

Cabinet

14 April 2010



School Admission Arrangements September 2011 and Beyond

Report of Corporate Management Team

David Williams, Corporate Director, Children and Young People's Services

Councillor Claire Vasey, Cabinet Portfolio Member for Children's Services

Key Decision Ref: CYPS/01/10

Purpose of the Report

- 1 To consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2011/2012 academic year and beyond.

Background

General

- 2 The Authority is required to consult all Community and Voluntary Controlled Schools annually about its arrangements for the admission of pupils. Under the School Standards and Framework Act, 1998, Admission Authorities in the relevant area are also required to consult one another through the Admissions Forum arrangements.
- 3 Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. Failing to comply would mean that the Authority would fail to meet its statutory duty.
- 4 The Local Authority (LA) is the admission authority for Community and Voluntary Controlled Schools, while the governing body is the admission authority for Voluntary Aided and Foundation Schools. All admission authorities must publish admission arrangements, to include:
 - the number of pupils to be admitted in each year group;
 - application procedures;
 - the criteria to be used in the event of over-subscription;
 - any separate entry requirements and oversubscription criteria for Year 12 or nursery places; and
 - information on waiting lists and how late applications will be handled.

Consultation for admissions for September 2010/11 academic year

- 5 Following statutory consultation, at its meeting on 15 April 2009, Cabinet determined the admission arrangements for 2010/11 for all Community and Voluntary Controlled Schools. The oversubscription criteria were subsequently subject to formal objection to the Schools Adjudicator by parents concerned, particularly, about admissions to Durham Johnston School. The Schools Adjudicator determined that the oversubscription criteria should be the same for all Community and Voluntary Controlled Secondary Schools, see Appendix 2. These were set for a period of three years.
- 6 An application for Judicial Review of the Schools Adjudicator's determination was submitted by parents. This was denied, with the following observation made by His Honour Judge Langan QC:

'I have considered the detailed submissions made by the parties. I am of the opinion that the defendant (the Schools Adjudicator) has provided a convincing answer to each of the criticisms which has been levelled against the decision and the process which led to it. It would, in fact, have been surprising if the defendant had upheld a scheme which incorporated special arrangements for just one out of the many community and voluntary controlled secondary schools within the county. It was inevitable that, whatever the decision, one group of parents would obtain a better prospect of getting their children into Durham Johnston than another group: and this claim does seem to me to be founded on nothing more than an understandable disappointment at the outcome of the adjudication.'

Proposals for Consultation for admissions for September 2011/12 academic year

- 7 This major consultation was launched at the beginning of December 2009. A list of those consulted is attached at Appendix 3 and the proposals for consultation were:

Community and Voluntary Controlled Nursery Schools and Units

- 8 There were no changes proposed to the oversubscription criteria for these nursery schools and units, which were approved by Cabinet at its meeting on 16 September 2009, see Appendix 4. The consultation asked whether the policy and oversubscription criteria were appropriate and for any additional comments.

Community and Voluntary Controlled Infant, Junior and Primary schools

- 9 One change was proposed for admission to Community and Voluntary Controlled Infant, Junior and Primary schools. The Chief Schools Adjudicator in his September 2009 report to the Secretary of State for Children, Schools and Families on procedures used for the admission of twins and other children from multiple births to the same school, recommended that:

To improve clarity for parents, all admission authorities should be required to consult on, and publish arrangements for the admission of twins and children

from multiple births. This should include a specific mention within oversubscription criteria for primary schools.

- 10 In the light of the Chief Schools Adjudicator's recommendations and in recognition of the issues involved for these children and their parents, a change to include provision for twins and children from multiple births in the oversubscription criteria (at point iv) for primary schools was included in the proposals for consultation, see Appendix 5.
- 11 The consultation asked whether the proposed oversubscription criteria were appropriate and for any other comments. The Admission Forum recommended a slight amendment to the wording which is shown in bold in point (iv) to provide greater clarity for the meaning.

Community and Voluntary Controlled Secondary Schools

- 12 Although the Schools Adjudicator had determined the oversubscription criteria for Community and Voluntary Controlled Secondary schools and set these for three years from September 2010, the consultation asked for any comments on the criteria.

Community and Voluntary Controlled Sixth Forms

- 13 Proposed admission arrangements for Community and Voluntary Controlled Sixth Forms were also included in the consultation, see Appendix 6. The consultation asked whether the proposed admission arrangements and oversubscription criteria were appropriate and for any comments.

Co-ordinated Admission Schemes and Application Procedures

- 14 LAs must draw up a co-ordinated scheme for every maintained school (excluding special schools) in its area. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day. This school place can be in either the Local Authority (LA) area (Durham) or a school located in another LA's area.
- 15 For secondary schools, places must be offered on the national offer date of 1 March 2011. For primary schools, places will be offered on 1 April 2011.
- 16 The consultation asked for comments on the Co-ordinated Admission Schemes and the Timetable/Application Procedures, see Appendix 7 and 8.

Admission Limits (Planned Admission Numbers - PANS)

- 17 During the Autumn Term of 2009, the Local Authority consulted the Governing Bodies of Community and Voluntary Controlled Schools about the proposed admission limits for the 2011/2012 academic year.

- 18 The proposed admission limit for each Community and Voluntary Controlled School which has been accepted by the Governing Body is detailed in Appendix 9 to this report. In addition, the admission limits for Aided Schools, where notified, are attached for information.
- 19 A number of schools have submitted requests for an amendment to the admission limits. An explanation for these and whether it is recommended to agree to these or otherwise, is attached at Appendix 10.
- 20 The consultation asked for comments on the Planned Admission Numbers.

Aided (Church) and Foundation Schools

- 21 The relevant school Governing Body, and not the LA, is the Admission Authority for these schools. However, following requests, the admission arrangements for Aided and Foundation Schools were included in the LA consultation. All Foundation Schools propose to adopt the same oversubscription criteria as those for Community and Voluntary Controlled Secondary Schools. The consultation asked for comments on the proposed criteria for admission to individual Aided or Foundation schools, with a view to these being fed back by the LA to the relevant school for consideration.

Consultation Responses

- 22 There were 45 responses received – 21 from parents, 4 from residents; 5 from school governors, 9 from Parish/Town Councils, 2 from community groups, 2 from schools, 1 from a County Councillor and 1 from an MP. Not all respondents answered each question. A summary of the responses is at Appendix 11. Having taken account of all comments received the recommendations for approval are contained in paragraph 26.
- 23 All responses received during the consultation period have been made available to Cabinet and other Members to enable consideration of the views of all respondents. Copies of responses were placed in the Members Resource Centre with effect from 5 February 2010, and Members notified of this via e-mail on the same date.

Admission Forum

- 24 On 10 February 2010, the Admission Forum agreed the recommendations to Cabinet as detailed at paragraph 27 of this report.

Statutory Requirements and Future Implications

- 25 It is a statutory requirement that admission arrangements for 2011/2012 are determined by 15 April 2010 and published (public notice in local newspapers) not later than 1 May 2010. The public notice must advise that objections can be made to the Office of the Schools Adjudicator. In the event of objections from parents or others the Schools Adjudicator has the power to amend the Council's arrangements.

Risk Assessment

- 26 A risk assessment has been undertaken on the proposed Admission Arrangements for 2011/2012. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2010 and published by 1 May 2010. Any parents or others unhappy with the Council's arrangements may object to the Schools Adjudicator who can amend the Council's arrangements.

Recommendations

- 27 Cabinet is asked to consider the responses to the consultation and agree the following recommendations:
- (i) That the proposed revised oversubscription criteria for each and every Community and Voluntary Controlled Infant, Junior and Primary School, at Appendix 5, be approved.
 - (ii) That the proposed admission and oversubscription criteria for each and every Community and Voluntary Controlled Sixth Form, at Appendix 6, be approved.
 - (iii) That the Co-ordinated Admission Schemes and application procedures, Primary and Secondary, at Appendix 7 and 8 be approved.
 - (iv) That the admission limits (PANS), as recommended in Appendix 9 and 10, be approved.
 - (v) To note that the oversubscription criteria for Community and Voluntary Controlled Secondary Schools have been determined by the Schools Adjudicator (Appendix 2) and that there are no changes proposed to the criteria for Nursery Schools and Units (Appendix 4).

Background Papers

Returns from meetings of School Governing Bodies.

Returns from consultation exercise.

School Admissions Code/Regulations - DCSF December 2008/February 2009.

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Appendix 1: Implications

Finance

Admissions arrangements can impact on the number of surplus places in schools, the efficient use of resources and value for money.

Staffing

Implications at school level.

Equality and Diversity

The School Admissions Code exists to ensure fairness and equity in school admission arrangements. The criteria for Community and Voluntary Controlled Secondary Schools were determined by the Schools Adjudicator for 2010, 2011 and 2012. An Impact Assessment has been undertaken following the application of these criteria for September 2010 Admissions. There is no evidence that these criteria discriminate against any groups. A full copy of the Impact Assessment is available.

The new provisions within the oversubscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools to admit children of multiple births and the Admissions Policy and oversubscription criteria for Community and Voluntary Controlled Sixth Forms comply with the School Admissions Code. It will only be possible to analyse the impact on any groups once the criteria / policy are applied for the first time in respect of September 2011 admissions.

Accommodation

Relates to best overall use of school buildings.

Crime and Disorder

None.

Sustainability

None.

Human Rights

None.

Localities and Rurality

Relevant to localities.

Young People

This will impact on almost all young people.

Consultation

Schools Governing Bodies, Admissions Forum, Statutory Public Consultation.

Health

None.

Adjudicator's determined arrangements for 2010 2011 & 2012

**OVERSUBSCRIPTION CRITERIA FOR COMMUNITY AND VOLUNTARY
CONTROLLED SECONDARY SCHOOLS**

When there are more requests for places than those available, the following criteria will be used to allocate places strictly in order of priority:

1. Children in public care
2. Medical Reasons
Pupils with very exceptional medical factors directly related to school placement
3. Family Links
Pupils who have a brother or sister already attending the school who is expected to be on roll at the school at the time of admission
4. Applicants to their nearest School
Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route
5. All other applicants

Tie-breaker

Where the school is oversubscribed within any of the above categories the following tiebreakers will be applied:

- (a) For those children who have applied for a place at the nearest school to their home address (category 4), priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school¹
- (b) For other children (category 5), priority will be given to those children who live nearest to the school applied for

In the unlikely event of the school being oversubscribed within categories 1, 2 or 3 tiebreaker (b) will apply.

Footnote¹: 'School' means any Local Authority maintained secondary school or a DCSF maintained Academy in County Durham. Distance will be measured by the shortest walking route. Those parents who live in County Durham and have children in year 6 in primary schools maintained by Durham County Council will be told which school is nearest to their home address according to the official measuring system. The same information will be provided for any other applicant on request.

**ADMISSION ARRANGEMENTS SEPTEMBER 2011 AND BEYOND
THOSE CONSULTED:**

Parents of children aged 5+, via Schools
Parents of children aged 2+, via early years settings
Head Teachers of all schools in County Durham
Governors (Chairs)
Neighbouring Authorities
Neighbouring Admissions Authorities (Schools)
Durham Admissions Authorities – Secondary
Durham Admissions Authorities – Primary
Diocese
Other Parents Groups, via PTAs
Durham Admissions Forum
Neighbouring Admissions Fora
County Durham Elected Members
Groups with a disability
Service Families
Traveller Community
Parish, District and Town Councils
Children’s Executive Board
Ethnic Minority Groups
Faith Communities
Colleges
County Durham MPs
PTAs
Citizen’s Advice Bureau
Private and Independent Schools – Durham

N.B. A press statement was also released as well as a Public Notice placed in Northern Echo, Durham Advertiser, Darlington Advertiser and Evening Chronicle. The County Council website also publicised the consultation and facilitated on-line responses.

ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SCHOOLS AND UNITS

Places are allocated according to the oversubscription criteria listed below:

- **Children In Need**

The Children Act 1989 defines a child 'in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
- c) He/she is disabled. In addition, Durham County Council has determined that children of families where English is not the main language of the family will be considered under this criterion.

A maximum of two part-time nursery places are retained until the end of the Autumn half term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act, 1989.

- **Children Transferring from One Nursery Setting to Another**

Once a child has begun attending a particular nursery school/unit, it is usually in the child's best interest to remain at that nursery school/unit until transfer to the next phase of their education. However, where parents move house, for example, it may be impractical to remain at the same setting.

There may also be other exceptional reasons as to why a transfer from one Maintained Nursery School or Unit to another would be appropriate, but this would be rare and subject to the agreement of the school following guidance from the Local Authority. Where possible nursery schools/units will aim to provide for children who have already started Early Years Provision.

- **The Two Year Old Free Entitlement**

Where a child has been accessing the free entitlement for 2 year olds in daycare that is directly associated with a maintained nursery school or unit, for a minimum of 15 hours per week for two terms immediately prior to the child becoming eligible for free entitlement, they shall receive priority for admission to that maintained nursery school or unit in order to preserve continuity, providing that they also live within County Durham's administrative area.

- **Age**

The offer of a place will be prioritised according to date of birth. Normally, the earliest date your child can be accepted for Early Years Provision is at the age of 3, although some 2 year olds can access the free entitlement. Where applicants

have the same date of birth, priority will be given to the earliest date of application.

- **Children Living in Other Authorities**

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

**ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED INFANT,
JUNIOR AND PRIMARY SCHOOLS**

Oversubscription Criteria:

If more children want a place than there are places available, we will offer places according to the following criteria, strictly in order of priority:

i. Children in Public Care

ii. Medical Reasons

Pupils with very exceptional medical factors directly related to school placement.

iii. Sibling Links

Pupils who have a brother or sister already attending the preferred school and who is expected to be on roll at the school at the time of admission.

iv. Distance

Pupils who live nearest the preferred school measured by the shortest walking route. This will be based on the parents' address. Where the last place to be allocated would mean that a **multiple birth** sibling group i.e. twins, triplets or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children.

Measuring of Routes/Distance

We use a Geographic Information System (GIS) to measure the shortest walking route. The shortest walking routes are measured from the nearest entrance to a house (e.g. front gate) or flats (e.g. front door of the main building) to the nearest school entrance.

SIXTH FORMS – COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS

September 2011 - Applications for Year 12

Some County Durham secondary schools offer sixth form of study for students. The majority of the sixth form students transfer from Year 11, but places are available for external students.

The entry requirements for sixth forms are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students. Details of specific entry requirements and courses available may be obtained from the school. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the Governing Body of the school determines this.

Entry requirements and oversubscription criteria:

Priority will be given to:

1. Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements* for the course available and then,
2. All other students of the relevant age who satisfy the school's entry requirements* for the course available.

Where the school is oversubscribed within either of the above categories the following will be applied, strictly in order of priority:

- a) Children in public care (Looked After)
- b) Students who will have a brother or sister at the secondary school during the coming academic year.
- c) All other students.
- d) Distance from home to school measured by the shortest walking route, with those living nearest the school receiving priority.

Applicants refused admission to a sixth form are entitled to an appeal to an independent appeals panel.

*The entry requirements are:

- To study 4 or more AS optional subjects in Year 12 the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above (including Maths and/or English as appropriate) and achieve the individual specific subject or course academic entry requirements.
- To study fewer than 4 AS subjects and/or level 3 vocational courses the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above and achieve the individual specific subject or course academic entry requirement
- To study a Level 2 vocational course the student must have achieved at least 4 GCSEs (or equivalent) at Grade D or above and meet the individual specific subject or course academic entry requirement.

OVERVIEW OF APPLICATION PROCEDURES FOR ADMISSION TO ALL SCHOOLS

For all schools, parents/carers must be invited to express at least 3 preferences on a common application form, in the rank order they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference. This form is obtainable from the LA and may be paper based or via an e-form accessible through the on-line admissions application system accessed via the County Council website. Applications should be submitted to the LA by the published closing date. Places at any school are offered on the basis of equal preference rank order and where an offer is made it is for the highest ranked school at which the LA is able to offer a place.

The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information, excluding parental preference of rank order information. Each preference must be considered by the admission authority of the school concerned. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the school's admission arrangements.

Parents/carers who are resident in one LA but who wish to apply for a place at a school maintained by another LA apply for a place through the maintaining LA's common application form. Neighbouring LAs must inform each other of applications received in respect of children from their LA area who wish to obtain a school place in another LA area.

The LA will then compare the lists for all schools in its area. When a child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child. Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked. Where the LA can not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has places available.

If an application is unsuccessful, a child's name may be placed on a waiting list which is kept for the full academic year. The position on the waiting list is determined in accordance with the published oversubscription criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list. Parents/carers are also offered the right of appeal if they are not satisfied with the offer of a place.

The LA will accept applications which are received late only when there is evidence of a good reason for lateness and only if the application is received before offers of places are made. These will then be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school with places available.

From September 2010, all applications for school places, whether during the normal admission round or in year applications, must be co-ordinated by the maintaining LA.

LAs must develop an in year co-ordinated admission scheme by 1 January 2010 and implement the scheme on 1 September 2010.

The timetable and application procedures are summarised in the following two tables.

**TIMETABLE AND APPLICATION PROCEDURES FOR ADMISSIONS TO
PRIMARY SCHOOLS – SEPTEMBER 2011**

13 September 2010	Information Booklet and Common Application Form issued to parents.
15 January 2011	Closing date for return of forms to the LA.
7 February 2011	LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.
14 February 2011	Voluntary Aided Schools and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(the Allocation Period begins and there is ongoing exchange of information between admission authorities).
1 March 2011	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
25 March 2011	LA informs its schools of the pupils to be offered places at their schools.
1 April 2011	LA makes offers to parents. Late applications received after the closing date of 15 January will, as far as possible, also be offered a school place on this date. Where an application is not received by this date the LA will offer a place at the nearest school with places available.
15 April 2011	Deadline for parents to accept the offer of a school place.
9 May 2011	Any places that become available since 1 April 2011 are offered to parents in priority order.
9 May 2011 onwards	Parents can ask for their child's name to be placed on the waiting list of any school in County Durham or lodge an Appeal for a place at any school in County Durham. Waiting lists will be kept throughout the school year.
1 September 2011 onwards	In year applications can be submitted to the LA at any time during the academic year.

**TIMETABLE AND APPLICATION PROCEDURES FOR ADMISSIONS TO
SECONDARY SCHOOLS SEPTEMBER 2011**

13 September 2010	Information Booklet and Common Application Form issued to parents.
31 October 2010	Closing date for return of forms to the LA.
26 November 2010	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools (where appropriate) and neighbouring LAs.
14 January 2011	Voluntary Aided, Foundation Schools (where appropriate) and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(the Allocation Period begins and there is ongoing exchange of information between admission authorities).
28 January 2011	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
18 February 2011	LA informs its schools of the pupils to be offered places at their schools.
1 March 2011	LA makes offer to parents. Late applications received after the closing date of 31 October 2010 will, as far as possible, also be offered a school place on this date. Where an application is not received by this date the LA will offer a place at the nearest school with places available.
15 March 2011	Deadline for parents to accept the offer of a school place.
28 March 2011	Any places that become available since 1 March are offered to parents in priority order.
28 March 2011 onwards	Parents can ask for their child's name to be placed on the waiting list of any school in County Durham or lodge an Appeal for a place at any school in County Durham. Waiting lists will be kept throughout the school year.
1 September 2011 onwards	In year applications can be submitted to the LA at any time during the academic year.

DURHAM LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008 and applies to all maintained primary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the changes introduced in the School Admissions Code 2009. The dates relating to the admissions process for the school year 2011/2012 are attached at Annex 1.

A separate scheme exists in relation to secondary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all community, voluntary controlled or voluntary aided primary schools which are maintained by the LA.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2011.

The LA will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special schools).

PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a maintained primary, infant and, where appropriate junior school in County Durham or to a school or schools in another LA for the academic year 2011/2012.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a maintained primary school within the LA area (including Voluntary Aided Schools).
 - (b) to be admitted to a school located in another LA's area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School, was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from all primary schools in County Durham and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Common Application Forms

9. Completed common application forms should be returned to the LA by 15 January 2011.
10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 14 February 2011 the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the common application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing primary education in September 2011 who applies for a place at a maintained school.
12. The LA will determine the offer of a potential place for community and voluntary controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools or schools in another Local Authority, the relevant Admission Authority will inform the LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 7 February 2011, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the common application form, **excluding parental preference information**.
14. By 14 February 2011, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked list of the other schools nominated.
15. By 1 March 2011, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.

16. No later than 14 February 2011 the LA will inform other LAs of places in County Durham schools to be offered to their residents and on 25 March 2011 the LA will inform its infant, junior and primary schools of the pupils to be offered places at their schools.
17. On 1 April 2011, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or
 - (b) the nearest suitable school with places available.
18. The LA's letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder letter 2 weeks after the offer date (of 1 April 2011) allowing a further 7 days to respond to the request that they confirm their acceptance of the place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 9 May 2011 the LA will reallocate any places that may have become available since 1 April 2011, giving priority to parents as follows:
 - those who have not been offered any school place, for example applications which were received late for good reason (see paragraph 10 of the Scheme); then
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form; then
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 April 2011; and then
 - applications which were received late for no good reason.

Waiting Lists

21. Parents may ask for their child's name to be kept on a waiting list of parents to be offered places if they become available after 9 May 2011 at any school for which they have expressed a preference on the common application form. The waiting lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided and Foundation schools) and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission

authority. Waiting lists will be maintained by the Local Authority throughout the school year.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 15 January 2011 will be considered and, as far as possible, offered a school place on 1 April 2011.
23. Where an application has not been received by 1 April 2011, the LA will offer a place at the nearest school with places available.
24. For applications received between 1 April 2011 and the end of the Summer term 2011, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

PART 3 - IN-YEAR ADMISSIONS

25. Applications received after 1 September 2011, and for places in year groups other than the normal year of entry to infant, junior or primary school, will be treated as in year admissions.
26. The Common In Year application form will request details of the parent and the child together with the reasons for the application and specify where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them whether or not the parent lives in County Durham. (Annex 3).
27. For parents of children who live in another Local Authority area who have applied for an In Year place in a County Durham School – the Home Authority (LA) must contact the Maintaining Authority (Durham) to ascertain the availability of a place. The Home Authority (LA) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Durham).
28. The LA will make an offer of a place in respect of completed In Year application forms for children living in County Durham. For parents of children who have applied for an In Year school place in another LA area – the Home Authority (Durham) must contact the Maintaining Authority (Other LA) to confirm the availability of a place. The Home Authority (Durham) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Other LA).

29. Primary In Year Admissions will be administered by the Admissions and Transport Entitlement Team, Children and Young People's Services who will advise parents of availability of places, send out In Year application forms and confirm an offer of a place to parents (if resident in County Durham), school and, if appropriate, other Local Authority.
30. The LA will inform parents who have not been offered a place into the school of their choice that they have the right to appeal if they wish including contact details for the LA and those Voluntary Aided schools where they could not be offered a place, so they can if they wish lodge an appeal. Appeals for Voluntary Aided Schools must be submitted to the relevant Governing Body.
31. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference on the In Year Application form. The waiting list for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided and Foundation schools) and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admissions authority. Waiting lists will be maintained by the LA throughout the school year.
32. The In Year Admission protocol must be followed (ANNEX 3).

Timetable for Admissions to Primary Schools - September 2011

- By 13 September 2010 - Information Booklet and Common Application Form issued to parents.
- 15 January 2011 - Closing date for return of forms to the LA.
- 7 February 2011 - LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.
- 14 February 2011 - Voluntary Aided Schools and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.

(Ongoing exchange of information between admission authorities)
- 1 March 2011 - LA allocates places in accordance with paragraph 15 of the Schedule and informs other LAs of places in County Durham to be offered to their residents.
- 25 March 2011 - LA informs its schools of the pupils to be offered places at their schools.
- 1 April 2011 - LA makes offers to parents.
- 15 April 2011 - Deadline for parents to accept the offer of a school place.
- 9 May 2011 - Any places that become available are offered to parents in priority order in accordance with paragraph 20 of this Scheme.

ANNEX 2

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this scheme applies:

All Saints' Catholic VA Primary
Bishop Ian Ramsey CE Primary
Bishop Middleham CE Primary
Blessed John Duckett RCVA Primary
Blue Coat CE Junior
Bowes Hutchinson CE Primary
Esh CE Primary
Our Lady & St Joseph's RCVA Primary, Brooms
Our Lady & St Thomas RCVA Primary
Our Lady of Lourdes RCVA Primary
Our Lady of the Rosary RCVA Primary
Our Lady Queen of Martyr's RCVA Primary
Our Lady Star of the Sea RCVA Primary
St Bede's RCVA Primary
St Benet's RCVA Primary
St Chad's RCVA Primary
St Charles' RCVA Primary
St Cuthbert's RCVA Primary, New Seaham
St Cuthbert's RCVA Primary, Chester-le-Street
St Cuthbert's RCVA Primary, Crook
St Francis CE Aided Junior
St Godric's RCVA Primary, Durham
St Godric's RCVA Primary, Thornley
St Hild's College CE Aided
St John's CE Aided Primary
St Joseph's RCVA Primary, Stanley
St Joseph's RCVA Primary, Coundon
St Joseph's RCVA Primary, Newton Aycliffe
St Joseph's RCVA Primary, Ushaw Moor
St Joseph's RCVA Primary, Gilesgate
St Joseph's RCVA Primary, Murton
St Joseph's RCVA Primary, Blackhall
St Mary Magdalen RCVA Primary
St Mary's RCVA Primary, South Moor
St Mary's RCVA Primary, Blackhill
St Mary's RCVA Primary, Barnard Castle
St Mary's RCVA Primary, Newton Aycliffe
St Mary's RCVA Primary, Wingate
St Michael's RCVA Primary
St Oswald's C.E. (Aided) Infant
St Patrick's RCVA Primary, Dipton
St Patrick's RCVA Primary, Consett
St Patrick's RCVA Primary, Langley Moor
St Pius X RCVA Primary
St Thomas More RCVA Primary
St Wilfrid's RCVA Primary
St William's RCVA Primary

IN YEAR TRANSFER BETWEEN PRIMARY SCHOOLS

1. Clarity regarding availability of places:
 - Head Teachers must always inform the LA about any potential student movement i.e. admissions or transfers both in and out-county. This will ensure the LA has accurate data regarding the availability of places.
 - The LA advises about admissions in accordance with admissions criteria.
2. The LA provides common In Year Application form to parent requesting information relating to the parent and child reason for transfer and their preference of school(s).
3. The LA will confirm the offer of a place for a school to parents who live in County Durham as well as notifying the school and relevant LA.

If the application is for a Voluntary Aided school, the LA will refer the application to the Governing Body of the school, which will make a determination and notify the LA who will confirm the offer of a place to parents. Parents who are refused admission must be offered the right of appeal.

**DURHAM LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS**

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008 and applies to all maintained secondary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the changes introduced in the School Admissions Code 2009. The dates relating to the admissions process for the school year 2011/12 are attached at Annex 1.

A separate scheme exists in relation to primary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all Community, Voluntary Aided or Foundation Secondary schools and Academies which are maintained by the LA.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided or Foundation School and Academies.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2011.

The LA will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided or Foundation School or Academy will include in its admission arrangements for the 2011/12 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except special schools).

PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a Community and Voluntary Controlled secondary school, Voluntary Aided secondary school or Foundation school or Academy in County Durham or to a school or schools in another LA for the academic year 2011/2012.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a maintained secondary school within the LA area (including Voluntary Aided and Foundation schools and Academies);
 - (b) to be admitted to a school located in another LA's area (including Voluntary Aided and Foundation schools and Academies).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority, or on behalf of the admission authority of a Voluntary Aided or Foundation School, or Academy was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided or Foundation Schools or Academies, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is issued to the parent of every child living in County Durham who is due to transfer to secondary education in September 2011 and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Application Forms

9. Completed common application forms should be returned to the LA by 31 October 2010.

10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 14 January 2011, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just move into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham transferring to secondary education in September 2011 who applies for a place at a maintained school.
12. The LA will determine the potential offer of a place for community and voluntary controlled secondary schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided or Foundation Schools (where appropriate), or schools in another Local Authority, the relevant Admission Authority will inform Durham LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 26 November 2010, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the application form, **excluding parental preference information**.
14. By 14 January 2011, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked lists of the other schools nominated.
15. By 28 January 2011, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.
16. No later than 14 January 2011 the LA will inform other LAs of places in County Durham Schools to be offered to their residents and on 18 February 2011 the LA will inform its secondary schools of the pupils to be offered places at their schools.
17. On 1 March 2011, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or

- (b) the nearest appropriate and/or suitable school with places available
18. The LA's letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided and Foundation Schools and Academies where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder letter 2 weeks after the offer date (1 March 2011) allowing a further 7 days to respond to the request that they confirm their acceptance of the place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 28 March 2011 the LA will reallocate any places that may have become available since 1 March 2011 giving priority to parents as follows:
- those who have not yet been offered any school place, for example applications which were received late for good reason (see paragraph 10 of this Scheme); then
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form; then
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 March 2011; and then
 - applications which were received late for no good reason.

Waiting Lists

21. Parents may ask for their child's name to be kept on a waiting list to be offered places if they become available after 28 March 2011 at any school to which they have expressed a preference on the common application form. The waiting lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided and Foundation schools and Academies, where appropriate) and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 31 October 2010 will be considered and, as far as possible, will be offered a school place on 1 March 2011.
23. Where an application has not been received by 1 March 2011, the LA will offer a place at the nearest school with places available.
24. For applications received between 1 March 2011 and the end of the Summer term 2011, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

PART 3 - IN-YEAR ADMISSIONS

25. Applications received after 1 September 2011, and for places in year groups other than the normal year of entry to secondary school will be treated as In-Year admissions.
26. The common In Year application form will request details from the current school and parent including reason for transfer and will specify where it must be returned. Governing Bodies of Aided and Foundation Schools and Academies, as the Admissions Authority must notify the relevant LA of any application made to them whether or not the parent lives in County Durham.
27. For parents of children who live in another Local Authority area who have applied for an In Year place in a County Durham School – the Home Authority (LA) must contact the Maintaining Authority (Durham) to ascertain the availability of a place. The Home Authority (LA) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Durham).
28. The LA will make an offer of a place in respect of completed In Year application forms for children living in County Durham. For parents of children who have applied for an In Year school place in another LA area – the Home Authority (Durham) must contact the Maintaining Authority (Other LA) to confirm the availability of a place. The Home Authority (Durham) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Other LA).

29. Secondary In Year Admissions will be administered by the Pupil Casework Team, Children and Young People's Services, who will advise parents of availability of places, send out In Year application forms and confirm an offer of a place to parents (if resident in County Durham), school and, if appropriate, other Local Authority.
30. The LA will inform parents who have not been offered a place into the school of their choice that they have the right to appeal if they wish including contact details for the LA (and those Voluntary Aided or Foundation schools or Academies where they could not be offered a place), so they can if they wish lodge an appeal. Appeals for Voluntary Aided and Foundation Schools or Academies (where appropriate) must be submitted to the relevant Governing Body.
31. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference on the In Year Application Form. The waiting list for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School for Aided and, where appropriate, Foundation schools) and Academies and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year.
32. The In Year Admission protocols must be followed (ANNEX 3 and 4).

Timetable for Admissions to Secondary Schools - September 2011

By 13 September 2010	Information Booklet and Common Application Form issued to parents
31 October 2010	Closing date for return of forms to the LA from relevant infant/junior/primary schools
26 November 2010	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools or Academies (where appropriate) and neighbouring LAs.
14 January 2011	Voluntary Aided, Foundation Schools or Academies (where appropriate) and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	<i>(On-going exchange of information between admission authorities)</i>
28 January 2011	LA allocates places in accordance with paragraph 15 of the Schedule and informs other LAs of places in County Durham to be offered to their residents.
18 February 2011	LA informs its secondary schools of the pupils to be offered places at their schools.
1 March 2011	LA makes offer to parents.
15 March 2011	Deadline for parents to accept the offer of a school place.
28 March 2011	Any places that become available are offered to parents in priority order in accordance with paragraph 20 of this Scheme.

ANNEX 2

The Governing Bodies of the RCVA Schools listed below are Admission Authorities to which this scheme applies:

St Bede's Catholic Comprehensive
St Bede's RCVA Comprehensive
St John's RCVA Aided Comprehensive
St Leonard's RC Comprehensive

The Governing Body of the Foundation Schools listed below are the Admissions Authority to which this scheme applies:

The Hermitage School
Sunnydale Community College for Maths and Computing
Greenfield School Community and Arts College
Woodham Community Technology College

The Governing Body of the Academies are the Admissions Authority to which this scheme applies.

IN YEAR TRANSFERS BETWEEN SECONDARY SCHOOLS

The LA and Durham secondary schools have had an agreed protocol regarding In Year transfer of pupils since September 2002. This is to ensure best advice to parents, careful consideration of the issues and effective management of the process.

The protocol requires that a LA/Head Teacher/Parent Conference will be convened at the current school for such pupils by any party. This is to be held within 15 working days of the concern arising. The purpose is to provide the parent with Best Advice including consideration of what added value there would be in effecting a transfer and focusing on resolving underlying issues.

A leaflet for parents "Why Change Schools?", available from the Pupil Casework Team, Children and Young People's Services, County Hall, Durham, DH1 5UJ is designed to assist the parent in considering the best interests of the pupil and it sets out requirements about school attendance during the process of decision-making.

This Transfer Protocol does not apply to children with Statements of Special Educational Needs as the statutory SEN process and requirements apply.

In Year Secondary School Transfers - Funding

The LA arranges for the transfer of funding (AWPU), for the remainder of the year, from the previous school to the receiving school, on a pro rata basis.

**Transfer between Local Secondary Schools
LA/School Protocol agreed 2002**

1. Clarity regarding availability of places:
 - Head Teachers must always inform the LA about any potential student movement i.e. admissions or transfers both in and out-County. This will ensure the LA has accurate data regarding the availability of places.
 - The LA advises about admissions in accordance with admission criteria.
2. More detail to be requested by the LA on the Transfer form from the current school and parent e.g.
 - Behaviour
 - Exclusions
 - Attendance
 - PSPs
 - Other agency involvement (tick list)
 - Court order/Bail?
 - Courses currently being followed and exam boards if applicable
 - Assessment data.
3. Parents who request a place in a County Durham School as a result of a house move will receive notification of an offer of a place and confirmation of the offer will also be sent to the school.
4. Only the LA will issue transfer request forms to parents.
5. A “Why Change Schools?” information leaflet for parents has been produced by the LA and held in schools to be given to parents making enquiries. To include for example:
 - Issues re the best interest of child
 - Until transfer completed donor school responsible. The pupil remains on roll and should be attending school.
6. A LA/Head Teacher/Parent Conference will be convened at the current school for those pupils if requested by any party. To be held within 15 working days of concern arising. The purpose is to provide the parent with Best Advice including consideration of what added value there would be in effecting a transfer and focusing on resolving underlying issues.
7. In cases of continued difficulty the LA/schools will discuss whether or not any further action might be appropriate.

PROPOSED ADMISSION LIMITS / PUBLISHED ADMISSION NUMBERS (PANS)

Number	School	Proposed Admission Limit	Recommendations
2000	Ropery Walk Primary	34	Approve
2001	Middlestone Moor Primary	30	Approve
2002	Chilton Primary	51	Approve
2003	North Park Primary	30	Approve
2004	Seascape Primary	55	Approve
2023	New Seaham Primary	38	Approve
2043	Westlea Primary	34	Approve
2107	Lumley Junior	49	Approve
2108	Lumley Medway Infant	40	Approve
2114	West Pelton Primary	15	Approve
2116	Nettlesworth Primary	15	Approve
2122	Sacriston Junior	60	Approve
2123	Sacriston Infant	46	Approve
2125	Red Rose Primary	30	Approve
2126	Fence Houses Woodlea Primary	30	Approve
2133	Cestria Primary	60	Approve
2136	Ouston Junior	52	Approve
2137	Ouston Infant	40	Approve
2138	South Pelaw Infant	60	Approve
2146	Bournmoor Primary	18	Approve
2205	Beamish Primary	13	Approve
2208	Collierley Primary	15	Approve
2210	Catchgate Primary	38	Approve
2212	Annfield Plain Infant	40	Approve
2213	Annfield Plain Junior	45	Approve
2217	East Stanley Primary	35	Approve
2225	South Stanley Infant	50	Approve
2226	South Stanley Junior	52	Approve
2232	Burnside Primary	30	Approve
2233	Bloemfontein Primary	16	Approve
2234	Burnopfield Primary	50	Approve
2257	Shotley Bridge Infant	45	Approve
2259	Leadgate Junior	30	Approve
2260	Leadgate Infant	30	Approve
2266	Castleside Primary	17	Approve
2269	The Grove Primary	25	Approve
2272	Delves Lane Junior	42	Approve
2275	Delves Lane Infant	40	Approve
2276	Moorside Primary	21	Approve
2278	Consett Infant	42	Approve
2301	Hamsterley Primary	7	Approve
2302	Hunwick Primary	25	Approve
2307	Tow Law Millenium Primary	21	Approve

2308	Crook Primary	55	Approve
2310	Hartside Primary	30	Approve
2311	Peases West Primary	17	Approve
2313	Stanley (Crook) Primary	15	Approve
2316	Sunnybrow Primary	17	Approve
2318	Howden Le Wear Primary	12	Approve
2321	Rookhope Primary	6	Approve
2322	St John's Chapel Primary	8	Approve
2324	Wearhead Primary	6	Approve
2326	Willington Primary	30	Approve
2328	Witton-le-Wear Primary	14	Approve
2330	Oakley Cross Primary	21	Approve
2351	Byers Green Primary	15	Approve
2357	Trimdon Grange Infant and Nursery	28	Approve
2361	Kirk Merrington Primary	11	Approve
2362	Cassop Primary	17	Approve
2368	Ferryhill Station Primary	16	Approve
2370	West Cornforth Primary	26	Approve
2374	Kelloe Primary	20	Approve
2379	Tudhoe Colliery Primary	22	Approve
2383	Rosa Street Primary	37	Approve
2385	Dean Bank Primary	34	Approve
2388	Bowburn Junior	52	Approve
2389	Bowburn Infant	51	Approve
2391	Trimdon Village Infant	30	Approve
2394	Ox Close Primary	34	Approve
2397	Cleves Cross Primary	30	Approve
2398	Trimdon Junior	67	Approve
2400	Broom Cottages Primary and Nursery	45	Approve
2401	Etherley Lane Primary	40	Approve
2402	Coundon Primary	28	Approve
2409	Ramshaw Primary	11	Approve
2410	Forest-of-Teesdale Primary	5	Approve
2413	Butterknowle Primary	12	Approve
2417	Escomb Primary	30	Approve
2423	Thornhill Primary	30	Approve
2426	Toft Hill Primary	23	Approve
2428	Woodland Primary	6	Approve
2430	Middleton in Teesdale Primary	18	Approve
2433	Cockton Hill Junior	61	Approve
2438	Timothy Hackworth Primary	60	Approve
2440	Cockfield Primary	17	Approve
2453	New Brancepeth Primary	17	Approve
2455	Langley Moor Primary	30	Approve
2459	Brownay Primary	14	Approve
2470	Pittington Primary	27	Approve
2472	Ludworth Primary	12	Approve
2473	Sherburn Village Primary	27	Approve

2475	West Rainton Primary	20	Approve
2477	Bearpark Primary	18	Approve
2481	Nevilles Cross Primary	34	Approve
2482	Sherburn Hill Primary	12	Approve
2488	Newton Hall Infant	60	Approve
2494	Belmont Infant	38	Approve
2497	Esh Winning Primary	38	Approve
2498	Belmont Cheveley Park Primary	29	Approve
2499	Laurel Avenue Primary	14	Approve
2509	Hesleden Primary	19	Approve
2516	Deaf Hill Primary	19	Approve
2523	Thornley Primary	21	Approve
2526	Wheatley Hill Community Primary	30	Approve
2528	Wingate Junior	51	Approve
2531	Wingate Infant	51	Approve
2532	Cotsford Junior	41	Approve
2534	Cotsford Infant	45	Approve
2536	Shotton Primary	58	Approve
2539	Acre Rigg Junior	67	Approve
2540	Acre Rigg Infant	63	Approve
2543	Shotton Hall Primary	50	Approve
2563	Sedgefield Primary	30	Approve
2593	Hardwick Primary	30	Approve
2704	Copeland Road Primary	20	Approve
2705	St Andrew's Primary	21	Approve
2706	Byerley Park Primary	30	Approve
2708	Horndale Infant	72	Approve
2729	Langley Park Primary	42	Approve
2730	Shield Row Primary	25	Approve
2731	South Hetton Primary	33	Approve
2733	Yohden Primary	30	Approve
2734	Howletch Lane Primary	57	Approve
2736	Dene House Primary	45	Approve
2737	Blackhall Colliery Primary	55	Approve
2742	Vane Road Primary	51	Approve
2743	Sugar Hill Primary	60	Approve
2744	Roseberry Primary	49	Approve
2745	Bullion Lane Primary	45	Approve
2746	Easington Colliery Primary	81	Approve
2747	Gilesgate Primary	30	Approve
2748	Finchale Primary	30	Approve
2749	Benfieldside Primary	51	Approve
2750	King Street Primary	34	Approve
2751	Framwellgate Moor Primary	30	Approve
2943	Newker Primary	60	Approve
3031	Chester Le St CE Junior	60	Approve
3063	Ebchester CE Primary	15	Approve
3087	Stanhope Barrington CE Primary	23	Approve

3111	Startforth Morrith Memorial C.E. Primary	25	Approve
3121	Green Lane C.E. Primary	34	Approve
3123	St Anne's C.E. Primary	30	Approve
3130	Evenwood CE Primary	17	Approve
3131	Gainford CE Primary	12	Approve
3134	Ingleton C.E. Primary	12	Approve
3141	Staindrop CE Primary	25	Approve
3161	Belmont C.E. Junior	45	Approve
3167	Shincliffe C.E. (Controlled) Primary	30	Approve
3168	Durham St Margaret's CE Primary	42R + 60 Y3	Approve
3182	Easington CE Primary	17	Approve
3183	Hutton Henry CE Primary	8	Approve
3213	Lanchester EP Primary	38	Approve
3516	Prince Bishops Community Primary	30	Approve
3517	Murton Community Primary	70	Approve
3518	Woodham Burn Community Primary	43	Approve
3519	Silver Tree Primary	30	Approve
3520	Seaview Primary	45	Approve
3521	Stephenson Way Community Primary	55	Approve
3522	Tanfield Lea Community Primary	38	Approve
3523	Woodhouse Community Primary	30	Approve
3524	Trinity Primary School	55	Approve
3526	Greenland Community Primary	51	Approve

No.	Community Secondary School	Proposed Admission Limit	Recommendation
4019	Seaham School of Technology	200	Approve
4042	Roseberry Sports and Community College	167	Approve
4042	Roseberry Sports and Community College 6th Form	20*	Approve
4047	Park View Community School	232	Approve
4047	Park View Community School 6th Form	Not set*	
4110	Moorside Community School	120	Approve
4128	Parkside Comprehensive	180	Approve
4139	Wolsingham School & Community College 6th Form	30*	Approve
4141	Tudhoe Grange School	180	Approve
4150	Ferryhill Business and Enterprise	152	Approve

	College		
4154	Spennymoor Comprehensive	140	Approve
4154	Spennymoor Comprehensive 6th Form	Not set*	
4162	Bishop Barrington School	158	Approve
4174	Teesdale School	167	Approve
4174	Teesdale School 6th Form	Not set*	
4175	Woodham Community Technology College	221	Approve
4176	Greenfield School Community & Arts College	158	Approve
4178	King James 1 Community Arts College	161	Approve
4178	King James 1 Community Arts College 6th Form	50*	Approve
4190	Framwellgate School Durham 6th Form	Not set*	
4191	Gilesgate Sports College & 6th Form Centre	95	Approve
4191	Gilesgate Sports College & 6th Form Centre 6th Form	610*	Approve
4200	Durham Johnston Comprehensive	232	Approve
4200	Durham Johnston Comprehensive 6th Form	50*	Approve
4215	Shotton Hall School	200	Approve
4231	Sedgefield Community College	170	Approve
*	Relates to PAN for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.		

No	Aided / Foundation School	Admission Limit proposed by Local Authority	Admission Limit Proposed by Governing Body (if notified)
3165	St Oswald's CE Infant	29	30
3300	St Cuthbert's RC Primary, New Seaham	30	30
3301	St Mary Magdalen RC Primary, Seaham	29	29
3303	Bowes Hutchinson CE Primary	8	8
3343	St Cuthbert's RC Primary, Chester-le- Street	30	
3344	St Bede's RC Primary, Sacriston	11	11
3346	St Benet's RC Primary, Ouston	30	
3381	St Joseph's RC Primary, Stanley	28	30
3382	St Patrick's RC Primary, Dipton	22	25
3384	St Mary's RC Primary, South Moor	15	15

3401	St Mary's RC Primary, Blackhill	37	30
3403	St Pius X RC Primary, Consett	12	12
3404	St Patrick's RC Primary, Consett	53	52
3406	Esh CE (Aided) Primary	12	12
3407	St Michael's RC Primary, Esh	22	22
3409	Brooms RC Primary	17	17
3411	Bishop Ian Ramsey Medomsley CE Primary	25	25
3413	All Saint's RCVA Primary, Lanchester	20	20
3421	St Cuthbert's RC Primary, Crook	30	30
3425	Our Lady&St.Thomas RC Primary, Willington	17	17
3441	Bishop Middleham C.E. (Aided) Primary	17	17
3442	St William's RC Primary, Trimdon	18	18
3444	St Charles' RC Primary, Tudhoe	30	30
3461	St Mary's RC Primary, Barnard Castle	12	
3462	St Wilfrid's RC Primary	34	
3465	St Chad's RC Primary	14	
3469	St Joseph's RC Primary, Coundon	15	
3470	St Mary's RC Primary, Newton Aycliffe	30	30
3471	St Joseph's RC Primary, Newton Aycliffe	25	25
3472	St Francis CE (Aided) Junior	41	41
3481	St Patrick's RC Primary, Langley Moor	15	15
3483	Our Lady Queen of Martyrs RC Primary, Newhouse	12	12
3485	St Hild's CE (Aided) Primary, Durham	25	30
3486	St Godric's RC Primary, Durham	30	30
3488	St Joseph's RC Primary, Ushaw Moor	16	16
3489	St Joseph's RC Primary, Gilesgate	20	20
3491	Blue Coat C.E. (Aided) Junior	60	60
3492	St Thomas More RC Primary, Belmont	17	17
3501	St Joseph's RC Primary, Murton	12	17
3502	St Godric's RC Primary, Thornley	12	15
3504	Our Lady of Lourdes RC Primary, Shotton	16	18
3505	St Mary's RC Primary, Wingate	12	12
3506	St Joseph's RC Primary, Blackhall	13	13
3507	Our Lady Star of Sea RC Primary, Horden	21	16

3510	Our Lady of the Rosary RC Primary, Peterlee	45	45
3511	Blessed John Duckett RC Primary	12	12
3513	St John's CE Primary, Shildon	37	
4054	Hermitage School	165	165
4054	Hermitage School 6th Form		40*
4681	St John's RC Comprehensive,	201	
4681	St John's RC Comprehensive 6th Form		
4691	St Leonard's RC Comprehensive	217	225
4691	St Leonard's RC Comprehensive 6th Form		15*
4693	St Bede's Catholic Comprehensive, Peterlee	150	150
4693	St Bede's Catholic Comprehensive, Peterlee 6th Form		Not set*
4694	St Bede's RC Comprehensive, Lanchester	195	210
4694	St Bede's RC Comprehensive, Lanchester 6th Form		80*
*	Relates to PAN for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.		

Appendix 10

SCHOOLS WHERE GOVERNING BODIES HAVE REQUESTED A CHANGE IN THE ADMISSION LIMIT / PUBLISHED ADMISSION NUMBER (PAN)

No.	School	Re-assessed Admission Limit	Admission Limit Suggested by Governors	Reason for Request	Recommendation
2005	Pelton Community Primary	51	54	The school is moving towards a 2 form entry and 2 classes currently sit at 54.	Approve an admission limit of 54
2105	Edmondsley Primary	21	24	The school can accommodate more pupils.	The situation will be monitored for any increase in demand for places. Approve an admission limit of 22 in line with previous years.
2147	Plawsworth Road Infant	30	20	The school is working towards reduced physical capacity in response to falling rolls.	Approve an admission limit of 20
2185	Cotherstone Primary	14	12	The school's capacity has been reduced.	The school has capacity to admit 14 to reception. Approve an admission limit of 14
2254	Shotley Bridge Junior	40	45	The school has the physical capacity to accommodate 45 pupils and this figure matches that of the Infant school admission number.	Approve an admission limit of 45.
2261	Burnhope Primary	12	15	There is a possible planned housing development in the area.	A housing development has not been confirmed at this stage. The situation will be monitored for any potential future impact. Approve an admission limit of 12
2277	Consett Junior	44	48	The school has the capacity to accommodate 48 pupils and there have been considerable new builds in the area increasing the demand for school places.	Approve an admission limit of 48

2319	Frosterley Community	12	16	To accommodate local applicants	Admission limit for the school is 10. The school has consistently had an increased admission limit of 12 for a number of years. Approve an admission limit of 12
2329	Wolsingham Primary	33	30	Planning for mixed age classes is problematic.	Approve an admission limit of 33 in line with capacity of the school.
2372	Coxhoe Primary	34	30	Unable to come to a decision on an admission limit of 34 (November 09)	Additional accommodation is being provided at this school enabling an admission limit of 34. Approve an admission limit of 34.
2399	Fishburn Primary	29	30	Fishburn is expanding and has only one school in the village. An admission limit of 30 would match Infant Class Size Legislation.	Approve an admission limit of 30
2411	Aycliffe Village Primary	17	19	The increase in the admission limit to 19 would contribute towards the school being able to admit all local applicants, without making the mixed age classes at Key Stage 2 too unmanageable	Approve an admission limit of 19
2419	St Helen Auckland Primary	20	24	There were seven successful Appeals for this school for September 2009 admission.	Approve an admission limit of 24
2434	Cockton Hill Infant	61	60	To enable the school to comply with Infant Class Size Legislation.	Approve an admission limit of 60
2442	Montalbo Primary	11	12	The school regularly admits pupils on appeal. The admission limit for the school has been 12 for several years.	The school is regularly oversubscribed. Approve an admission limit of 12.
2462	Witton Gilbert Primary	25	27	There are high projected numbers of local applicants.	Approve an admission limit of 27.
3085	Willington CE Primary	29	30	There were a high number of successful Appeals for this school for September 2009 admission.	Approve an admission limit of 30
3525	Brandon Primary	55	56	The present school can accommodate more pupils.	A new school is due to open during the 2011/12 academic year. This will have the physical capacity to accommodate an admission limit of 55. Approve an admission limit of 55.

4052	Fyndoune Community College	145	90	The school cannot accommodate an admission limit of 145 due to: Considerable community use and provision of extended services use that affects the physical capacity of the school; The number of additional part-time learners that access the site due to diploma developments who are not included in the admission numbers; The number of adult learners who access the site.	Approve an admission limit of 90
4084	Stanley School of Technology	171	160	The school has falling pupil numbers.	In 2011/12 this school (the other being Greencroft Business and Enterprise Community School) would be one site of the proposed academy at Stanley. When the new build would be completed the admission limit into the single school would be 300. Approve an admission limit of 160
4092	Greencroft Business and Enterprise Community School	181	140	Academy is proposed for 2011/12.	In 2011/12 this school (the other being Stanley School of Technology) would be one site of the proposed academy at Stanley. When the new build would be completed the admission limit into the single school would be 300. Approve an admission limit of 140
4099	Tanfield School Specialist College of Science and Engineering	150	138	The school feels the current limit of 138 is the maximum number of pupils the school can accommodate following the removal of surplus places.	Approve an admission limit of 138 pupils.
4117	Consett Community Sports College	197	175	Not specified	In 2011/12 this school (the other being Moorside Community Technology College) would be one site of the proposed academy at Consett. When the new build would be completed the admission limit into the single school would be 300. Approve an admission limit of 180

4139	Wolsingham School and Community College	161	150	The Governing Body feels that an admission limit of 150 pupils is the maximum limit that the school can accommodate in order to maintain an effective 5 form entry.	The school would not be over-subscribed with a limit of 150 pupils. Approve an admission limit of 150 pupils.
4171	Staindrop Comprehensive	135	128	Specialist rooms, including Science and Technology are operating at maximum capacity with an admission limit of 128. The school has difficulty in meeting the curriculum requirements relating to sport during inclement weather and there are health and safety issues, particularly during break times.	This would help the school address those issues identified. Approve an admission limit of 128 pupils.
4180	Sunnydale Community College for Maths and Computing	190	130	Physical changes to the structure of the college indicate that the college would benefit from a reduction in its proposed admission limit thereby allowing it to better fulfil the needs of a reduced number of students.	This would help the school address those issues identified. Approve an admission limit of 130 pupils.
4185	Belmont School Community Arts College	164	175	The school is able to accommodate additional pupils.	Approve an admission limit of 175.
4190	Framwellgate School Durham	208	210	To continue the current limit of 210 pupils.	The school is frequently over-subscribed. Approve an admission limit of 210 pupils.
4192	Durham Community Business College for Technology and enterprise	138	100	The school cannot accommodate an admission limit of 138 due to: Considerable community use and provision of extended services use that affects the physical capacity of the school; The number of additional part-time learners that access the site due to diploma developments who are not included in the admission numbers; The number of adult learners who access the site.	Approve an admission limit of 100

4214	Dene Community School of Technology	150	Not specified		Approve an admission limit of 150 in line with the projected school roll of 731 in 2011/12.
4218	Wellfield Community School, Specialist Maths and Computing College	180	240	The school has the capacity	Projected pupil numbers do not warrant an increase in the admission limit. Approve an admission limit of 180 in line with the school capacity of 910.
4280	Easington Community School	150	170	The school has the physical capacity to admit more pupils. The school admitted 163 pupils into Year 7 in September 2009.	Approve an admission limit of 170.

SUMMARY OF CONSULTATION RESPONSES

	Number of Responses	Yes (number)	No (number)	Percentage of Responses	Yes (%)	No (%)
Community and Voluntary Controlled Nursery Schools and Units						
Do you think that the criteria are appropriate?	16	15	1	46%	43%	3%
Community and Voluntary Controlled Infant, Junior and Primary Schools						
Do you think that the proposed criteria are appropriate?	18	12	6	51%	34%	17%
Community and Voluntary Controlled Sixth Forms						
Do you think that the proposed criteria are appropriate?	13	8	5	37%	23%	14%

Summary of the comments received:

Community and Voluntary Controlled Nursery Schools and Units

- A child's correct address must be enforced.
- Priority should be given to those who are disabled / of ill health and moving house/school.
- Siblings should be allowed to attend the same school.

Community and Voluntary Controlled Infant, Junior and Primary Schools

- A child's correct address must be enforced.
- Priority should be given to those living nearer the school.
- Parents in Middridge should be afforded the right to send their children to the nearest primary school:- Byerley Park Infant and Junior School.

Community and Voluntary Controlled Secondary Schools

- The County needs to move to an admissions system that is based on clear catchment areas for each school.
- All secondary schools should have the same criteria for admissions.
- There should be consideration of whether a child is capable of attending the school.
- The schools of Woodlea, Bournmoor and Lumley Juniors should continue to use Park View Comprehensive as their first choice school as has been historically.

The majority of comments received related to the dissatisfaction of parents from the Bowburn/Shincliffe area with the oversubscription criteria that were determined by the Schools Adjudicator.

Community and Voluntary Controlled Sixth Forms

- One Sixth Form supports the practice of allowing selection of up to 10% of admissions on the basis of aptitude (in a school's specialism). Another would wish that to study 4 or more AS optional subjects a student must have achieved 7 or 8 GCSEs at grade C or above.
- Some pupils do not fit in with a Sixth Form, that the right pupils should attend and you must not have pupils wasting time and effort.
- Sixth Form criteria are linked to secondary school criteria and therefore could not give unequivocal agreement to the Sixth Form criteria.

The Co-ordinated Admission Schemes or the Application Procedures

A few comments received relate to 'Advice' given to Schools Adjudicator leading to unfair scenario (outcome) and admissions procedure being flawed as it is controlled by a few unaccountable individuals.

- Applications must be looked at carefully in case of improper details on application forms.
- It was probably easier for parents to apply to their local school.
- Concern was expressed by the Governors of one school that parents would not be aware of the new procedures and therefore could get the impression that the school was not welcoming. The procedures could result in children not attending any school, for a period of time, whilst the process of changing schools was underway.

Planned Admission Numbers

- Admission numbers need to be controlled to give children a better start in smaller classes.
- As always, some children will be disadvantaged.

Aided Schools or Foundation Schools

- A foundation school keeping to the priorities is a good thing.
- Criteria should be the same as for other schools receiving funding from the LA

(Note that 5 Parish /Town Councils responded that they had no comment to make. One Parish Council stated that it was satisfied with the present situation and feel it to be fair).