

**Cabinet**

**19 March 2014**



**School Admission Arrangements  
Academic Year 2015/2016**

**KEY DECISION: CAS/03/14**

---

**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director, Children and Adults Services  
Councillor Ossie Johnson, Cabinet Portfolio Holder for Children and  
Young People's Services**

---

**Purpose of the Report**

1. To ask Cabinet to consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2015/16 academic year.

**Background**

2. It is a mandatory requirement of the national School Admissions Code that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school (oversubscription). Admission arrangements are determined by admission authorities. 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 the relevant Trust for an Academy or Free School.
3. All admission authorities must agree admission arrangements annually. Where changes are proposed to admission arrangements the admission authority must first consult on those arrangements. If there are no changes proposed they only need to be consulted on at least every 7 years. Consultation must be for a minimum of 8 weeks and must take place between 1 November and 1 March of the year before those arrangements are to apply. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements
4. Stakeholders are consulted on:
  - i) the number of pupils to be admitted in each year group (the proposed admission number);

- ii) the application and administrative procedures for admissions, including LA co-ordination with other admission authorities;
- iii) the criteria to be used in the event of over-subscription;

### **Consultation for admissions for September 2015/16 academic year**

- 5. There are no changes proposed to the current admission arrangements for Community and Voluntary Controlled schools that required public consultation, other than one school, Witton Le Wear Primary, has requested a reduction in the admission number to 14 (previously 15) for the purposes of efficient and effective curriculum delivery. All Governing Bodies/Trusts have considered the proposed admission number for their school and the co-ordinated admission scheme that will govern the administrative processes for the 2015/16 academic year.
- 6. The proposed admission number for each Community and Voluntary Controlled School is detailed in Appendix 2 to this report which Cabinet are asked to approve. The admission numbers for Voluntary Aided, Foundation schools, Academies and free schools are included for information.
- 7. The admission arrangements in respect of Community and Voluntary Controlled schools, for which no changes were proposed, are included in Appendix 3.

### **Statutory Requirements and Future Implications**

- 8. It is a statutory requirement of all admission authorities that admission arrangements for 2015/2016 are determined by 15 April 2014 and these must be published on their website not later than 1 May 2014. The LA must receive a copy of the admission arrangements of other admission authorities, including Academies, before 1 May and provide details on its website of where these can be viewed. Information on how to refer objections to the Schools' Adjudicator (which must be made by 30 June 2014) will also be available on the website.
- 9. The LA must publish online, with hard copies available for those who do not have access to the internet, a composite prospectus for parents by 12 September 2014, which contains the admission arrangements for each of the state-funded schools in the LA area to which parents can apply.

### **Risk Assessment**

- 10. A risk assessment has been undertaken on the proposed admission arrangements for 2015/2016. There will be a breach of statutory duty imposed on the LA if admission arrangements are not determined by 15 April 2014 and published on the Council's website by 1 May 2014.

## **Recommendations**

11. Cabinet is asked to agree the following recommendations in respect of Community and Voluntary Controlled schools, when determining the admission arrangements for 2015/16:

- That the admission numbers as recommended in Appendix 2, be approved
- That the current admission arrangements, at Appendix 3, be approved

## **Background Papers**

Returns from meetings of Governing Bodies/Trusts.

Returns from consultation exercise.

School Admissions Code/Regulations - DfE

---

**Contact: Caroline O'Neill**  
**Head of Education**  
**03000 268 982**

---

---

## **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 are at school level.

### **Risk**

A risk assessment has been undertaken on the proposed admission arrangements for 2015/2016. There will be a breach of statutory duty imposed on the Authority if admission arrangements are not determined by 15 April 2014 and published by 1 May 2014. 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. An Impact Assessment of the admission arrangements on specific groups has been undertaken. There is no evidence of discrimination against any groups. A copy of the Impact Assessment is available via the County Council's website or hard copy can be obtained from the County Council's School Admissions Team.

### **Accommodation**

Relates to best overall use of school buildings.

### **Crime and Disorder**

None.

### **Human Rights**

None.

### **Consultation**

School/Academy/free school Governing Bodies/Trusts, The County Durham Admission 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 2014 and published by 1 May 2014.

**PROPOSED ADMISSION NUMBERS 2015/16**

<b>Number</b>	<b>Community and Voluntary Controlled Infant, Junior and Primary School</b>	<b>Proposed Admission Number 2015/16</b>	<b>Recommendation to Cabinet</b>
2000	Ropery Walk Primary	38	Agree
2001	Middlestone Moor Primary	38	Agree
2002	Chilton Primary	54	
2003	North Park Primary	30	Agree
2004	Seascape Primary	51	Agree
2005	Pelton Community Primary	55	Agree
2043	Westlea Primary	37	Agree
2105	Edmondsley Primary	25	Agree
2107	Lumley Junior	49	Agree
2108	Lumley Infant	50	Agree
2114	West Pelton Primary	15	Agree
2116	Nettlesworth Primary	17	Agree
2123	Sacrison Primary	64	Agree
2125	Red Rose Primary	38	Agree
2126	Fence Houses Woodlea Primary	30	Agree
2133	Cestria Primary	60	Agree
2137	Ouston Primary	40	Agree
2138	South Pelaw Infant	60	Agree
2146	Bournmoor Primary	20	Agree
2185	Cotherstone Primary	12	Agree
2205	Beamish Primary	12	Agree
2208	Collierley Primary	21	Agree
2210	Catchgate Primary	38	Agree
2212	Annfield Plain Junior	42	Agree
2213	Annfield Plain Infant	40	Agree
2217	East Stanley Primary	34	Agree
2225	South Stanley Infant	50	Agree
2226	South Stanley Junior	52	Agree
2232	Burnside Primary	30	Agree
2233	Bloemfontein Primary	20	Agree
2234	Burnopfield Primary	55	Agree
2254	Shotley Bridge Junior	60	Agree
2257	Shotley Bridge Infant	55	Agree
2259	Leadgate Junior	30	Agree
2260	Leadgate Infant	30	Agree
2261	Burnhope Primary	16	Agree
2266	Castleside Primary	17	Agree
2269	The Grove Primary	25	Agree
2272	Delves Lane Primary	50	Agree
2276	Moorside Primary	18	Agree
2277	Consett Junior	52	Agree
2278	Consett Infant	42	Agree
2301	Hamsterley Primary	7	Agree
2302	Hunwick Primary	25	Agree
2307	Tow Law Millennium Primary	20	Agree
2308	Crook Primary	58	Agree

2310	Hartside Primary	30	Agree
2311	Peases West Primary	17	Agree
2313	Stanley (Crook) Primary	16	Agree
2316	Sunnybrow Primary	19	Agree
2318	Howden Le Wear Primary	16	Agree
2319	Frosterley Community Primary	12	Agree
2321	Rookhope Primary	6	Agree
2322	St John's Chapel Primary	8	Agree
2324	Wearhead Primary	6	Agree
2326	Willington Primary	30	Agree
2328	Witton-le-Wear Primary	14	Agree
2329	Wolsingham Primary	33	Agree
2330	Oakley Cross Primary	26	Agree
2351	Byers Green Primary	15	Agree
2357	Trimdon Grange Infant and Nursery	29	Agree
2361	Kirk Merrington Primary	17	Agree
2362	Cassop Primary	21	Agree
2368	Ferryhill Station Primary	16	Agree
2370	West Cornforth Primary	30	Agree
2372	Coxhoe Primary	38	Agree
2374	Kelloe Primary	21	Agree
2383	Rosa Street Primary	41	Agree
2385	Dean Bank Primary	34	Agree
2388	Bowburn Junior	56	Agree
2389	Bowburn Infant	56	Agree
2391	Trimdon Village Infant	30	Agree
2394	Ox Close Primary	38	Agree
2397	Cleves Cross Primary	30	Agree
2398	Trimdon Junior	67	Agree
2399	Fishburn Primary	30	Agree
2400	Broom Cottages Primary	45	Agree
2401	Etherley Lane Primary	49	Agree
2409	Ramshaw Primary	11	Agree
2410	Forest-of-Teesdale Primary	5	Agree
2411	Aycliffe Village Primary	25	Agree
2413	Butterknowle Primary	12	Agree
2417	Escomb Primary	30	Agree
2419	St. Helen Auckland Primary	28	Agree
2423	Thornhill Primary	30	Agree
2426	Toft Hill Primary	26	Agree
2428	Woodland Primary	12	Agree
2430	Middleton in Teesdale Primary	25	Agree
2433	Cockton Hill Junior	60	Agree
2434	Cockton Hill Infant	60	Agree
2438	Timothy Hackworth Primary	60	Agree
2440	Cockfield Primary	17	Agree
2442	Montalbo Primary	17	Agree

2453	New Brancepeth Primary	17	Agree
2455	Langley Moor Primary	32	Agree
2462	Witton Gilbert Primary	29	Agree
2470	Pittington Primary	30	Agree
2472	Ludworth Primary	13	Agree
2473	Sherburn Village Primary	32	Agree
2475	West Rainton Primary	24	Agree
2477	Bearpark Primary	17	Agree
2481	Nevilles Cross Primary	38	Agree
2482	Sherburn Hill Primary	12	Agree
2488	Newton Hall Infant	60	Agree
2494	Belmont Infants	Subject to separate consultation	
2497	Esh Winning Primary	38	Agree
2498	Belmont Cheveley Park Primary	30	Agree
2499	Laurel Avenue Primary	16	Agree
2509	Hesleden Primary	19	Agree
2516	Deaf Hill Primary	23	Agree
2523	Thornley Primary	28	Agree
2526	Wheatley Hill Community Primary	30	Agree
2528	Wingate Junior	51	Agree
2531	Wingate Infant	51	Agree
2532	Cotsford Junior	41	Agree
2534	Cotsford Infant	40	Agree
2536	Shotton Primary	58	Agree
2540	Acre Rigg Infant	64	Agree
2563	Sedgefield Primary	34	Agree
2593	Hardwick Primary	30	Agree
2704	Copeland Road Primary	25	Agree
2705	St Andrew's Primary	25	Agree
2706	Byerley Park Primary	30	Agree
2708	Horndale Infant	50	Agree
2729	Langley Park Primary	42	Agree
2730	Shield Row Primary	30	Agree
2731	South Hetton Primary	35	Agree
2733	Yohden Primary	30	Agree
2734	Howletch Lane Primary	57	Agree
2736	Dene House Primary	50	Agree
2737	Blackhall Colliery Primary	43	Agree
2742	Vane Road Primary	60	Agree
2743	Sugar Hill Primary	60	Agree
2744	Roseberry Primary	30	Agree
2745	Bullion Lane Primary	48	Agree
2746	Easington Colliery Primary	81	Agree
2747	Gilesgate Primary	30	Agree
2748	Finchale Primary	30	Agree
2749	Benfieldside Primary	42	Agree
2750	King Street Primary	35	Agree



2751	Framwellgate Moor Primary	30	Agree
2943	Newker Primary	60	Agree
3031	Chester Le St CE Junior	60	Agree
3063	Ebchester CE Primary	15	Agree
3085	St Stephen's CE Primary	30	Agree
3087	Stanhope Barrington CE Primary	21	Agree
3111	Startforth Morritt Memorial C.E. Primary	16	Agree
3121	Green Lane C.E. Primary	38	Agree
3123	St Anne's CE Primary	30	Agree
3130	Evenwood CE Primary	17	Agree
3131	Gainford CE Primary	16	Agree
3134	Ingleton C.E. Primary	12	Agree
3141	Staindrop CE Primary	30	Agree
3161	Belmont C.E. Junior	Subject to separate consultation	
3167	Shincliffe C.E. (Controlled) Primary	30	Agree
3168	Durham St Margaret's CE Primary	60 Reception and 15 Year 3	Agree
3182	Easington CE Primary	17	Agree
3183	Hutton Henry CE Primary	10	Agree
3213	Lanchester EP Primary	45	Agree
3516	Prince Bishops Community Primary	30	Agree
3518	Woodham Burn Community Primary	47	Agree
3519	Silver Tree Primary	30	Agree
3520	Seaview Primary	39	Agree
3522	Tanfield Lea Community Primary	45	Agree
3523	Woodhouse Community Primary	30	Agree
3524	Trinity Primary School	60	Agree
3525	Brandon Primary	60	Agree
3526	Greenland Community Primary	51	Agree
3527	Shotton Hall Primary	50	Agree

<b>Number</b>	<b>Community and Voluntary Controlled Secondary School</b>	<b>Proposed Admission Number 2015/16</b>	<b>Recommendation to Cabinet</b>
4019	Seaham School of Technology	240	Agree
4099	Tanfield School Specialist College of Science + Engineering	138	Agree

4139	Wolsingham School & Community College	150	Agree
4139	Wolsingham School & Community College 6th Form	30*	Agree
4150	Ferryhill Business and Enterprise College	152	Agree
4162	Bishop Barrington School	158	Agree
4185	Belmont Community School	175	
4191	Gilesgate Sports College & 6th Form Centre	610*	Agree
4200	Durham Johnston Comprehensive	232	Agree
4200	Durham Johnston Comprehensive 6th Form	50	Agree
4214	Dene Community School of Technology	150	Agree
4218	Wellfield Community School – Specialist Maths + Computing College	180	Agree
4231	Sedgefield Community College	195	

\* Relates to admission limit for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.

<b>Number</b>	<b>Aided / Foundation School / Academy / Free School</b>	<b>Admission Number 2015/16 Advised by Governing Body/Trust</b>
2008	Acre Rigg Academy	67
2009	Victoria Lane Academy, Coundon	30
2010	Stephenson Way Community Primary	
2011	Tudhoe Colliery Primary	22
2023	New Seaham Primary	
2459	Browney Primary	17
3165	St Oswald's CE, Durham	15
3300	St Cuthbert's RC Primary, New Seaham	30
3301	St Mary Magdalen RC Primary, Seaham	38
3303	Bowes Hutchinson CE Primary	10
3343	St Cuthbert's RC Primary, Chester-le- Street	30
3344	St Bede's RC Primary, Sacriston	14
3346	St Benet's RC Primary, Ouston	30
3381	St Joseph's RC Primary, Stanley	30
3382	St Patrick's RC Primary, Dipton	25
3384	St Mary's RC Primary, South Moor	21
3401	St Mary's RC Primary, Blackhill	30
3403	St Pius X RC Primary, Consett	15
3404	St Patrick's RC Primary, Consett	53
3406	Esh CE (Aided) Primary	12
3407	St Michael's RC Primary, Esh	25

3409	Our Lady + St Joseph's, Brooms, RC Primary	17
3411	Bishop Ian Ramsey Medomsley CE Primary	30
3413	All Saint's RCVA Primary, Lanchester	22
3421	St Cuthbert's RC Primary, Crook	30
3425	Our Lady&St.Thomas RC Primary, Willington	17
3441	St. Michael's C.E. (Aided) Primary (Bishop Middleham)	17
3442	St William's RC Primary, Trimdon	20
3444	St Charles' RC Primary, Tudhoe	30
3461	St Mary's RC Primary, Barnard Castle	15
3462	St Wilfrid's RC Primary	30
3465	St Chad's RC Primary	14
3469	St Joseph's RC Primary, Coundon	20
3470	St Mary's RC Primary, Newton Aycliffe	30
3471	St Joseph's RC Primary, Newton Aycliffe	25
3472	St Francis CE (Aided) Junior	41
3481	St Patrick's RC Primary, Langley Moor	15
3483	Our Lady Queen of Martyrs RC Primary, Newhouse	12
3485	St Hild's CE (Aided) Primary, Durham	30
3486	St Godric's RC Primary, Durham	30
3488	St Joseph's RC Primary, Ushaw Moor	14
3489	St Joseph's RC Primary, Gilesgate	22
3491	Blue Coat C.E. (Aided) Junior	
3492	St Thomas More RC Primary, Belmont	17
3501	St Joseph's RC Primary, Murton	21
3502	St Godric's RC Primary, Thornley	15
3504	Our Lady of Lourdes RC Primary, Shotton	18
3505	St Mary's RC Primary, Wingate	12
3506	St Joseph's RC Primary, Blackhall	13
3507	Our Lady Star of Sea RC Primary, Horden	17
3510	Our Lady of the Rosary RC Primary, Peterlee	45
3511	Blessed John Duckett RC Primary	12
3513	St John's CE Primary, Shildon	30
3517	The Ribbon Academy, Murton	
4000	North Durham Academy	
4000	North Durham Academy – 6 <sup>th</sup> Form	
4001	Consett Academy	300
4001	Consett Academy – 6 <sup>th</sup> Form	100
4047	Park View School	
4047	Park View School 6th Form	
4052	Fyndoune Community College	90
4054	The Hermitage Academy	165
4054	The Hermitage Academy 6th Form	*Not set
4128	Parkside Sports College	180
4171	Staindrop School	135
4174	Teesdale School and Sixth Form Centre	156
4174	Teesdale School and Sixth Form Centre (6th Form)	*Not set

4175	Woodham Academy	221
4176	Greenfield School	
4178	King James 1 Academy	161
4178	King James 1 Academy 6th Form	50
4180	Sunnydale Community College for Maths and Computing	
4190	Framwellgate School Durham	
4190	Framwellgate School Durham 6th Form	
4192	Durham Community Business College and Studio School (year 7)	90
4192	Durham Community Business College, Studio School (year 12)	
4215	The Academy at Shotton Hall	230
4280	Easington Academy	
4681	St John's School and Sixth Form College, a Catholic Academy,	
4681	St John's School and Sixth Form College, a Catholic Academy,	
4691	St Leonard's RC Comprehensive	
4691	St Leonard's RC Comprehensive 6th Form	
4693	St Bede's Catholic Comprehensive, Peterlee	150
4693	St Bede's Catholic School and Comprehensive, Peterlee 6th Form	*Not set
4694	St Bede's Catholic School and Sixth Form College, Lanchester	210
4694	St Bede's Catholic School and 6th Form College, Lanchester (6 <sup>th</sup> form)	100
4998	Whitworth Park School and 6 <sup>th</sup> Form College	270
4998	Whitworth Park School and 6 <sup>th</sup> Form College	200
	Durham Free School	90

\* Relates to admission limit for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.

**CURRENT ADMISSION ARRANGEMENTS**

## **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 cannot 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 during the normal admission round must be co-ordinated by the maintaining LA. LAs must develop a co-ordinated admission scheme by 1 January 2014 and implement the scheme on 1 September 2014.

# **CO-ORDINATED ADMISSION SCHEME - PRIMARY**

This scheme is made by Durham County Council under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2012 and applies to all maintained primary schools and Academies/Free 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 2015/16 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 school/s” means all Community, Voluntary Controlled or Voluntary Aided primary schools which are maintained by the LA and Academies/Free Schools.

“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 and the relevant Trust for Academies/Free Schools.

“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 age, ability and any special educational needs, in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2015.

The LA will include in its admission arrangements for the 2015/16 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School and the relevant Trust for an Academy/Free School will include in its admission arrangements for the 2015/16 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school/Academy/Free School.

The scheme shall apply to every primary school/Academy/Free 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 primary, infant and, where appropriate junior school, Voluntary Aided primary school or Academy/Free School in County Durham or to a school or schools in another LA area for the academic year 2015/16.
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 and Academy/Free School within the LA area (including Voluntary Aided Schools).
  - b. to be admitted to a maintained primary school and Academy/Free 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 or an Academy/Free School, was able to offer a place. Annex 2 lists those Governing Bodies/Trusts who are the Admission Authority for schools/Academies/Free 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 or the relevant Trust for Academies/Free 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. The facility to apply on-line will also be made available via the LA's website.
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 2015.
10. Completed common application forms which are received for good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2015, 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 2015 who applies for a place at a maintained school/Academy.
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, Academies/Free 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 6 February 2015, 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 6 March 2015, 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 13 March 2015, 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.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

16. No later than 13 March 2015 the LA will inform other LAs of places in County Durham schools/Academies/Free Schools to be offered to their residents and on 9 March 2014 the LA will inform its schools/Academies/Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.
17. On 16 April 2015, 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. The letter will include contact details for the LA and those nominated Voluntary Aided schools or Academies where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Academy/Free School Trust. 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 (16 April 2015) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 8 May 2015 the LA will reallocate any places that may have become available since 16 April 2015, strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
  1. 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 16 April 2015 and who have confirmed that they still wish to be offered a place at the higher ranked school,
  2. those who have not been offered any school place because their applications were received late i.e. after 13 March 2015 (see paragraph 23) and those who have been offered a school place but who now wish to apply for a place at an alternative school,

## **Waiting Lists**

21. From 9 May 2015, parents may ask for their child's name to be kept on a waiting list for an oversubscribed school to be offered places if they become available after that date. The waiting lists for all schools/Academies/Free Schools will be maintained by the relevant admission authority\* 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.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 15 January 2015 and prior to 13 March 2015 will be considered and, as far as possible, offered a school place on 16 April

2015. Completed common application forms which are received for good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2015, the date the allocation procedures begin (see paragraph 10).

23. For applications received between 14 March 2015 and 6 May 2014 the LA will, on the 8 May 2015, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available.
24. For applications received between 16 April 2015 and 31 August 2015 inclusive, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. 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 suitable school that has a place available.

### **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2015, and for places in year groups other than the normal year of entry to any infant, junior or primary school, will be treated as in-year admissions.
26. The LA will, upon request, provide information about the places still available in all maintained schools within the area and a suitable form for parents to complete when applying for a place for their child at any school. All relevant admission authorities will consider any application that is made (making reference to any waiting lists that are in operation) whether via an application form or through a parent's direct approach to any school, and then notify the LA, if appropriate, of the outcome\*. Parents whose applications are refused will be offered a right of appeal.
27. The LA will monitor in-year applications and intervene as appropriate to ensure that applicants are placed in a school without undue delay.
28. 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. The waiting list for all schools will be maintained by the relevant admission authority\* 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 LA.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

**Timetable for Admissions to Primary Schools/Academies/Free Schools –  
September 2015**

By 12 September 2014	Parents Guide to School Admissions and Common Application Form are made available to parents.
15 January 2015	Closing date for return of forms to the LA.
6 February 2015	LA sends copies of Application Forms to Voluntary Aided Schools, Academies/Free Schools * and neighbouring LAs.
6 March 2015	Voluntary Aided Schools, Academies/Free Schools * and the relevant Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(Ongoing exchange of information between admission authorities)
13 March 2015	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.
16 April 2015	LA makes offers to parents and informs its schools/Academies/Free Schools of the pupils to be offered places at their schools.
30 April 2015	Deadline for parents to accept the offer of a school place.
8 May 2015	Any places that become available since 16 April are reallocated to parents.
9 May 2015	Waiting lists are established and begin to operate

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

## ANNEX 2

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

<p>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 &amp; St Joseph's RCVA Primary, Brooms          Our Lady &amp; 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</p>	<p>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)          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</p>
---	---

The Trusts of the Academies/Free Schools listed below are Admission Authorities to which this scheme applies:

<p>New Seaham          The Ribbon, Murton          Victoria Lane, Coundon          Cleves Cross</p>	<p>Acre Rigg, Peterlee          Tudhoe Colliery          Stephenson Way</p>
---	---

# **CO-ORDINATED ADMISSION SCHEME - SECONDARY**

This scheme is made by Durham County Council under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2012 and applies to all maintained secondary schools and Academies/Free 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 2015/16 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 school/s” means all Community and Voluntary Controlled, Voluntary Aided or Foundation Secondary schools which are maintained by the LA and Academies/Free Schools.

“Admission Authority” means the LA in respect of any of the schools which is a Community or Voluntary Controlled school, the Governing Body of the school in respect of a Voluntary Aided or Foundation School and the relevant Trust for Academies/Free Schools.

“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 age, ability and any special educational needs, in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2015.

The LA will include in its admission arrangements for the 2015/16 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided or Foundation School and the relevant Trust for an Academy/Free School will include in its admission arrangements for the 2015/16 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school/Academy/Free School.

The scheme shall apply to every secondary school/Academy/Free 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/Free School in County Durham or to a school or schools in another LA area for the academic year 2015/2016.
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 and Academy/Free School within the LA area (including Voluntary Aided schools and Foundation schools);
  - (b) to be admitted to a maintained secondary school and Academy/Free School located in another LA's area (including Voluntary Aided schools and Foundation 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, Foundation School, or Academy/Free School, was able to offer a place. Annex 2 lists those Governing Bodies/Trusts who are the Admission Authority for schools/Academies/Free 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 and the relevant Trust for Academies/Free 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 Secondary schools in County Durham. The facility to apply on line will also be made available via the LA's website.
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 2014.
10. Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 6 February 2015, 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 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 2015 who applies for a place at a maintained school/Academy/Free 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 schools, Foundation schools or Academies/Free Schools, 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 21 November 2014, 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 12 January 2015, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot\*. The LA will then match this ranked list against the ranked lists of the other schools nominated.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

15. By 6 February 2015, 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 6 February 2015 the LA will inform other LAs of places in County Durham schools/Academies/Free Schools to be offered to their residents and on 1 March 2015 the LA will inform its secondary/Academies schools/Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.
17. On 1 March 2015, 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. The letter will include contact details for the LA and those nominated Voluntary Aided and Foundation Schools and Academies/Free Schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Trust\*. 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 2014) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 23 March 2015 the LA will reallocate any places that may have become available since 1 March 2015 strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
  1. 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 2015 and who have confirmed that they still wish to be offered a place at the higher ranked school,
  2. those who have not been offered any school place because their applications were received late i.e. after 6 February 2015 (see paragraph 23) and those who have been offered a school place but who now wish to apply for a place at an alternative school.

## **Waiting Lists**

21. From 23 March 2015, parents may ask for their child's name to be kept on a waiting list for an over subscribed school to be offered places if they become available after that date. The waiting lists for all schools/Academies/Free Schools will be maintained by the relevant admission authority\* and any places which become available will be offered

strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 31 October 2014 and prior to 6 February 2015, will be considered and, as far as possible, will be offered a school place on 1 March 2015. Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 6 February 2015, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 7 February 2015 and 22 March 2015 the LA will, on the 23 March 2015, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available.
24. For applications received between 23 March 2015 (the re-allocation day) and 31 August 2015 inclusive, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. 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 suitable school that has a place available.

## **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2015, and for places in year groups other than the normal year of entry to school, will be treated as in-year admissions.
26. For the period 1 September 2015 until 13 September 2015 inclusive, transfers from one school to another of pupils who were offered a school place in the normal admissions round will be processed upon receipt of a request to transfer, without reference to the procedures outlined in paragraphs 27, 28, 29, 30 and 33 of this Scheme. Specifically, the LA will, upon request, provide information about the places still available in all maintained schools within the area. All relevant admission authorities will consider any request that is made (making reference to any waiting lists that are in operation) and then notify the LA, if appropriate, of the outcome\*. Parents whose applications are refused will be offered a right of appeal.
27. 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/Free Schools, as the Admissions Authority, must notify the relevant LA of any application made to them in error whether or not the parent lives in County Durham.
28. 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).

29. 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).
30. Secondary In-Year Admissions will be administered by the Pupil Casework Team, Children and Adults 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.
31. 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 so wish. The letter will include contact details for the LA and those Voluntary Aided or Foundation schools or Academies, where they could not be offered a place, so they can if they wish lodge an appeal. Appeals for Voluntary Aided and Foundation Schools or Academies/Free Schools (where appropriate) must be submitted to the relevant Governing Body/Trust\*.
32. 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 Foundation schools and the relevant Trust for Academies/Free 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.
33. The in-year Admission protocols must be followed (ANNEX 3 and 4).

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

**Timetable for Admissions to Secondary Schools/Academies/Free Schools  
September 2015**

By 12 September 2014	Parents Guide to School Admissions and Common Application Form are made available to parents
31 October 2014	Closing date for return of forms to the LA
21 November 2014	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools, Academies/Free Schools* and neighbouring LAs.
12 January 2015	Voluntary Aided, Foundation Schools or Academies/Free Schools* and the relevant Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(On-going exchange of information between admission authorities)
6 February 2015	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.
1 March 2015	LA makes offer to parents and informs schools of the pupils to be offered places at their schools.
16 March 2015	Deadline for parents to accept the offer of a school place.
23 March 2015	Any places that become available since 1 March are reallocated to parents
24 March 2015	Waiting lists are established and begin to operate

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

## ANNEX 2

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

St Bede's RCVA Comprehensive, Peterlee  
St Leonard's RC Comprehensive

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

Sunnydale Community College  
Greenfield School Community College  
Whitworth Park School and Sixth Form College

The Trusts of the Academies/Free Schools listed below are the Admissions Authorities to which this scheme applies:

North Durham Academy  
The Academy at Shotton Hall  
The Hermitage Academy  
Park View School  
Teesdale School  
King James 1 Academy  
Consett Academy  
Staindrop School, an Academy  
St John's Catholic School and Sixth Form College, a Catholic Academy  
Framwellgate School, Durham  
St Bede's Catholic School and Sixth Form Centre, Lanchester  
Woodham Academy  
Easington Community Science College  
Parkside Academy  
The Durham Free School

## **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 is given to parents, careful consideration of the issues is given and effective management of the process is undertaken.

The protocol requires that a LA/Head Teacher/Parent conference will be convened at the current school for such pupils by any party. This will 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 any underlying issues.

A leaflet for parents “Why Change Schools?” available from the Pupil Casework Team, Children and Adults 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 In year 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 such pupils if requested by any party. This will 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 the conference will 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.

**ADMISSION POLICIES / OVERSUBSCRIPTION CRITERIA FOR  
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

## **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 who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order\***. A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- ii. **Medical Reasons**  
Pupils with very exceptional medical factors directly related to school placement.
- iii. **Sibling Links**  
Pupils who have a sibling\*\* already attending the 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.

\* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\* Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of pupils attending another community and voluntary controlled school with which they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority's Admissions Brochure.

\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.

## OVERSUBSCRIPTION CRITERIA FOR COMMUNITY 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 who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order\***. A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. **Medical Reasons**  
Pupils with very exceptional medical factors directly related to school placement
3. **Sibling Links**  
Pupils who have a sibling\*\* already attending the school and 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 school<sup>1</sup>
- (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.

*Footnote<sup>1</sup>: 'School' means any maintained 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 provided with information for them to find out 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.*

\* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\* Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner.

\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.

## SIXTH FORMS – COMMUNITY 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 category (1) the following will be applied, strictly in order of priority:

- a) Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order\*\*. A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- b) Students who will have a sibling\*\*\* 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.

Where the school is oversubscribed within category (2) the above criteria will be applied, strictly in order of priority with the exception that, after b), the following will apply: all other students who previously attended in Year 11, a maintained school or academy with 11-16 provision only.

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.

\*\* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*\*\* Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner.

\*\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.