date, before offers of places are made. Late applications with reasons for late submission will only be considered up to the 16 January 2013. This is the date when application information is exchanged with other LA's.
- 14.3** Where possible late applicants will be sent an offer letter on 01 March 2013.
- 14.4** Applications received after the 01 March 2013 will be notified of the outcome of their application as soon as possible.
- 14.5** SAFs for OAA schools and academies, received after the closing date will be passed to the school/academy with a note that it has been received late. It will be for that Admission Authority to decide how it wishes to process the application.

15.0 In-Year Admissions (outside the normal round)

- 15.1** All in year applications for places at maintained primary schools, secondary schools or academies should be made directly to the LA. The LA will co-ordinate all applications. If an application is made directly to a school/academy they are required to forward the details to the LA.
- 15.2** All schools/academies are required to update the LA, on the status of their vacancies on a weekly basis in accordance with paragraph 3.22 of the School Admissions Code 2010.
- 15.3** If there are more vacancies at a school or academy than applicants then all applicants will be offered.
- 15.4** If there are more applicants than vacancies, the over subscription criteria for the school/academy will be applied by the Admission Authority to decide which applicants are offered a place. Offers will be made up to the school/academy's admission number.
- 15.5** If a place cannot be offered at the parent/carer's preferred school/academy, the LA will inform them of their right of appeal to an Independent Appeal Panel.
- 15.6** Where a waiting list is maintained, the applicant's name will be added to it. Further details on waiting lists can be found in the admission arrangements for the particular school/academy.
- 15.7** If a place cannot be offered at a preferenced school/academy, the parent/carer will be offered an alternative place at the closest school/academy with a

vacancy. Where the alternative offer will be for an OAA school or Academy the LA will liaise with the school/academy before making the offer. Parents/carers should accept the alternative offer and may also remain on a waiting list and pursue an appeal for their preferred school/academy at the same time.

- 15.8** A secondary In Year Fair Access Protocol is in place to consider children who are without a school/academy place who meet the In Year Fair Access Criteria. These children will be admitted above waiting lists. This is in accordance with 3.44-3.47 and appendix 3 of the School Admissions Code (2010).
- 15.9** A primary In Year Fair Access Protocol will be in place to consider children who are without a school/academy place who meet the In Year Fair Access Criteria. These children will be admitted above waiting lists. This is in accordance with 3.43-3.47 and appendix 3 of the School Admissions Code (2010).
- 15.10** The Department for Education (DfE) has confirmed that the operation of In Year Fair Access protocols is outside the arrangements of coordinated admissions and as such the statutory duty to comply with parental preference does not apply in those circumstances. Therefore, this scheme does not apply to children who fall under the Authority's 'In Year Fair Access Protocol'; such children will continue to be considered for admission in accordance with the procedures outlined in the Authority's agreed Protocol.

Key dates in the Primary and Secondary Admissions Round 2013/14

Event	Secondary Round	Primary Round
LA sends application information to parents	Mon 20 Aug 2012	Mon 15 Oct 2012
Closing Date for applications	Fri 12 Oct 2012	Friday 14 Dec 2012
LA sends applications for other Local Authorities school/academies to other Local Authorities	Wed 14 Nov 2012	Wed 06 Feb 2013
LA sends applications to each OAA school and Academy	Fri 23 Nov 2012	Fri 15 Feb 2013
OAA schools and academies return to the LA ranked lists according to admission arrangements	Fri 14 Dec 2012	Fri 08 March 2013
First exchange of offers with other LAs	Wed 16 Jan 2013	Wed 15 March 2013
Final exchange of offers with other LAs	Mon 04 Feb 2013	Fri 29 March 2013
Offers sent to parents	Fri 01 March 2013	Fri 26 April 2013