

Cabinet

10 February 2016

School Admission Arrangements Academic Year 2017/2018



KEY DECISION: CAS/02/15

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 and approve the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2017/18 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 6 weeks and must take place between 1 October and 31 January 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 2017/18 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 it is proposed that some schools, have a reduction in the admission number for the purposes of efficient and effective curriculum delivery. All Governing Bodies/Trusts have considered the proposed admission number for their school. The proposed admission number for each Community and Voluntary Controlled School is detailed in Appendix 2 to this report which Cabinet is asked to approve. The admission numbers for Voluntary Aided, Foundation schools, Academies and free schools are included for information, where shown.
6. All Governing Bodies/Trusts have also considered and agreed to the co-ordinated admission schemes that will govern the administrative processes for the 2017/18 academic year, see Appendix 3. These are unchanged from the previous year except that since a new School Admissions Code was published in December 2014 all admission authorities in Durham have followed advice issued by the Department for Education (DfE) at the same time in relation to the admission of summer born children outside of the normal year of entry. The process is detailed in the co-ordinated admission scheme for primary schools at Appendix 3.
7. Cabinet should note that in September 2015, Schools Minister Nick Gibb MP announced the government's intention to give "summer-born" children (those children born between 1 April to 31 August for admissions purposes) the right to start in the Reception Class at a primary school at age 5 (the start of compulsory school age). Children usually start school in the September after they turn age 4 but parents of "summer-born" children can ask to delay entry to Reception for a year. It is up to the relevant admission authority to decide whether to agree the request.
8. Nick Gibb MP stated that the government felt it necessary to amend the School Admissions Code in due course to ensure that "summer-born" children can be admitted to the Reception Class at age 5 if this is parents' wishes.
9. He announced that the government would conduct a full public consultation in due course; and subject to Parliamentary approval will introduce further changes to the School Admissions Code. To date, there has been no public consultation on the admission of "summer-born" children. When this does start, the Council will respond to the consultation and if proposed changes to the School Admissions Code are agreed by Parliament, then the Council will reflect these in its own admissions policy.
10. The oversubscription criteria in respect of Community and Voluntary Controlled schools, for which no changes are proposed, are included in Appendix 3.

Statutory Requirements and Future Implications

11. It is a statutory requirement of all admission authorities that admission arrangements for 2017/2018 are determined by 28 February 2016 and these must be published on their website not later than 15 March 2016. The LA must receive a copy of the admission arrangements of other admission authorities, including Academies, before 15 March 2016 and provide details on its website of where these can be viewed. Information on how to refer objections to the Schools' Adjudicator will also be available on the website.
12. 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 2016, which contains the admission arrangements for each of the state-funded schools in the LA area to which parents can apply.

Risk Assessment

13. The risk to the LA is that there will be a breach of statutory duty imposed on the LA if admission arrangements are not determined by 28 February 2016 and published on the Council's website by 15 March 2016.

Recommendations

14. Cabinet is asked to agree the following recommendations in respect of Community and Voluntary Controlled schools, when determining the admission arrangements for 2017/18:
 - a. That the admission numbers as recommended in Appendix 2, be approved
 - b. That the admission arrangements, at Appendix 3, be approved

Background Papers

School Admissions Code/Regulations - DfE

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Appendix 1: Implications

Finance

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

Staffing

Implications are at school level.

Risk

The risk to the LA is that there will be a breach of statutory duty imposed on the Authority if admission arrangements are not determined by 28 February 2016 and published by 15 March 2016. 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 28 February 2016 and published by 15 March 2015

Appendix 2

PROPOSED ADMISSION NUMBERS 2017/18

Number	Community and Voluntary Controlled (inc. controlled Church of England – CE – and Endowed Parochial – EP) Infant, Junior and Primary Schools	Proposed Admission Number 2017/18	Recommendation to Cabinet
2000	Ropery Walk Primary	45	Agree
2001	Middlestone Moor Primary	38	Agree
2002	Chilton Primary	54	Agree
2003	North Park Primary	38	Agree
2004	Seascape Primary	45 (decrease from 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	60	Agree
2114	West Pelton Primary	15	Agree
2116	Nettlesworth Primary	15 (decrease from 17)	Agree
2123	The Sacriston Primary	60 (decrease from 64)	Agree
2125	Red Rose Primary	45	Agree
2126	Fence Houses Woodlea Primary	30	Agree
2133	Cestria Primary	60	Agree
2137	Ouston Primary	40	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	36	
2225	South Stanley Infant	60	Agree
2226	South Stanley Junior	52	Agree
2232	Burnside Primary	30	Agree
2233	Bloemfontein Primary	20	Agree
2234	Burnopfield Primary	50	Agree
2257	Shotley Bridge Primary	60	Agree
2259	Leadgate Primary	30	Agree
2261	Burnhope Primary	15 (decrease from 16)	Agree
2266	Castleside Primary	20	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	60	Agree

2301	Hamsterley Primary	7	Agree
2302	Hunwick Primary	30	Agree
2307	Tow Law Millennium Primary	20	Agree
2308	Crook Primary	60	Agree
2310	Hartside Primary	30	Agree
2311	Peases West Primary	15 (decrease from 17)	Agree
2313	Stanley (Crook) Primary	16	Agree
2316	Sunnybrow Primary	19	Agree
2318	Howden Le Wear Primary	15 (decrease from 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	30 (decrease from 33)	Agree
2330	Oakley Cross Primary	26	Agree
2351	Byers Green Primary	15	Agree
2357	Trimdon Grange Infant and Nursery	30	Agree
2361	Kirk Merrington Primary	17	Agree
2362	Cassop Primary	20 (decrease from 21)	Agree
2368	Ferryhill Station Primary	15 (decrease from 16)	Agree
2370	West Cornforth Primary	30	Agree
2372	Coxhoe Primary	52	Agree
2374	Kelloe Primary	21	Agree
2385	Dean Bank Primary	30 (decrease from 34)	Agree
2388	Bowburn Junior	56	Agree
2389	Bowburn Infant	56	Agree
2391	Trimdon Village Infant	30	Agree
2394	Ox Close Primary	45	Agree
2398	Trimdon Junior	60 (decrease from 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	15	Agree

2442	Montalbo Primary	15	Agree
2453	New Brancepeth Primary	17	Agree
2455	Langley Moor Primary	30	Agree
2462	Witton Gilbert Primary	30	Agree
2470	Pittington Primary	30	Agree
2472	Ludworth Primary	15	Agree
2473	Sherburn Primary	45	Agree
2475	West Rainton Primary	24	Agree
2477	Bearpark Primary	17	Agree
2481	Nevilles Cross Primary	42	Agree
2488	Newton Hall Infant	60	Agree
2497	Esh Winning Primary	38	Agree
2498	Belmont Cheveley Park Primary	30	Agree
2499	Laurel Avenue Primary	15 (decrease from 16)	Agree
2509	Hesleden Primary	19	Agree
2516	Deaf Hill Primary	26	Agree
2523	Thornley Primary	30	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	60	Agree
2540	Acre Rigg Infant	64	Agree
2563	Sedgefield Primary	30 (decrease from 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	30 (decrease from 42)	Agree
2733	Yohden Primary	30	Agree
2734	Howletch Lane Primary	57	Agree
2737	Blackhall Colliery Primary	45	Agree
2742	Vane Road Primary	60	Agree
2743	Sugar Hill Primary	60	Agree
2744	Roseberry Primary	30	Agree
2745	Bullion Lane Primary	45 (decrease from 48)	Agree
2746	Easington Colliery Primary	81	Agree
2747	Gilesgate Primary	30	Agree
2748	Finchale Primary	30	Agree
2749	Benfieldside Primary	45	Agree
2750	King Street Primary	30	Agree
2751	Framwellgate Moor Primary	30	Agree
2943	Newker Primary	60	Agree
3031	Chester Le Street CE Primary	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 CE Primary	15 (decrease from 16)	Agree
3121	Green Lane CE 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 CE Primary	15	
3141	Staindrop CE Primary	30	Agree
3161	Belmont CE Primary	52	Agree
3167	Shincliffe CE Primary	30	Agree
3168	Durham St Margaret's CE Primary	60	Agree
3182	Easington CE Primary	20	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	45 (decrease from 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	Seaham Trinity Primary School	60	Agree
3525	Brandon Primary	60	Agree
3526	Greenland Community Primary	54	Agree
3527	Shotton Hall Primary	50	Agree

Number	Community and Voluntary Controlled Secondary Schools	Proposed Admission Number 2017/18	Recommendation to Cabinet
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 Sixth Form	30*	Agree
4150	Ferryhill Business and Enterprise College	165	Agree
4162	Bishop Barrington School	165	Agree
4185	Belmont Community School	175	Agree
4191	Durham Sixth Form Centre	610	Agree
4200	Durham Johnston School	238	Agree
4200	Durham Johnston School Sixth Form	50	Agree
4214	Dene Community School of Technology	180	Agree
4218	Wellfield Community School – Specialist Maths + Computing College	180	Agree
4231	Sedgefield Community College	195	Agree

* 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.

Number	Roman Catholic (RC) Aided / Church of England (CE) Aided Primary Schools	Admission Number 2017/18 Advised by Governing Body
3165	St Oswald's CE Primary, Durham	15
3300	St Cuthbert's RC Primary, New Seaham	30
3301	St Mary Magdalen RC Primary, Seaham	45
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	60
3406	Esh CE Primary	12
3407	St Michael's RC Primary, Esh	26
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	30
3421	St Cuthbert's RC Primary, Crook	30
3425	Our Lady & St.Thomas RC Primary, Willington	17
3441	St. Michael's CE 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 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 Primary, Durham	30
3486	St Godric's RC Primary, Durham	30
3488	St Joseph's RC Primary, Ushaw Moor	15
3489	St Joseph's RC Primary, Gilesgate	22
3491	Blue Coat CE Junior	60
3492	St Thomas More RC Primary, Belmont	15 (decrease from 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	24
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

Number	Roman Catholic (RC) Aided Secondary Schools	Admission Number 2017/18 Advised by Governing Body
4691	St Leonard's Catholic School	232
4691	St Leonard's Catholic School Sixth Form	25
4693	St Bede's Catholic Comprehensive School, Peterlee	150
4693	Byron Sixth Form College, Peterlee	Not set*
Number	Foundation Schools	Admission Number 2017/18 Advised by Governing Body
4176	Greenfield School	250
4998	Whitworth Park School and Sixth Form College	274
4998	Whitworth Park School and Sixth Form College (Sixth form)	Not set*
Number	Primary Academies	Admission Number 2017/18 Advised by Academy Trust
2008	Acre Rigg Academy	67
2009	Victoria Lane Academy, Coundon	30
2010	Stephenson Way Community Primary	55
2016	Rosa Street Primary	30 (decrease from 41)
2023	New Seaham Primary	38
2015	Browney Academy	17
2379	Tudhoe Colliery Primary	30
2397	Cleves Cross Primary	30
2730	Shield Row	30
2731	South Hetton	35
2736	Dene House	50
3517	The Ribbon Academy, Murton	85
Number	Secondary Academies	Admission Number 2017/18 Advised by Academy Trust
4000	North Durham Academy	300
4000	North Durham Academy – Sixth Form	100
4001	Consett Academy	300
4001	Consett Academy – Sixth Form	100
4047	Park View School	240
4047	Park View School Sixth Form	*Not set
4052	Fyndoune Community College	90
4054	The Hermitage Academy	172
4054	The Hermitage Academy Sixth Form	*Not set
4128	Parkside Academy	180
4171	Staindrop School	154
4174	Teesdale School and Sixth Form Centre	156
4174	Teesdale School and Sixth Form Centre (Sixth	*Not set

	Form)	
4175	Woodham Academy	220
4178	King James 1 Academy	161
4178	King James 1 Academy Sixth Form	50
4190	Framwellgate School Durham	223 (decrease from 225)
4190	Framwellgate School Durham Sixth Form	*Not set
4192	Durham Community Business College	90
4215	The Academy at Shotton Hall	230
4280	Easington Academy	150
	Apollo Studio Academy	50
4681	St John's School and Sixth Form College, a Catholic Academy,	235
4681	St John's School and Sixth Form College, a Catholic Academy (Sixth form),	70
4694	St Bede's Catholic School and Sixth Form College, Lanchester	220
4694	St Bede's Catholic School and Sixth Form College, Lanchester (Sixth form)	80

* 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's School Admissions Team and the County Council's website. Parents/carers can also apply 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, upon request 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 very exceptional circumstance which prevented submission by the stated deadline 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 2016 and implement the scheme on 1 September 2016.

2017-18 CO-ORDINATED ADMISSION SCHEME - PRIMARY

This Scheme is made by Durham County Council (Durham LA) under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2014.

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 is the local education authority.

“School” means a Community, Voluntary Controlled, Foundation, or Voluntary Aided school or an Academy.

“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 school or a Foundation school and the relevant Trust for an Academy.

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

2. The Scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
3. The Scheme will apply for the admission arrangements for the school year commencing September 2017.
4. The Scheme shall apply to every primary school in the LA area (except special schools).

SCHEDULE 1

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 in County Durham or to a school or schools in another LA area for the academic year 2016/17.
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 within the LA area (including Voluntary Aided Schools).
 - b. to be admitted to a maintained primary school and Academy 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, was able to offer a place. Annex 1 lists those Governing Bodies/Trusts which are the Admission Authority for schools or Academies 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 child's home 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, 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 its website. 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 any relevant additional information.

Processing of Common Application Forms

9. Completed common application forms should be returned to the LA by 15 January 2017.
10. Completed common application forms which are received for very good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2017, 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 must, however, 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 2017 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 or schools in another Local Authority area, 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 2017, 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 2017, 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 2017, 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 13 March 2017 the LA will inform other LAs of places in County Durham schools/Academies to be offered to their residents and on 16 April 2017 the LA will inform its schools/Academies of the pupils to be offered places at their schools/Academies.
17. On 16 April 2017, 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 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 2017) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 8 May 2017 the LA will reallocate any places that may have become available since 16 April 2017, 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 2017 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 2017 (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,
21. From 8 May 2017, 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/ 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 15 January 2017 and prior to 13 March 2017 will be considered and, as far as possible, offered a school place on 16 April 2017. 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 2017, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 14 March 2017 and 7 May 2017 inclusive, the LA will, on the 8 May 2017, 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 2017 and 31 August 2017 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 2017 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.

PART 4 – ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

29. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A child is entitled to a full-time place in the September following their fourth birthday.
30. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their child's fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age.
31. Children born in the summer term, 1 April to 31 August, are not required to start school until a full school year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age.
32. Admission authorities will expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.
33. Where a parent wants their child to be admitted out of their normal age group, the admission authority has two separate decisions to make:
 - it must first decide on the age group the child should be admitted to
 - only once that decision has been made can it apply its oversubscription criteria to decide whether a place can be offered in that age group.
34. Although it is not always easy for admission authorities to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school before compulsory school age.

35. The process in place:
- requires the parent to make an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time
 - ensures that the parent receives the response to their request before primary national offer day.
36. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.
37. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.
38. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the usual year group at all their preference schools, rather than just their first preference schools.
39. Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents.
40. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to junior or secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.
41. Where an application for September 2017 has been received by 15 January 2017 for a child's admission to Reception instead of Year 1 (which is the child's normal age group cohort) and this has been agreed, the application will be considered alongside all other applications that are received by this date. The application will not have lower priority on the basis that the child is being admitted outside their normal age group.

SCHEDULE 2

Timetable for Admission to Primary Schools / Academies September 2017

12 September 2016	Parents Guide to School Admissions and Common Application Form are made available to parents.
15 January 2017	Closing date for return of forms to the LA.
6 February 2017	LA sends copies of Application Forms to all admission authorities* and neighbouring LAs.
6 March 2017	All admission authorities* 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 2017	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 2017	LA makes offers to parents and informs its schools/Academies of the pupils to be offered places at their schools.
30 April 2017	Deadline for parents to accept the offer of a school place.
8 May 2017	Any places that become available since 16 April are reallocated to parents.
9 May 2016	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 1

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) Primary 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
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The Trusts of the Academies listed below are Admission Authorities to which this Scheme applies:

New Seaham The Ribbon, Murton Victoria Lane, Coundon Cleves Cross Rosa Street Academy South Hetton Primary	Acre Rigg, Peterlee Tudhoe Colliery Stephenson Way Browney Academy Dene House Primary Shield Row Primary
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2017/18 CO-ORDINATED ADMISSION SCHEME - SECONDARY

This Scheme is made by Durham County Council (Durham LA) under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2014.

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 is the local education authority.

“School” means a Community, Voluntary Controlled, Foundation, or Voluntary Aided school, an Academy or UTC.

“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 school or a Foundation school and the relevant Trust for an Academy or UTC.

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

2. The Scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
3. The Scheme will apply for the admission arrangements for the school year commencing September 2017.
4. The Scheme will apply to every secondary school in the LA area (except special schools).

SCHEDULE 1

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 secondary school in County Durham or to a school or schools in another LA area for the academic year 2017/2018.
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, academy or UTC within the LA area (including Voluntary Aided schools and Foundation schools);
 - (b) to be admitted to a maintained secondary school, academy or UTC 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, Academy or UTC, was able to offer a place. Annex 1 lists those Governing Bodies/Trusts which are the Admission Authority for schools/Academies/UTC 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 child's home 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/UTC, 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 on its website. 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 2016.
10. Completed common application forms which are received for very good reason after the closing date will be accepted and treated as an on time application provided they are received before 6 February 2017, the date the allocation procedures begin. Examples of very 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 must, however, 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 2017 who applies for a place at a maintained school/Academy/UTC.
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/UTC, or schools in another Local Authority area, 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 2016, 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 9 January 2017, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot*. The LA will then match this ranked list against the ranked lists of the other schools nominated.
15. By 6 February 2017, 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 2017 the LA will inform other LAs of places in County Durham schools/Academies/UTC to be offered to their residents and on 1 March 2017 the LA will inform its secondary/Academies schools/UTC of the pupils to be offered places at their schools/Academies/UTC.
17. On 1 March 2017, 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/UTC 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 2017) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 22 March 2017 the LA will reallocate any places that may have become available since 1 March 2017 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 2017 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 2017 (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.
21. From 23 March 2017, 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/UTC 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 2016 and prior to 6 February 2017, will be considered and, as far as possible, will be offered a school place on 1 March 2017. 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 2017, the date the allocation procedures begin (see paragraph 10).

23. For applications received between 7 February 2017 and 21 March 2017 the LA will, on the 22 March 2017, 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 22 March 2017 (the re-allocation day) and 31 August 2017 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 2017 will be treated as in-year admissions.
26. For the period 1 September 2017 until 18 September 2017 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/UTC, 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/UTC (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/UTC*) 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 2 and 3).

PART 4 - ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

34. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.

SCHEDULE 2

Timetable for Admission to Secondary Schools / Academies / UTC September 2017

12 September 2016	Parents Guide to School Admissions and Common Application Form are made available to parents
31 October 2016	Closing date for return of forms to the LA
21 November 2016	LA sends copies of Application Forms to all admission authorities* and neighbouring LAs.
9 January 2017	All admission authorities* 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 2017	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 2017	LA makes offer to parents and informs schools of the pupils to be offered places at their schools.
15 March 2017	Deadline for parents to accept the offer of a school place.
22 March 2017	Any places that become available since 1 March are reallocated to parents
23 March 2016	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 1

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:

Greenfield School Community College
Whitworth Park School and Sixth Form College

The Trusts of the Academies/UTC 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 School and Sixth Form College, a Catholic Academy
Framwellgate School, Durham
St Bede's Catholic School and Sixth Form Centre, Lanchester
Woodham Academy
Easington Academy
Parkside Academy
UTC South Durham

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 a Statement of Special Educational Needs or an Education Health and Care Plan, 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.

ANNEX 4

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 day care 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:

- 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/child arrangement, 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**
Children with very exceptional medical factors directly related to school placement.

- 3. Sibling Links**
Children 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. Distance**
Children who live nearest the preferred school measured by the shortest walking route***. This will be based on the child's 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. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.

* An adoption order is an order under section 12 of the Adoption Act 1976 or 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. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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 uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point**** of the child's house, or in the case of a flat from the centre point**** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point**** of the child's house to the closest point on the nearest route on the ITN/UPN.

****In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

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/child arrangement, 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**
Children with very exceptional medical factors directly related to school placement
3. **Sibling Links**
Children 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 school¹
- (b) For other children (category 5), priority will be given to those children who live nearest to the school applied for. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.

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

Footnote¹: '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 12 of the Adoption Act 1976 or 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. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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 uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point**** of the child's house, or in the case of a flat from the centre point**** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point**** of the child's house to the closest point on the nearest route on the ITN/UPN.

****In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

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/child arrangement, 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. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.

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.

*Details of the entry requirements are available from the individual Sixth Forms.

** An adoption order is an order under section 12 of the Adoption Act 1976 or 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. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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 uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point**** of the child's house, or in the case of a flat from the centre point**** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point**** of the child's house to the closest point on the nearest route on the ITN/UPN.

*****In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.