

## **Determination Co-ordinated scheme for Secondary Schools**

The co-ordinated scheme for Secondary admissions in Peterborough for September 2009 is set out below. As with 2008 the coordinated scheme will apply the 'All Preferences Equal' system. This is a statutory requirement as the method of allocating school places.

### **What a Parent has to do**

All parents resident in the area of Peterborough City Council will be able to name three schools, ranking these in their preferred order, on a common application form or using on line application.

Parents are expected to send the application form to Primary/Junior schools by the closing date. The preferences stated will be considered regardless of ranking.

### **What the Local Authority has to do**

There will be an exchange of application information between Local Authorities (LA) where there are cross border issues. The LA will not reveal the order of ranked preference to the schools.

### **The Common Application Form**

Every parent living in the LA's area will have the opportunity to complete a common application form or apply on line listing three secondary schools in their preferred schools in rank order, with the opportunity to state reasons for their requests.

### **The Closing Date**

The closing date for parents to submit their application forms will be **24 October 2008**. Online application forms may be submitted up to midnight on that date.

*Please note – It is important that parents only submit one method of application, i.e. if they apply online they should not submit a paper application.*

### **More Parental Action**

Parents return their forms to their children's Junior/Primary schools, which are forwarded to the LA.

For children not attending Peterborough Junior/Primary schools, application forms to be returned by parents direct to the home (i.e. where they live) LA's Admission Team.

As forms are scanned, photocopied forms cannot be accepted.

## **Primary School Action**

All application forms must be date stamped by Junior/Primary schools above the bar code on the day they are received at the school and attachments to these forms should not be stapled. Junior/Primary schools are advised to copy the application forms in case of loss between school and LA.

Junior and Primary schools are to submit the completed forms by the week commencing **3 November 2008**. This data will be entered onto the admissions database.

## **Local Authority Action**

The LA will be sending a list to all Peterborough Junior/Primary schools to cross reference and inform the LA if lists differ.

Application information will be sent by LA to Aided and Foundation Schools and The Thomas Deacon Academy.

## **Supplementary Forms**

Aided and Foundation Schools and The Thomas Deacon Academy will supply supplementary forms, where necessary, to parents, to be completed and returned direct to the schools. The supplementary forms will be sent to all parents by these schools, regardless of where the parent has ranked the school on the application form.

## **Prioritising Places**

LA will place all applications in priority order according to published admission criteria for all community schools.

The Aided and Foundation Schools and The Thomas Deacon Academy will prioritise applications according to their own admission criteria, and will send lists to the LA, stating which children can be offered places and a list showing those who cannot.

Both lists will show children in admission criteria order (regardless of where the child has ranked the school).

The LA will cross reference these offers and check lists to see if a higher ranked school can be offered.

## **Applications for Other Local Authorities**

Details of preferences for schools in other LAs will be sent to appropriate LA (by Peterborough Admissions Team).

Discussions with LAs about all cross border applications will take place, and all LAs will discuss which places can be offered to the child which will be their highest ranked if able.

If none of the preferences can be offered the responsibility is with the child's LA to offer a secondary school for 2009.

## Late Applications

All parents who have not submitted an application form are written to (by the LA) and asked for their preferences (their applications will be treated as late). Those who do not respond will be offered, on **2 March 2009**, a place at the school nearest to their home address at which there is a place available, measured by a straight line from the home.

Late applications received after the closing date but before the offer of places will be processed after all those received on time, but consideration will be given to application forms received late due to special circumstances which may have caused an application to be delayed.

For example, if a family moves into the area from another area (outside of Peterborough), before the allocation letters have been prepared but after the closing date, their application will be considered on time. If a family moves within Peterborough and has either submitted an application or discussed the situation with the LA, and their house move is resolved before the letters are prepared, their application will be considered. Applications received late through forgetfulness etc. will be treated as late applications and considered only after all on-time applications have been processed. This will be explained in the booklet.

Late applications received between **2 March 2009** and the **start of term in September 2009** will be allocated a place at a preferred school if possible, but if there are no places available they will be offered a place by the LA at the nearest school to their home address at which there is a place available, measured by a straight line from the home. Parents will be required to complete an application form and details will be sent to the appropriate school if they are not community, for consideration. Community school applications will be considered by the LA. If the parent wants their child to be added to a waiting list, where the school holds one, they will be added to the list for the requested school in criteria order. These lists will be held at the LA for continuation of the co-ordinated scheme.

## Co-ordinating Places

Allocations are co-ordinated by the LA. If a place is possible at more than one of the schools listed on the application form, the place is allocated at the school of highest ranked on the application form.

If a neighbouring LA can also offer a place, the place is allocated at the school of highest ranked preference.

Where none of the preferences can be met, the LA will allocate a place at the nearest school to their home address at which there are places available, measured by a straight line from the home.

## Changing Preferences

Changing preferences – Code of Practice, 1.33, Once parents have made their preferences, Local Authorities must not allow them to be changed without a genuine reason for doing so, for example, if the family has recently moved address. LAs must make this clear in the information they provide for parents.

## **Waiting Lists**

Waiting lists will operate up to **30 September 2009**. Children will be added to these lists on request, in criteria order. The LA will hold all these lists.

Code of Practice, 3.28, Children who are the subject of a direction by a LA to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, must take precedence over those on a waiting list. Where an Admission Authority holds a waiting list, they must make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements.

## **Moving into the Area or Change of School Allocated**

If families move into the area outside the normal admissions round, or if they wish to change their child's school, they should approach the LA and complete an application form. The LA on behalf of the parent will approach the preferred school(s), if a place is available, this will be offered to the child. Where no place is available, the parent will be informed of their right of appeal. The LA must offer the child a school place if they are Peterborough's responsibility. Parents have the right to have their child's name added to a waiting list, where one is held, until the closure of the list.

## **Allocation Date**

Allocation letters will be sent by first class post to all parents (by the LA), on **2 March 2009** with each child receiving a single offer of a place.

## **Determination Co-ordinated Scheme for Primary Schools**

The co-ordinated scheme for Primary admissions in Peterborough for September 2009 is set out below.

### **Informing Parents**

All parents of children of Reception age who the Local Authority (LA) is aware of will be sent an admissions booklet, application form and covering letter.

The admissions booklet will be available on line together with the facility to apply on line. Posters will be displayed in libraries, doctors' surgeries, schools, Early Years settings, supermarkets etc., and supplies of booklets provided to schools and libraries.

An advertisement will go into the local press, informing parents that they need to submit an application form by the closing date.

### **What a Parent has to do**

All parents resident in the area of Peterborough City Council will be able to name two schools, in ranked order, on a common application form.

The application form must be returned by parents, to the highest ranked school, with documents showing proof of date of birth and proof of home address, by the closing date **12 December 2008**.

Online applicants are required to take proof of the date of birth and address of their child to their highest ranked school.

If parents want a place in an Infant/Primary School in another LA's area they have to apply to that LA direct.

As with 2008 the coordinated scheme will apply the 'All Preferences Equal' system. This is a statutory requirement as the method of allocating school places.

### **Transferring from Infant to Junior School**

Parents of Year 2 children attending Infant/Primary Schools who are due to transfer into Year 3 and wish for a Year 3 place at a Junior/Primary School, will be given an admission booklet, application form and covering letter by their current Peterborough school. If non Peterborough, parent will contact the LA. Parents will need to complete an application form and the process for the Year 3 requests will use the same timetable including closing date as the process for Reception requests. As for Reception applicants, these applicants may choose to apply online rather than by paper form.

## Common Application Form

Every parent requiring a Reception/Year 3 place in the LAs area will have the opportunity to complete a common application form or online application listing two Infant/Primary/Junior schools in ranked order, with the opportunity to state reasons for their requests. The closing date for parents to submit their application form will be **12 December 2008**.

*Please note - It is important that parents only submit one method of application, i.e. if they apply online they should not submit a paper application.*

## Submitting an Application Form

All forms to be returned by parents to the Infant/Junior/Primary school they have ranked highest, for date stamping and document checking (date of birth and proof of home address). The LA has requested that all schools keep their own copies of each application form, should a form get misplaced between school and LA.

Parents will also have the opportunity to apply online up to midnight on **12 December 2008**. If they do this, they must also visit their school of highest ranked preference for their documents to be checked (date of birth and proof of home address).

Having date stamped the form and checked documents, schools send all forms to the LA, on a weekly basis, where they are then entered on to the admissions database.

## Supplementary Forms

Aided and Foundation Schools may supply supplementary forms, where necessary, to parents, to be completed and returned direct to the schools. The supplementary forms will be sent to all parents by these schools, regardless of where the parent has ranked the school on the application form.

## Local Authority Action

Details of the application will be sent (by the LA) to Aided and Foundation Schools, and should be received by **20 January 2009**. The LA will send all applicants' details including online to all the schools named on the application form regardless of the ranking.

## Verifying Applications

The LA will send a list to each Infant, Junior and Primary School showing the on time applications (paper and on line), received for their school to check against their records. This will ensure no applications have been mislaid between the school and LA.

On **Thursday 23 March 2009** any Primary school where parents with children transferring from Infant schools have expressed a preference for a Year 3 place will be asked to check availability in their current Year 2. If a place is available the LA will allocate that place and the Primary school will need to reserve that place until **September 2009**.

## Prioritising Places

LA allocates places according to published admission criteria for all Community and Voluntary Controlled schools, measured by a straight line from the home.

Aided and Foundation schools will allocate according to their own admission criteria, and will send lists to the LA, stating which children can be offered places and a list showing those who cannot by **27 February 2009**.

Both lists will show children in admission criteria order (irrelevant of where the child has ranked the school). The LA will cross reference these offers and check lists to see if a higher ranked school can be offered.

## **Method of Allocating Places**

As all preferences are equal, Admission Authorities will not need to know how preferences have been ranked, as all preferences will be considered against the oversubscription criteria for both of the schools.

Allocations are checked by the LA, if a place is possible at both of the schools listed on the application form, the place is allocated at the school which is of higher ranking.

If neither of the preferences for Reception intake or Year 3 can be met, the LA will allocate a place at the nearest school to the home address at which a place is available, measured by a straight line from the home.

In the case of Year 3 places, where the LA or Voluntary Aided School has been unable to offer a preferred school for a Year 3 place, the next nearest school with available places, measured by a straight line from the home, will be directed by the LA to hold a place until **September 2009**.

## **Late Applications**

Late applications received after the closing date but before the offer of places will be processed after all those received on time, but consideration will be given to application forms received late due to special circumstances which may have caused an application to be delayed.

For example, if a family moves into the area from another area (outside Peterborough), before the allocation letters have been prepared but after the closing date, their application will be considered. If a family moves within Peterborough and has either submitted an application or discussed the situation with the Admission Authority, and their house move is resolved before the letters are prepared, their application will be considered.

Applications received late through forgetfulness etc., will be treated as late applications and considered only after all on-time applications have been dealt with. This will be explained in the booklet.

Late applications received between **30 April 2009** and the **start of term in September 2009** will be allocated a place at a preferred school if possible, but if there are no places available they will be offered a place at the nearest school to their home address at which there is a place available, measured by a straight line from the home.

Parents will be required to complete an application form and details will be sent to the appropriate school if they are not community, for consideration. Community school applications will be considered by the LA. If the parent wants their child to be added to a

waiting list, where the school holds one, they will be added to the list for the requested school in criteria order. These lists will be held at the LA for continuation of the co-ordinated scheme.

## **Waiting Lists**

Waiting lists will operate up to the end of the Co-ordinated Scheme on **30 September 2009**. Children will be added to these lists on request, in criteria order.

The LA will hold all these lists. Code of Practice, 3.28, Children who are the subject of a direction by a LA to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol, must take precedence over those on a waiting list. Where an Admission Authority holds a waiting list, they must make clear in their admission arrangements that these children will take precedence over any child already on that list. Legislation enables this to be done immediately without the need to apply to the Schools Adjudicator for a variation in determined admission arrangements. For Community Schools waiting lists are only kept for Reception intake and not for any other year group.

## **Changing Preferences**

Changing preferences – Code of Practice, 1.33, Once parents have made their preferences, Local Authorities must not allow them to be changed without a genuine reason for doing so, for example, if the family has recently moved address. LAs must make this clear in the information they provide for parents.

If families move into the area outside the normal admissions round, or if they wish to change their child's school, they should approach the LA and complete an application form. The LA on behalf of the parent will approach the preferred school(s), if a place is available, this will be offered to the child. Where no place is available, the parent will be informed of their right of appeal. The LA must offer the child a school place if they are Peterborough's responsibility. If the family moves into Peterborough before the closure of the waiting lists for Community Schools, i.e. **30 September 2009**, those children can be placed on the list at the parent's request in the admission criteria order.

## **Allocation Letters**

Allocation letters will be sent out by first class post to all parents (by the LA), on **29 April 2009**. Each child will receive a single offer of a place.

## **Admissions Criteria**

The LA is the Admission Authority for Community and Voluntary Controlled Primary Schools, and the proposed admissions criteria for these schools will be sent in a separate consultation.

The governing body of Foundation and Voluntary Aided Schools is the Admission Authority and is responsible for setting their own admissions criteria, and for consulting on them, as in the Code of Practice Appendix 4.

## **Admissions Code of Practice**

All Admission Authorities are reminded that they have to take full account of the guidance in the Code of Practice. The Admission Forum will try to settle differences between Admission Authorities before admission arrangements are determined, but if differences remain unresolved objections may be made to the Schools Adjudicator. Schools Adjudicators have a responsibility for determining disputes between Admission Authorities over admission arrangements, including admissions policies and oversubscription criteria.

## SECONDARY ADMISSIONS-TIMETABLE FOR SEPTEMBER 2009 YEAR 7 INTAKE

<b>Date</b>	<b>Action</b>
Week commencing 3 September 2008	Secondary booklets and application forms sent to Junior/Primary/Secondary schools via internal courier. Online facility available. Submitted online applications viewable by schools.
Week commencing 8 September 2008	Start discussion with SEN and CiC teams.
September/October 2008	Open Evening Visits. Junior and Primary schools start to return completed application forms to Local Authority (LA). Schools retain a copy of each application form.
24 October 2008	Closing date for application forms to be returned by parents to the Junior/Primary schools and to the LA for children who do not attend Peterborough schools.
Midnight 24 October 2008	Online facility closed.
<b>27 to 31 October 2008</b>	<b>HALF TERM</b>
3 November 2008	Headteachers of Junior/Primary schools forward the remaining on time application forms to the LA via the courier service this week and retain a copy for school records.
14 November 2008	LA notifies The Thomas Deacon Academy of their preferences electronically. The TDA will then, using this data post out letters to all children who have applied for TDA as one of their preferences and invite them to take the fair banding test.
17 November 2008	Delivery of (paper copies) application form/on line applications to Aided and Foundation Schools and The Thomas Deacon Academy.
17 November 2008	LA informs Headteachers of Community secondary schools the number of preferences received, no matter where they have been ranked on the application form.
17 November 2008	Year 6 lists to all Junior/Primary schools for checking and amending (replies must be returned to LA by 28 November 2008).
4 December 2008	LA sends letters to parents for outstanding application forms to be returned by 12 December 2008.
5 December 2008	LA send details to neighbouring authorities via S2S.
10 December 2008	LA informs all schools of an updated figure, originally sent on 17 November. This figure will include those applicants who are non Peterborough (data received from other authorities) requesting Peterborough Schools.
12 December 2008	Aided and Foundation Schools and The Thomas Deacon Academy, apply their own admission criteria and rank the preferences received. Lists are sent to the LA showing those who can be allocated and those who are unsuccessful. The unsuccessful list needs to rank pupils in criteria order for the LA to co-ordinate the allocations using the All Preferences Equal system.

<b>Date</b>	<b>Action</b>
12 December 2008	Allocation of places for children with Special Needs completed and CiC.
<b>20 December to 5 January 2009</b>	<b>CHRISTMAS HOLIDAYS</b>
From 19 January 2009	Late applications are no longer included with on time applications.
From 19 January 2009	LA processes applications.
By 9 February 2009	LA exchanges data with neighbouring authorities.
<b>16 to 20 February 2009</b>	<b>HALF TERM</b>
By 20 February 2009	LA prints off on time offer letters.
By 27 February 2009	In discussion with Aided, Foundation, TDA and neighbouring authorities, late applications are allocated and letters printed by LA.
On 2 March 2009	Final lists of allocation sent to all Junior/Primary/Secondary schools.
Posted 2 March 2009 First class by LA	Letters to Peterborough parents notifying them of allocated school.
From 3 March 2009	Applications received after allocation date, details are sent to Aided, Foundation and TDA for consideration. Community schools applications are dealt with by the LA. Details sent to neighbouring authorities if preference requests non Peterborough school.
From 3 March 2009	Aided, Foundation and TDA informs LA of any changes re original allocations and of any appeals heard and outcome. LA advises Aided, Foundation, TDA, Primary schools and neighbouring authorities of any changes.
<b>4 to 20 April 2009</b>	<b>EASTER HOLIDAYS</b>
6 April 2009	LA re allocates places to declined and new parents.
On 13 April 2009	LA issues revised allocation lists to all Junior/Primary/Secondary schools.
<b>25 to 29 May 2009</b>	<b>HALF TERM</b>
On 8 June 2009	LA issues revised allocation lists to all Junior/Primary/Secondary schools.
By 17 July 2009	LA issues revised allocation lists to all Junior/Primary/Secondary schools.
<b>18 July to 7 September 2009</b>	<b>SUMMER HOLIDAYS</b>
<b>8 September 2009</b>	<b>AUTUMN TERM STARTS</b>
30 September 2009	Co-ordination ends.

**PRIMARY ADMISSIONS-TIMETABLE FOR SEPTEMBER 2009 RECEPTION INTAKE YEAR AND YEAR 3**

<b>Date</b>	<b>Action</b>
<b>3 September 2008</b>	<b>AUTUMN TERM STARTS</b>
Week commencing 22 September 2008	Primary booklet, letter and application form posted to parents and sent via internal courier to schools and Early Years settings. Posters sent to supermarkets, Early Years settings, schools etc. Booklet available online. Online facility available. Submitted online applications viewable by schools.
Week commencing 29 September 2008	Start discussion with SEN and CiC teams.
September 2008+	Completed application forms start to be returned by Infant/Junior/Primary schools to Local Authority (LA). Schools retain a copy of each application form.
<b>27 to 31 October 2008</b>	<b>HALF TERM</b>
Week commencing 3 November 2008	Press release alerting parents of Reception aged children.
Week commencing 17 November 2008	LA sends letters to parents for outstanding application forms to be returned by 12 December 2008. LA e-mails Infant schools requesting they chase up parents to return their preference forms.
12 December 2008	Closing date for application forms to be returned by parents via Infant/Junior/Primary schools who then send to the LA. This includes application forms for Aided and Foundation schools.
15 December 2008	Headteachers of Infant/Junior/Primary schools forward the remaining on time application forms to the LA via the courier service this week and retain a copy for school records.
Midnight 12 December 2008	Online facility closed.
13 December 2008+	Late application forms received clearly marked 'LATE' and sent to LA to be looked at after 'ontime' preferences have been allocated a school place.
<b>20 December to 5 January 2009</b>	<b>CHRISTMAS HOLIDAYS</b>
January-April 2009	LA processes allocations. Waiting lists for reception only.
On 19 January 2009	All application forms (irrespective of where school is ranked) sent to Voluntary Aided and Foundation schools. Aided and Foundation schools also sent this information electronically.
30 January 2009	LA sends Infant/Junior/Primary schools a list of all applications (both on line and paper) received for checking.
<b>16 to 20 February 2009</b>	<b>HALF TERM</b>

<b>Date</b>	<b>Action</b>
By 27 February 2009	Aided and Foundation schools, apply their own admission criteria and rank the preferences received. Lists are sent to the LA showing those who can be allocated and those who are unsuccessful. The unsuccessful list needs to rank pupils in criteria order for LA to co-ordinate the allocations using the All Preferences Equal system.
23 March 2009	Primary schools contacted re year 3 places and asked to reserve a place.
1 April 2009	Allocation of places for children with Special Needs completed and CiC.
From 1 April 2009	Late applications are no longer included with on time applications.
<b>4 to 20 April 2009</b>	<b>EASTER HOLIDAYS</b>
By 17 April 2009	LA prints off on time offer letters.
By 24 April 2009	In discussion with Aided and Foundation schools, late applications are allocated and letters printed by LA.
Posted 29 April 2009 First class by LA	LA sends letters (first class) to parents notifying them of allocated school with reply slip to be returned to allocated school stating their acceptance of the place. All schools to keep the LA informed of any child refusing the allocated school place.
On 29 April 2009	Final lists of allocation sent to all Infant/Junior/Primary schools.
<b>25 to 29 May 2009</b>	<b>HALF TERM</b>
By 15 May 2009	Parents submit appeal forms for Community schools in order to ensure appeal is heard by the end of term.
1 June 2009	LA re allocates places to declined and new parents.
On 8 June 2009	LA issues revised allocation lists to all Infant/Junior/Primary schools.
By 17 July 2009	LA issues revised allocation lists to all Infant/Junior/Primary schools.
<b>18 July to 7 September 2009</b>	<b>SUMMER HOLIDAYS</b>
<b>8 September 2009</b>	<b>AUTUMN TERM STARTS</b>
30 September 2009	Co-ordination ends

6 June 2008  
L&S/jar