

Cabinet

13 April 2011



**School Admission Arrangements
September 2012 and Beyond**

KEY DECISION CYP5/2/11

Report of Corporate Management Team

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

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

Purpose of the Report

1. To consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2012/2013 academic year and beyond.

Background

General

2. The Authority is required to consult widely about its admission arrangements for all Community and Voluntary Controlled Schools. 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 and Academies. 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 and 2011/12 academic years

5. In the Autumn and Winter of 2008/09 there were substantial consultation exercises on potential and proposed admission arrangements for September 2010. In April 2009 Cabinet agreed to a set of oversubscription criteria for all Community and Voluntary Controlled Secondary schools, except Durham Johnston Comprehensive School (DJCS) where feeder primary schools were named as having a higher priority in the oversubscription criteria than distance, although distance would remain as a tie breaker. Subsequently, objections were made to the Schools' Adjudicator and his final determination was that all Community and Voluntary Controlled Secondary schools should have the same oversubscription criteria, which did not include feeder primary schools. These arrangements were protected for three years to include admissions for the 2010/11, 2011/12 and 2012/13 academic years.
6. A substantial consultation exercise covering all admission arrangements took place in the Autumn/Winter of 2009/10. However, as the Schools' Adjudicator had determined that the oversubscription criteria be set for 3 years it was not possible to make any further changes. Cabinet therefore determined the same admission arrangements in April 2010 for admissions in 2011/12. Subsequently, objections were made to the Schools' Adjudicator who but upheld the arrangements that were put in place by the former Schools' Adjudicator, removed their protection for the 2012/13 academic year.

Proposals for Consultation for admissions for September 2012/13 academic year

7. This major consultation was launched in November 2010. A list of those consulted is attached at Appendix 2 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, see Appendix 3. The consultation asked whether the oversubscription criteria were appropriate and for any additional comments.

Community and Voluntary Controlled Infant, Junior and Primary schools

9. There were no changes proposed to the oversubscription criteria for these, see Appendix 4. The consultation asked whether the oversubscription criteria were appropriate and for any additional comments.

Community and Voluntary Controlled Secondary Schools

10. Views were sought as to whether Durham Johnston Comprehensive School (DJCS) should continue to have the same oversubscription criteria as for all other Community and Voluntary Controlled Schools, see Appendix 5, or a revised set of criteria altering the 'distance' criteria, see Appendix 6. The revised criteria had been proposed by some parents who have been closely

involved in the previous discussions on admissions to Durham Johnston School.

Community and Voluntary Controlled Sixth Forms

11. There were no changes proposed to the oversubscription criteria for Community and Voluntary Controlled Sixth Forms, see Appendix 7. The consultation asked whether the oversubscription criteria were appropriate and for any additional comments.

Co-ordinated Admission Schemes and Application Procedures

12. LAs must draw up a co-ordinated scheme for every maintained school (excluding special schools) in its area. This includes Foundation Schools and Academies. 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.
13. For secondary schools, places must be offered on the national offer date of 1 March 2012. For primary schools, places will be offered on 16 April 2012.
14. The consultation asked for comments on the Co-ordinated Admission Schemes and the Timetable/Application Procedures, see Appendix 8 and 9.

Admission Numbers

15. The Local Authority consulted the Governing Bodies of Community and Voluntary Controlled Schools about the proposed admission numbers for the 2012/2013 academic year.
16. The proposed admission number for each Community and Voluntary Controlled School is detailed in Appendix 11 to this report. In addition, the admission numbers for other maintained schools and Academies, where notified, are attached for information.
17. A number of Community and Voluntary Controlled schools have submitted requests for an amendment to the admission number. An explanation for these and whether it is recommended to agree to these or otherwise, is attached at Appendix 11.
18. The consultation asked for comments on the Planned Admission Numbers.

Aided Schools, Foundation Schools and Academies

19. The relevant Governing Body, and not the LA, is the Admission Authority for these. However, following requests, the admission arrangements for Aided and Foundation Schools and Academies were included in the LA consultation. All Foundation Schools and Academies propose to adopt the same

oversubscription criteria as those for Community and Voluntary Controlled Secondary Schools, see Appendix 2. The consultation asked for comments on the proposed criteria for admission to individual Aided and Foundation schools and Academies, with a view to these being fed back by the LA to the relevant school/Academy for consideration.

Consultation Responses

20. There were 73 responses received – 46 from parents, 1 from a resident; 15 from school governors, 5 from Parish/Town Councils, 1 from a Trades Union representative, 1 from a member of school staff and 4 others (designation not given). Not all respondents answered each question. A summary of the responses is at Appendix 12.
21. The majority of the respondents (63%) were parents, with the next largest category (20%) being school governors. Not all questions were answered. The majority of parents thought that the existing oversubscription criteria for all schools were not appropriate, that Durham Johnston Comprehensive School (DJCS) should not have the same criteria as other schools and that the alternative criteria for DJCS only were appropriate. It is worth noting that over 2 thirds of the parents that thought this live in the Bowburn / Shincliffe / High Shincliffe areas which would gain a higher priority for admission to DJCS using the alternative criteria than is presently the case when using the existing criteria. 80% of school governors that responded thought that DJCS should have the same oversubscription criteria as all other Community and Voluntary Controlled Schools.
22. Some of the objectors to any change in the oversubscription criteria for DJCS only, cited the following as reasons:
 - The current criteria are clear, fair and equitable for all schools.
 - It is inequitable for one school to have different criteria to all others.
 - The alternative proposed criteria are difficult to understand.
 - If the criteria are all the same everyone knows where they stand.
 - Attending the nearest school is sensible.
 - Minimising pupils' total travel is more important than travel differential.

Response from the Head Teacher and Chair of Governors at Durham Johnston Comprehensive School

23. *Thank you for consulting Durham Johnston's Governors on admissions in year 7 2012 admission criteria.*

We discussed the matter at our meeting in December 2010 in some depth, as always. We are concerned that the proposed alternative admissions criteria confuse the situation further. The analysis provided to us on request in January 2011 is referenced to a single year's intake, which does not really give an indication for the future. Fair admissions rules talk about simplicity being of great importance to criteria but once again, this proposal complicates matters.

24. 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 10 February 2011, and Members notified of this via e-mail on the same date.

View of the Admission Forum

25. On 8 December 2010, the Admission Forum stated its view on whether the oversubscription criteria for Durham Johnston Comprehensive School (DJCS) should be the same as for all other Community and Voluntary Controlled Secondary schools or whether a new suggested alternative set of oversubscription criteria should be adopted. The following is an extract from the Minutes of the meeting:

- *The existing oversubscription criteria for all Community and Voluntary Controlled Schools were determined by the Schools' Adjudicator and are considered by the Admission Forum to be appropriate.*
- *The Admission Forum is firmly of the view that, on the basis of fairness and equity, Durham Johnston Comprehensive School should have the same oversubscription criteria as for all other Community and Voluntary Controlled Schools. The Admission Forum does not believe that there is good reason to introduce special arrangements for just one out of many Community and Voluntary Controlled Schools within the County.*
- *The Admission Forum does not consider that the suggested alternative set of oversubscription criteria for Durham Johnston Comprehensive School only is appropriate. It is of the view that the suggested oversubscription criteria are not clear or easily understood. It is also concerned that this may reduce the ability of parents to make an informed choice for their children as they may not understand whether they have a realistic chance of being offered a place at their preferred school.*
- *The Admission Forum considers that the oversubscription criteria for Community and Voluntary Controlled Nursery schools and units, Infant, Junior and Primary schools and Sixth Forms are appropriate.*

26. At its meeting on 2 March 2011, the Admission Forum noted the report of the Director of Children and Young People's Services dated 2 March 2011 and the recommendations contained therein. Following a full discussion, the Admission Forum agreed to all but one of the recommendations and re-stated its view that Durham Johnston Comprehensive School should have the same oversubscription criteria as for all other Community and Voluntary Controlled Schools. The recommendation to Cabinet is therefore that the oversubscription criteria as detailed in Appendix 5 of this report are determined for all Community and Voluntary Controlled schools.

Children and Young People's Overview and Scrutiny Committee (CYPOSC)

27. At the meeting held on 16 December 2010, members of the Children and Young People's Overview and Scrutiny Committee considered a report of the Corporate Director, Children and Young People's Services about whether the oversubscription criteria for DJCS should be the same as for all other Community and Voluntary Controlled schools or whether a new suggested alternative set of criteria should be adopted. The following is an extract from the CYPOSC response:

- *The need for further clarity on the proposal as this can be a very difficult concept to grasp.*
- *The importance for communities, parents, families being able to understand what the criteria means for them is essential; that in order for members to understand the proposals and associated criteria, members need to have the most appropriate information, for example maps showing location and distance, in assisting that understanding.*
- *Some Members expressed a view that in time there would be a reduction in the area which would change pattern of admissions to other schools.*
- *Whatever policy this Council adopts for 2012/13 the principle of fairness for all was paramount. Children should have the equal rights to school admissions. Giving one school additional arrangements was unfair to those attending other schools.*
- *In line with the above members confirmed that the current policy should apply. No one should be disadvantaged or be treated differently. The policy should be the same for Durham Johnston Comprehensive School as for all other Community and Voluntary Controlled Secondary schools.*
- *In line with this approach members were informed that the School Admissions Forum had recently met and confirmed that by granting special arrangements for one school, Durham County Council would be inadvertently giving advantages to some children and parents in some communities which it was not giving to others.*
- *That members views be shared with Cabinet when it meets to consider this issue in April 2011.*

Comment

28. Modelling conducted by officers based on the September 2010 admissions shows that the revised criteria, at Appendix 6, would give a higher priority to those living in the following communities:

- Bowburn
- Coxhoe
- Parkhill
- Sherburn Hill

29. And the following communities would not have as high a priority as is currently, although some pupils would still be allocated a place:

- Bearpark
- Belmont
- Esh
- Gilesgate
- Hett
- Langley Park
- New Brancepeth
- Ushaw Moor

30. Further examination, not based on the September 2010 admissions, has shown that the new proposal may also give a higher priority to those living in the following communities:

- Parts of Witton Gilbert
- Parts of Sunderland Bridge
- Parts of Plawsworth
- Sherburn Village

Having taken account of all comments received the recommendations for approval are contained in paragraph 33.

Statutory Requirements and Future Implications

31. It is a statutory requirement that admission arrangements for 2012/2013 are determined by 15 April 2011 and published (public notice in local newspapers) not later than 1 May 2011. 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

32. A risk assessment has been undertaken on the proposed Admission Arrangements for 2012/2013. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2011 and published by 1 May 2011. Any parents or others unhappy with the Council's arrangements may object to the Schools Adjudicator who can amend the Council's arrangements.

Recommendations

33. Cabinet is asked to consider the responses to the consultation and agree the following recommendations:

- a) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Nursery School and Unit, at Appendix 3, be approved.

- b) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Infant, Junior and Primary School, at Appendix 4, be approved.
- c) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Secondary School, Appendix 5, be approved .
- d) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Sixth Form, at Appendix 7, be approved.
- e) That the Co-ordinated Admission Schemes and application procedures, Primary and Secondary, at Appendix 9 and 10 be approved.
- f) That the admission numbers (PANS), as recommended in Appendix 10 and 11, be approved.

Background Papers

Returns from meetings of School Governing Bodies.
Returns from consultation exercise.
School Admissions Code/Regulations - DfE

Contact: Maureen Clare
Head of Access and Inclusion Services (0191) 383 3535

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.

Risk

A risk assessment has been undertaken on the proposed Admission Arrangements for 2012/2013. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2011 and published by 1 May 2011. Any parents or others unhappy with the Council's arrangements may object to the Schools Adjudicator who can amend the Council's arrangements.

Equality and Diversity

The School Admissions Code exists to ensure fairness and equity in school admission arrangements. The current criteria for Community and Voluntary Controlled Secondary Schools were determined by the Schools Adjudicator. 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 via the County Council's website. If alternative oversubscription criteria are adopted for Durham Johnston Comprehensive School only, it will only be possible to analyse the impact on any groups once the criteria are applied for the first time in respect of September 2012 admissions.

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 were introduced for September 2011 admissions. These 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. It is therefore not possible because of timescales to include the outcomes in this report however, once undertaken a copy will be available via the County Council's website.

Accommodation

Relates to best overall use of school buildings.

Crime and Disorder

None.

Human Rights

None.

Consultation

Schools Governing Bodies, Admissions Forum, Statutory Public Consultation.

Procurement

None

Disability Discrimination Act

See Equality and Diversity, above.

Legal Implications

There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2011 and published by 1 May 2011.

**ADMISSION ARRANGEMENTS SEPTEMBER 2012 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
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 the local newspaper. 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.

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 community and voluntary controlled or Foundation secondary school or a DFE 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.

**OVERSUBSCRIPTION CRITERIA – ALTERNATIVE OPTION FOR DURHAM
JOHNSTON COMPREHENSIVE SCHOOL ONLY**

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), who have applied for a place at a school that is not their nearest school, priority will be given to those who incur the least additional home to school travel. The calculation to determine the least additional travel will be: distance to school applied for less distance to the child's nearest school.*

In the unlikely event of the school being oversubscribed within categories 1, 2 or 3 or in the event of a tie in category 5 (b) priority will be given to those children who live nearest to the school applied for.

Footnote¹: 'School' means any community and voluntary controlled or Foundation secondary school or a DFE 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.

SIXTH FORMS – COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS

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 where appropriate. 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 with no reference to length of time on the waiting list. 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.

All applications for school places, whether during the normal admission round or in year, must be co-ordinated by the maintaining LA. LAs must develop a co-ordinated

admission scheme by 1 January 2011 and implement the scheme on 1 September 2011.

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

**Timetable and Application Procedures for Admissions to Primary Schools -
September 2012**

12 September 2011	Information Booklet and Common Application Form issued to parents.
15 January 2012	Closing date for return of forms to the LA.
30 January 2012	LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.
5 March 2012	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).
12 March 2012	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.
27 March 2012	LA informs its schools of the pupils to be offered places at their schools.
16 April 2012	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.
16 April 2012 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.
30 April 2012	Deadline for parents to accept the offer of a school place.
9 May 2012	Any places that become available since 16 April 2012 are offered to parents in priority order.
1 September 2012 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 2012

12 September 2011	Information Booklet and Common Application Form issued to parents.
31 October 2011	Closing date for return of forms to the LA.
25 November 2011	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools and Academies (where appropriate) and neighbouring LAs.
17 January 2012	Voluntary Aided, Foundation Schools and Academies (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).
30 January 2012	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.
20 February 2012	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 2011 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.
1 March 2012 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.
15 March 2012	Deadline for parents to accept the offer of a school place.
23 March 2012	Any places that become available since 1 March are offered to parents in priority order.
1 September 2012 onwards	In year applications can be submitted to the LA at any time during the academic year.

DURHAM COUNTY COUNCIL

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 School Admissions Code. The dates relating to the admissions process for the school year 2012/2013 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 2012.

The LA will include in its admission arrangements for the 2012/13 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 2012/13 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 area for the academic year 2012/2013.
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 2012.
10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 5 March 2012 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 2012 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 30 January 2012, 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 5 March 2012, 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 12 March 2012, 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 5 March 2012 the LA will inform other LAs of places in County Durham schools to be offered to their residents and on 27 March 2012 the LA will inform its infant, junior and primary schools of the pupils to be offered places at their schools.
17. On 16 April 2012, 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 16 April 2012) 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 2012 the LA will reallocate any places that may have become available since 16 April 2012, 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 to be offered places if they become available after 9 May 2012 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 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 throughout the school year. Any offer of a school place will always be made by the Local Authority.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 15 January 2012 will be considered and, as far as possible, offered a school place on 16 April 2012.
23. Where an application has not been received by 16 April 2012, the LA will offer a place at the nearest school with places available.
24. For applications received between 16 April 2012 and the end of the Summer term 2012, 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 2012, 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 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 throughout the school year. Any offer of a school place will always be made by the Local Authority.
32. The In Year Admission protocol must be followed (ANNEX 3).

Timetable for Admissions to Primary Schools - September 2012

- By 12 September 2011 - Information Booklet and Common Application Form issued to parents.

- 15 January 2012 - Closing date for return of forms to the LA.

- 30 January 2012 - LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.

- 5 March 2012 - 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)

- 12 March 2012 - 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.

- 27 March 2012 - LA informs its schools of the pupils to be offered places at their schools.

- 16 April 2012 - LA makes offers to parents.

- 30 April 2012 - Deadline for parents to accept the offer of a school place.

- 9 May 2012 - 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
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 Michael's CE 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.

**AM COUNTY COUNCIL
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 School Admissions Code. The dates relating to the admissions process for the school year 2012/13 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 and Voluntary Controlled, 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 2012.

The LA will include in its admission arrangements for the 2012/13 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 2012/13 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, Foundation school or Academy in County Durham or to a school or schools in another LA area for the academic year 2012/2013.
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 2011.
10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 17 January 2012, 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 2012 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 or Academies (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 22 November 2011, 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 17 January 2012, the Admission Authority for each school (where appropriate) 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 30 January 2012, 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 17 January 2012 the LA will inform other LAs of places in County Durham Schools to be offered to their residents and on 20 February 2012 the LA will inform its secondary schools of the pupils to be offered places at their schools.

17. On 1 March 2012, 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 appropriate, 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 2012) 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 23 March 2012 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 2012; 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 23 March 2012 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 schools and, where appropriate, Foundation schools and Academies) 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. Any offer of a school place will always be made by the Local Authority.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 31 October 2011 will be considered and, as far as possible, will be offered a school place on 1 March 2012.
23. Where an application has not been received by 1 March 2012, the LA will offer a place at the nearest school with places available.
24. For applications received between 1 March 2012 and the end of the Summer term 2012, 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 2012, 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 appropriate, 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 lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided schools and, where appropriate, Foundation schools and Academies) 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. Any offer of a school place will always be made by the Local Authority.
32. The In Year Admission protocols must be followed (ANNEX 3 and 4).

Timetable for Admissions to Secondary Schools - September 2012

By 12 September 2011	Information Booklet and Common Application Form issued to parents
31 October 2011	Closing date for return of forms to the LA from relevant infant/junior/primary schools
25 November 2011	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools or Academies (where appropriate) and neighbouring LAs.
17 January 2012	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>
30 January 2012	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.
20 February 2012	LA informs its secondary schools of the pupils to be offered places at their schools.
1 March 2012	LA makes offer to parents.
15 March 2012	Deadline for parents to accept the offer of a school place.
23 March 2012	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
Tudhoe Grange School
Spennymoor Comprehensive School

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

The North Durham Academy
The Academy at Shotton Hall

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 is requested by the LA on the Transfer form from the current school and parent for example.
 - Behaviour
 - Exclusions
 - Attendance
 - PSPs
 - Other agency involvement (tick list)
 - Court order/Bail arrangements
 - Courses currently being followed by pupils and relevant 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. This includes:
 - Issues regarding the best interest of the child.
 - Confirmation that until the transfer is completed the pupil remains on the roll of the donor school and should be attending that school.
6. A LA/Head Teacher/Parent Conference will be convened at the current school for those pupils if requested by any party. This is to be held within 15 working days of any 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 a focus on resolving any underlying issues.
7. In cases of continued difficulty the LA/schools will discuss whether or not any further action might be appropriate.

PROPOSED ADMISSION NUMBERS

Number	School	Proposed Admission Number	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
2005	Pelton Community Primary	55	Approve
2023	New Seaham Primary	38	Approve
2043	Westlea Primary	34	Approve
2107	Lumley Junior	49	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
2185	Cotharstone Primary	14	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	20	Approve
2234	Burnopfield Primary	60	Approve
2254	Shotley Bridge Junior	45	Approve
2257	Shotley Bridge Infant	45	Approve
2259	Leadgate Junior	30	Approve
2260	Leadgate Infant	30	Approve
2261	Burnhope Primary	15	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	18	Approve

2277	Consett Junior	52	Approve
2278	Consett Infant	42	Approve
2301	Hamsterley Primary	7	Approve
2302	Hunwick Primary	25	Approve
2307	Tow Law Millennium Primary	17	Approve
2308	Crook Primary	55	Approve
2310	Hartside Primary	30	Approve
2311	Peases West Primary	17	Approve
2313	Stanley (Crook) Primary	16	Approve
2316	Sunnybrow Primary	17	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
2329	Wolsingham Primary	33	Approve
2330	Oakley Cross Primary	25	Approve
2351	Byers Green Primary	15	Approve
2357	Trimdon Grange Infant and Nursery	28	Approve
2361	Kirk Merrington Primary	11	Approve
2362	Cassop Primary	20	Approve
2368	Ferryhill Station Primary	16	Approve
2370	West Cornforth Primary	26	Approve
2372	Coxhoe Primary	38	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	56	Approve
2389	Bowburn Infant	56	Approve
2391	Trimdon Village Infant	30	Approve
2394	Ox Close Primary	38	Approve
2397	Cleves Cross Primary	30	Approve
2398	Trimdon Junior	67	Approve
2399	Fishburn Primary	30	Approve
2400	Broom Cottages Primary and Nursery	45	Approve
2401	Etherley Lane Primary	42	Approve
2402	Coundon Primary	28	Approve
2409	Ramshaw Primary	11	Approve
2410	Forest-of-Teesdale Primary	5	Approve
2411	Aycliffe Village Primary	21	Approve
2413	Butterknowle Primary	12	Approve
2417	Escomb Primary	30	Approve
2419	St. Helen Auckland Primary	24	Approve
2423	Thornhill Primary	30	Approve
2426	Toft Hill Primary	26	Approve
2428	Woodland Primary	6	Approve
2430	Middleton in Teesdale Primary	20	Approve

2433	Cockton Hill Junior	61	Approve
2434	Cockton Hill Infant	60	Approve
2438	Timothy Hackworth Primary	60	Approve
2440	Cockfield Primary	17	Approve
2442	Montalbo Primary	12	Approve
2453	New Brancepeth Primary	17	Approve
2459	Browney Primary	14	Approve
2470	Pittington Primary	27	Approve
2472	Ludworth Primary	13	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
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	28	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
2563	Sedgefield Primary	32	Approve
2593	Hardwick Primary	30	Approve
2705	St Andrew's Primary	21	Approve
2706	Byerley Park Primary	30	Approve
2708	Horndale Infant	50	Approve
2729	Langley Park Primary	42	Approve
2730	Shield Row Primary	30	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	30	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
3085	Willington CE Primary	30	Approve
3087	Stanhope Barrington CE Primary	17	Approve
3111	Startforth Morrith Memorial C.E. Primary	25	Approve
3121	Green Lane C.E. Primary	38	Approve
3130	Evenwood CE Primary	17	Approve
3131	Gainford CE Primary	16	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	44 R + 60 Y3	Approve
3182	Easington CE Primary	17	Approve
3213	Lanchester EP Primary	42	Approve
3516	Prince Bishops Community Primary	30	Approve
3517	Murton Community Primary	68	Approve
3518	Woodham Burn Community Primary	47	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
3527	Shotton Hall Primary	50	Approve

No.	Community Secondary School	Proposed Admission Number	Recommendation
4019	Seaham School of Technology	230	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	Not set*	Approve

	Form		
4052	Fyndoune Community College	90	Approve
4099	Tanfield School Specialist College of Science + Engineering	138	Approve
4099	Tanfield School Specialist College of Science + Engineering – 6 th Form	30*	Approve
4110	Moorside Community School	120	Approve
4117	Consett Community Sports College	180	Approve
4128	Parkside Comprehensive	180	Approve
4139	Wolsingham School & Community College	150	Approve
4139	Wolsingham School & Community College 6th Form	30*	Approve
4141	Tudhoe Grange School	130	Approve
4150	Ferryhill Business and Enterprise College	152	Approve
4154	Spennymoor Comprehensive	140	Approve
4154	Spennymoor Comprehensive 6th Form	Not set*	Approve
4162	Bishop Barrington School	158	Approve
4171	Staindrop School Business and Enterprise College	128	Approve
4174	Teesdale School	167	Approve
4174	Teesdale School 6th Form	Not set*	Approve
4175	Woodham Community Technology College	221	Approve
4176	Greenfield School Community & Arts College	160	Approve
4178	King James 1 Community Arts College	161	Approve
4178	King James 1 Community Arts College 6th Form	50*	Approve
4180	Sunnydale Community College for Maths and Computing	130	Approve
4185	Belmont School Community Arts College	175	Approve
4190	Framwellgate School Durham	210	Approve
4190	Framwellgate School Durham 6th Form	Not set*	Approve
4191	Gilesgate Sports College & 6th Form Centre	95	Approve
4191	Gilesgate Sports College & 6th Form Centre 6th Form	610*	Approve
4200	Durham Johnston Comprehensive 6th Form	50*	Approve
4214	Dene Community School of Technology	150	Approve
4218	Wellfield Community School – Specialist Maths + Computing College	180	Approve
4231	Sedgefield Community College	180	Approve
4280	Easington Community Science College	150	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.		
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No	Aided / Foundation School/ Academy	Admission Number proposed by Local Authority	Admission Number Proposed by Governing Body (if notified)
3165	St Oswald's, Durham	29	30
3300	St Cuthbert's RC Primary, New Seaham	30	30
3301	St Mary Magdalen RC Primary, Seaham	29	30
3303	Bowes Hutchinson CE Primary	8	10
3343	St Cuthbert's RC Primary, Chester-le- Street	34	30
3344	St Bede's RC Primary, Sacriston	11	11
3346	St Benet's RC Primary, Ouston	30	30
3381	St Joseph's RC Primary, Stanley	30	30
3382	St Patrick's RC Primary, Dipton	24	25
3384	St Mary's RC Primary, South Moor	21	21
3401	St Mary's RC Primary, Blackhill	38	30
3403	St Pius X RC Primary, Consett	12	12
3404	St Patrick's RC Primary, Consett	53	53
3406	Esh CE (Aided) Primary	9	12
3407	St Michael's RC Primary, Esh	19	19
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	St. Michael's C.E. (Aided) Primary (Bishop Middleham)	17	17
3442	St William's RC Primary, Trimdon	18	20
3444	St Charles' RC Primary, Tudhoe	30	30
3461	St Mary's RC Primary, Barnard Castle	12	15
3462	St Wilfrid's RC Primary	34	
3465	St Chad's RC Primary	14	14
3469	St Joseph's RC Primary, Coundon	17	
3470	St Mary's RC Primary, Newton Aycliffe	25	30
3471	St Joseph's RC Primary, Newton Aycliffe	25	25

3472	St Francis CE (Aided) Junior	45	45
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	
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	30	
4054	Hermitage School	165	165
4054	Hermitage School 6th Form	40*	40*
4681	St John's RC Comprehensive,	201	209
4681	St John's RC Comprehensive 6th Form	Not set*	Not set*
4691	St Leonard's RC Comprehensive	225	225
4691	St Leonard's RC Comprehensive 6th Form	15*	15*
4693	St Bede's Catholic Comprehensive, Peterlee	150	150
4693	St Bede's Catholic Comprehensive, Peterlee 6th Form	Not set*	Not set*
4694	St Bede's RC Comprehensive, Lanchester	210	210
4694	St Bede's RC Comprehensive, Lanchester 6th Form	80*	80*
	North Durham Academy	300	300
	North Durham Academy – 6 th Form	Not set*	10*
	The Academy at Shotton Hall	200	230

*	Relates to PAN for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.		
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COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS WHERE GOVERNING BODIES HAVE REQUESTED A CHANGE IN THE ADMISSION NUMBER

No.	School	Proposed Admission Number	Admission Number Suggested by Governors	Reason for Request	Recommendation
2105	Edmondsley Primary	22	25	The school can accommodate more pupils and the pupil numbers in the Chester Le Street area are expected to rise.	Approve an admission number of 25
2108	Lumley Infant	43	50	The classroom currently used for PPA time is also set up for use as a classroom and therefore the school has the capacity to admit more pupils.	Approve an admission number of 50
2146	Bournmoor Primary	15	18	The school has space which can be used as a classroom.	Approve an admission number of 18
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
2318	Howden le Wear Primary	12	15	To accommodate local applicants	Approve an admission number of 15
2319	Frosterley Community	10	12	To accommodate local applicants	Approve an admission number of 12
2455	Langley Moor Primary	32	30	To accommodate more applicants	Approve an admission number of 32
2462	Witton Gilbert Primary	25	27	The school has admitted 27 pupils historically and this reflects expected intake.	Approve an admission number of 27
2494	Belmont Infants	40	42	To accommodate expected intake	Approve an admission number of 42
2563	Sedgefield Primary	32	30	The school does not wish to have mixed age classes. The Local Authority is increasing the capacity of the school to provide extra school places which are needed and enhance accommodation.	Approve an admission number of 32
2704	Copeland Road	20	25	School can accommodate more pupils	Approve an admission number of 25

	Primary				following recent conversion of library in to teaching space	
3123	St Anne's CE Primary	34	30		There is no desire by the school for mixed age class teaching which would be the case with an admission number of 34	Approve an admission number of 30. The LA will monitor the situation as part of future area wide considerations
3183	Hutton Henry CE Primary	8	10		The school can accommodate more pupils, which are often admitted on appeal	Approve an admission number of 10
3525	Brandon Primary	55	56		The present school can accommodate more pupils.	Approve an admission number of 56.
4192	Durham Community Business College	115	95 (year 7) 75 (year 12)		An Integrated Services Hub and Studio School will operate on the school site from September 2011. A lower admission number to Year 7 is therefore requested to reflect the loss of capacity which will be utilised by the Hub and Studio School. An admission number of 75 to Year 12 in the Studio School is also requested.	Approve an admission number of 95 (year 7) Approve an admission number of 75 (year 12) to the Studio School
4200	Durham Johnston Comprehensive	240	232		The school has recently undergone a capacity assessment and can accommodate 240 in the year group.	Approve an admission number of 240

SUMMARY OF CONSULTATION RESPONSES

(73 responses were received but not every question was answered)

	Number of Responses to Question	Yes (number)	No (number)	Percentage of Responses to Question	Yes (%)	No (%)
Community and Voluntary Controlled Secondary Schools						
Do you think that the existing criteria for all schools are appropriate?	56	17	39	76%	23%	53%
Do you think that Durham Johnston Comprehensive school should have the same criteria as all other schools?	67	30	37	92%	41%	51%
Do you think that the alternative criteria for Durham Johnston Comprehensive school only are appropriate?	57	37	20	78%	51%	27%
Community and Voluntary Controlled Nursery Schools and Units						
Do you think that the existing criteria are appropriate?	36	33	3	49%	45%	4%
Community and Voluntary Controlled Infant, Junior and Primary Schools						
Do you think that the existing criteria are appropriate?	37	32	5	51%	44%	7%
Community and Voluntary Controlled Sixth Forms						
Do you think that the existing criteria are appropriate?	32	30	2	44%	41%	3%

Summary of the comments received:

Community and Voluntary Controlled Nursery Schools and Units

- It is important that free places for 2 year olds with special needs is continued.
- Admission should be on a first come first served basis.
- PVI settings should be asked to offer places on the same day as maintained nurseries.

Community and Voluntary Controlled Infant, Junior and Primary Schools

- Family links should be the first criterion
- They are superior to the Secondary criteria
- Sibling links should always come first. Then the second priority should be exceptional medical factors, third should be children in public care and distance the fourth.

Community and Voluntary Controlled Secondary Schools

- The majority of the respondents (63%) were parents, with the next largest category (20%) being school governors. Not all questions were answered. The majority of parents thought that the existing oversubscription criteria for all schools were not appropriate, that Durham Johnston comprehensive School (DJCS) should not have the same criteria as other schools and that the alternative criteria for DJCS only were appropriate. It is worth noting that over 2 thirds of the parents that thought this live in the Bowburn / Shincliffe / High Shincliffe areas which would gain a higher priority for admission to DJCS using the alternative criteria than is presently the case when using the existing criteria. 80% of school governors that responded thought that DJCS should have the same oversubscription criteria as all other Community and Voluntary Controlled Schools.
- Some of the objectors to any change in the oversubscription criteria for DJCS only cited the following as reasons:
 - The current criteria are clear, fair and equitable for all schools.
 - It is inequitable for one school have different criteria to all others.
 - The alternative proposed criteria are difficult to understand.
 - If the criteria are all the same everyone knows where they stand.
 - Attending the nearest school is sensible.
 - Minimising pupils' total travel is more important than travel differential.

Community and Voluntary Controlled Sixth Forms

- They are appropriate up to a point. Sibling links should always come first. Then the second priority should be exceptional medical factors, third should be children in public care and distance the fourth.
- One school would like to give priority to those studying the school's subject Specialism.

The Co-ordinated Admission Schemes or the Application Procedures

- The system in place prior to the government's decision to make all Local Authorities responsible for having to make the offer all school places, whether at the normal point of entry or in-year, is preferred.

Planned Admission Numbers

- Numbers like 29, 31 and 33 seem odd.
- The admission number for Durham Johnston Comprehensive School should be increased.

Aided Schools, Foundation Schools and Academies

- No comments were received