



CO-ORDINATED AND IN-YEAR ADMISSION SCHEME FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS 2019-20

Introduction

Each year all local authorities must formulate and publish on their website a scheme by **1 January** in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption. A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by **28 February** in the determination year.

The Normal Admissions Round

In relation to any application made in the normal admission round, each parent in the area (The permanent home address as outlined in the published admission arrangements within West Berkshire) shall receive a single offer of a school place, or a refusal, determined under the scheme, the result of which shall be communicated in writing to the parent by the LA on **1 March 2019*** (for secondary admission) or **16 April 2019*** (for primary admission).

*or the next working day where the national offer day falls on a weekend or bank holiday.

West Berkshire residents must make applications for school places online, via the West Berkshire web-site, or on a West Berkshire Common Application Form, where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home Local Authority Common Application Form or in accordance with the requirements of their home local authority and return them to those authorities. Relevant information will be forwarded by those Local Authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's admission policy if necessary and, where more than a single school place can be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred. Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for online or on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for online or on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for online or on the Common Application Form the LA will either:

1. Offer an alternative school place if that child is from the area, or
2. Make no offer for an alternative school place if that child is not from the area.

Children from the area with no allocated place will normally be offered a school place in the following order:

1. At the catchment area school if a place exists, using distance as a priority;
2. at the nearest school from the home address where a place exists.
3. in the unlikely situation of there being no West Berkshire School places available, at the nearest West Berkshire school without breaking class size legislation no place will be allocated. The normal admissions round process will be undertaken in accordance with the timetables below.

Late Applications

The closing date for secondary admission applications in the normal admission round is **31 October 2018** and the closing date for primary applications is **15 January 2019**. The authority will accept, applications received after this date provided that they are received before allocation procedures begin and treat them as on time applications.

For Secondary, applications that are considered late but received before the offer date of **1 March 2019** will be processed together from **1 March 2019**.

Late applications received between **1 March 2019** and **19 March 2019**, will be processed together from **19 March 2019**.

Late applications received from **20 March 2019** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until **19 March 2019** when acceptances should have been returned.

For Primary, applications considered late received before the offer date of **16 April 2019** will be processed together from **17 April 2019**.

Late applications received between **16 April 2019** and **30 April 2019**, will be processed together from **1 May 2019**.

Late applications received from **1 May 2019** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until **1 May 2019** when acceptances should have been returned.

Duties of the LA

- To forward application data received for places at Academy, Foundation or Voluntary Aided schools in the area to the governing body as soon as possible.
- Where an application is made online or on the Common Application Form for a school outside the area, or received from another LA for a school within the area, to exchange details of that application with the other LA as soon as possible, and no later than the timetabled date for the normal admissions round.
- To determine by reference to the LA's admission arrangements and oversubscription criteria the order in which any application for a place at a community or Voluntary Controlled school is ranked.
- To confirm with the Governing Bodies of Academy, Foundation and Voluntary Aided schools, by reference to their admission arrangements and oversubscription criteria, the order in which any application for a place at those schools is ranked.
- To determine whether a child is to be granted or refused a school place at a school in the area in accordance with this scheme, and timetable for the normal admissions round.
- To inform the governing body or other LA where appropriate of the decision whether to grant offers or refuse applications, and by the timetabled date in the normal admissions round.
- To communicate the decision granting or refusing places at schools in the area to parents, including the date by which the pupil will be registered, on behalf of a governing body where appropriate, on **1 March 2019*** (for secondary admissions) or **16 April 20189** (for primary admissions) for the normal admissions round (*or the next working day where the national offer day falls on a weekend or bank holiday).

Duties of the Governing Bodies acting as Admission Authorities

- To forward applications incorrectly received directly for places at the school to the LA as soon as possible.
- To receive application data from the LA and determine by reference to the governing body's admission arrangements and over-subscription criteria the order in which any application for the school will be ranked, and to notify the LA of the ranked list by the timetabled date for the normal admissions round.
- To ensure that any determination under this scheme to offer or refuse a place at the school will only be communicated to the parent by the LA on behalf of the governing body.

Secondary Schools – Normal Admissions Round Timetable

31 October 2018	Closing date for applications
1 March 2019*	Offers and refusals issued to parents
19 March 2019	Parent's acceptance of offer
30 March 2019	Closing date for appeals

Primary Schools – Normal Admissions Round Timetable

15 January 2019	Closing date for applications
16 February 2019	LA transfer of applications data to VA Governing Bodies (Additional data received later from other Local Authorities will be transferred for inclusion)
5 March 2019	West Berkshire VA Governing Bodies' ranked lists to the LA
16 April 2019*	Offers and refusals issued to parents
1 May 2019	Parents' acceptance of offer
21 May 2019	Closing date for appeals

*or the next working day where the national offer day falls on a weekend or bank holiday.