

Co-ordinated Scheme
for the
Admission Arrangements for
Secondary Schools
2019 / 2020

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In accordance with the School Standards and Framework Act 1998 this is a scheme for co-ordinating the arrangements for the admission of pupils to maintained schools in the area for which Rotherham Council is the Local Authority and with those named local authorities which border Rotherham.

Please note - Within this scheme, any reference to a ‘school’ may include the following:

**Community and Controlled Primary schools
Academies
Voluntary Aided Schools or Academies
Trust Schools**

GLOSSARY OF TERMS

Academy

This is a publicly funded school, independent of local authority control providing education to pupils of all abilities. Academies are established by sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors/trustees responsible for the governance and strategic leadership of the school. Admission into the school is the responsibility of the school governing body and not the Local Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body during the normal admission round.

Additional Information Form (AIF)

The additional information form (AIF) provides further information required by the governing bodies of voluntary aided schools.

Admission Appeal

Where a parent(s)/carer(s) is not offered a place for their child at a secondary school for which they have expressed a preference, they have a legal right of appeal to an independent appeals panel who has the power to give further consideration to the application.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to secondary school. Admission arrangements will determine whether or not a child is eligible for admission to school.

Admissions Authority

The body responsible for determining the admission arrangements for a particular secondary school. This may be the Local Authority, (for community and voluntary controlled secondary schools) or the governing body of the school, (for voluntary aided secondary schools and academies).

Admission Criteria

The rules which govern who should and who should not be offered a place at a secondary school where the school is oversubscribed.

Admission Number

The number of pupils which the appropriate admission authority has determined can be admitted to a school in any relevant age group.

Admissions Round

The process and timetable by which parent(s)/carer(s) have to submit the common application form for admission to secondary school in order to receive the single offer of a secondary school place from the home local authority for admission to a relevant age group.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a Secondary School Place

The admission procedure which ends with the single offer of a secondary school place being made and a pupil being placed on the list of admission for a particular school.

Common Application Form

The form used in the admission procedure on which parent(s)/carer(s) express preferences for up to three schools and give reasons for those preferences. It is referred to as a common application form as it allows parent(s)/carer(s) to apply for different types of school and also for admission to maintained secondary schools in other authorities. This form, in respect of transfers may require additional information. The term 'common application form' is used to refer to the online application form or the paper common application form.

Community School

This is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Authority.

Co-ordinated Scheme for Admission to Secondary School

The scheme determined by the Local Authority (following the necessary consultation) for ensuring so far as is reasonably practicable that a single offer of a secondary school place is communicated to parent(s)/carer(s) on the National Offer Day and beyond.

Eligible for Admission

This is where a child can be offered a place at a school either because:

- the number of applications for a school is less than the admission number; or
- it is oversubscribed but the child has a sufficiently high priority to gain a place within the admission number.

Home Authority

The Local Authority within whose area the child resides.

Local Authority

The Local Authority (LA) is the body responsible for the provision of education for pupils' resident within its area.

Maintaining Authority

The Local Authority within whose area a school is situated and for which that authority is responsible.

National Offer Day

The day each year on which the single offer of a school place is communicated to parent(s)/carer(s) under the Authority's Co-ordinated Scheme for Admission Arrangements. For admission to secondary school, the national offer day is 1 March except where this day falls on a Saturday or Sunday. In 2019 offers will be made on 1 March, 2019.

Net Capacity

The net capacity is the total number of places available for pupils at the school.

Ordinary Place of Residence

The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form.

Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the closing date. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or, if this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court.

Oversubscribed School

Where the number of applications for the relevant age group in any year exceeds the number of places available as expressed by the admission number for the school.

Preference

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s).

Provisional Offer of a School Place

Where a child is eligible for admission to a school and the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Ranking

The orders in which parent(s)/carer(s) are asked to list their preferences when completing the common application form. The preferences for all schools are equal ranked. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given to according to the ranking.

Relevant Age Group

The group into which pupils are normally first admitted to school. Pupils will be of the same age group having been born on or between 1 September and 31 August of a particular school year.

Single Offer of a School Place

The one offer for a place at a school which is made to a parent from the provisional offers available based on the ranking of the preferences expressed under the scheme.

Transfer

Admission into the relevant age **after** the end of the admissions round and for any other age group.

Trust School

This is a school established by a trust and jointly maintained by the Authority. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

Voluntary Aided Secondary School

A secondary school for which the governing body of the school is responsible in partnership with Church Authorities and which the governing body of the school retains responsibility for admission arrangements.

Voluntary Controlled Secondary School

A Secondary school for which the Local Authority is responsible in partnership with Church authorities but, for which the Local Authority retains responsibility for admission arrangements.

INTRODUCTION

The purpose of the co-ordinated scheme for admission to secondary school is a mechanism that will ensure, so far as is reasonably practicable, that every child resident in Rotherham whose parent(s)/carer(s) has applied for a secondary school place for their child in the normal admissions round (i.e. for entry into Year 7) receives a single offer of a school place on the same day. It also covers the procedure for late applications and in-year transfers.

For the school year 2019/20 the Authority will co-ordinate admissions to secondary schools with other admission authorities as required under regulations. Rotherham will be co-ordinating its admissions process with Barnsley, Doncaster, Sheffield, Derbyshire and Nottinghamshire. To ensure that there will be only one offer of a place in any school within the above named authorities this will apply, in respect of the admissions round up to 31 August for the relevant age group. After that time and for any time in respect of any other Local Authority, parent(s)/carer(s) may be in receipt of more than one offer.

The co-ordinated scheme is an administrative process which is intended to make admission to school easier, more transparent and less stressful for all parent(s)/carer(s).

In order to provide the parent(s)/carer(s) of every child with an offer of one place, the Authority will be working collaboratively with the Governing Bodies of academies, trust schools, neighbouring admission authorities and other admission authorities as required by regulations. Private and independent schools are not part of the co-ordinated admissions scheme.

Rotherham Local Authority will be the only body to offer the parent(s)/carer(s) of a child resident in Rotherham a single place at any secondary school for which a preference has been made during the admissions round or at any other time, in so far that is reasonably practicable.

The offer of a single place to the parent(s)/carer(s) of a child resident in Rotherham will be made on the national offer day of 1 March 2019, provided that the application has been received at the appropriate time. (Please refer to the timetable attached at Annex 1).

The co-ordinated scheme for secondary school admission arrangements will not affect the responsibility of the governing bodies of voluntary aided schools or academies to set and apply their own admission arrangements.

Under the co-ordinated scheme, the Local Authority responsible for the area in which a child resides is known as ***the home authority***.

For the purposes only of this co-ordinated scheme, any reference to a Rotherham school is a reference to a community secondary school where the Authority is the admission authority for that school. Any reference to a Rotherham school does not include Academies, Voluntary Aided Schools or Trust Schools.

It should be noted that children with a Statement of Special Educational Needs/Education, Health and Care Plan will receive notification of a school place via the statementing process rather than in accordance with the time table in Annex 1.

Admission authorities within the scheme are provided at Annex 3.

A APPLYING FOR A SECONDARY SCHOOL PLACE – YEAR 7

1. All applications from parent(s)/carer(s) of children resident in Rotherham for admission to any secondary school in Rotherham (including all Academies, Voluntary Aided and Trust School), or any other Local Authority must be made on Rotherham LA's common application form and forwarded to Rotherham LA.
2. Parents of children resident in Rotherham will be invited to apply for a secondary school place in July 2018. At the same time, parents of children who are on the roll of a Rotherham Primary School or Academy, but who are resident in another LA, will be advised to contact their home Authority for guidance.
3. Applications from parent(s)/carer(s) of children not resident in Rotherham must be made on the appropriate application form available from their own home LA, even if these include a preference for a school in Rotherham.
4. Parent(s)/carer(s) can state preferences for any category of secondary school, (other than private/independent schools) on the common application form.
5. Where Rotherham Local Authority receives a Rotherham common application form from a parent(s)/carer(s) of a child not resident in Rotherham it will be sent directly to the child's home authority to be processed.
6. Parent(s)/carer(s) will be invited to state up to three preferences on the common application form for secondary schools and give their reasons for those preferences.
7. All common application forms that should be sent to Rotherham LA under this scheme, should be submitted online at www.rotherham.gov.uk/schools or returned to the Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham S60 1AE.
8. **Completed Common Application Forms together with any additional information and/or documentation required by the relevant admission authority must be submitted by the published closing date of 31 October 2018. Any applications received after that date would be dealt with in accordance with the procedure detailed in Section E below.**
9. The criteria for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme.
10. The completion and return of the common application form does not in itself guarantee a place at the preferred secondary school(s).

B PROCEDURE

1. By 10th December 2018 Rotherham LA will have sent applications to:-
 - a) schools and academies within Rotherham who are their own admissions authority,
 - b) other authorities outside Rotherham where schools named on the application are located.

2. In considering applications for admission to schools the order of preference as stated on the Common Application Form need not be revealed, however, it is likely that the application form will simply be copied and forwarded to the relevant admissions authority and this will reveal the ranking.
3. For all preferences stated on any completed common application form received, the respective admission authorities will apply their published admission criteria for schools in their area.
4. By 14 January 2019 Rotherham LA will:
 - a) have completed a list of provisional offers for schools for which it is the admission authority;
 - b) have notified other Admission Authorities where children resident in their area have applied for admission to a Rotherham secondary school, whether they can or cannot be offered a place;
 - c) have received from all Voluntary Aided Schools, Academies and Trust Schools a list of children who can or cannot be offered a place at those schools. Where children on that list are resident in the area of other Admission Authorities Rotherham LA will inform the home authority of the outcome;
 - d) have received notification from other Admission Authorities of any places which those admission authorities can offer in response to any preference expressed by a parent(s)/carer(s) of a child resident in Rotherham.
5. Between 14 January 2019 and 11 February 2019, Rotherham LA will:
 - a) compare the list of provisional offers for Rotherham secondary schools against the list of provisional offers from other admission authorities;
 - b) make determinations on which provisional offers will be made from Admission Authorities to children resident in Rotherham taking account of:
 - (i) provisional offers from other Admission Authorities; and
 - (ii) the ranking of the expressed preferences on the common application form.
 - c) amend the list of provisional offers for each Rotherham secondary school to take account of the determination at points above;
 - d) inform any Admission Authorities of those provisional offers, which are to be approved, and those that are not to be approved;
 - e) receive from other Admission Authorities details of those offers of places in Rotherham secondary schools that are to be accepted and those that are not to be accepted;
6. By 18 February 2019 Rotherham LA will have determined provisional offers and it will be possible to identify those secondary schools which are:
 - a) undersubscribed; or
 - b) oversubscribed.

For oversubscribed secondary schools, the effect of provisional offers by other admission authorities will have to be taken into account in order to complete the allocations to these secondary schools.

7. Rotherham LA will determine the offer of a school place for any Rotherham children where none of the preferences can be met.
8. Where it is the case that a child resident in Rotherham is eligible for more than one provisional offer of a secondary school place, the parent(s)/carer(s) will be offered the highest ranked of those provisional offers as determined by reference to their stated ranking on the common application form, under the scheme.
9. On 1 March 2019 (National Offer Day) Rotherham LA will post the allocation letters or send emails to parent(s)/carer(s) in accordance with this scheme.

C THE OFFER OF A SECONDARY SCHOOL PLACE

1. All offers of a secondary school place will be made on the national offer day, 1 March 2019.
2. Rotherham authority as the home authority for the co-ordinated admissions scheme will make all offers to all children resident in Rotherham on behalf of:
 - a) those community secondary schools for which it is the admission authority; and
 - b) any other Admission Authority listed above which is offering a place to a child resident in Rotherham in accordance with that Authority's co-ordinated admission arrangements.
3. On 1 March 2019, all secondary schools within Rotherham will be sent a list of those children who have been offered a place at that school.

D PREFERENCES WHICH CANNOT BE SATISFIED

1. Where the Rotherham authority cannot make a single offer for any of the preferences expressed by a parent(s)/carer(s) of a child resident in Rotherham, a place will be allocated to the child at the catchment area school, if places remain available, otherwise a place will be offered the next nearest Rotherham secondary school, trust school or academy with places available.
2. A determination of the nearest Rotherham community secondary school will be made by reference to the distance measured by means of a straight line on a horizontal plane. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

E LATE APPLICATIONS

1. Late applications received by the Authority up to and including 30 November 2018 will be included in the offer of a secondary school place made on the national offer day as per the pre-existing agreement between the four South Yorkshire Authorities.
2. All other late applications for secondary school places received after 30 November 2018 will be dealt with after the national offer day.
3. On 4 March 2019 applications received between 1 December 2018 and 1 March 2019 inclusive will be processed in accordance with the admission criteria irrespective of the date the application was received. Parent(s)/carer(s) will be notified of decisions on 1 April, 2019.
4. Applications received from 2 March 2019 onwards will be processed in date received order and parent(s)/carer(s) will be notified as soon as possible after 1 April 2019.
5. On 1 May 2019 Rotherham LA will allocate places to Rotherham children it is aware of, for whom it has not received an application under the scheme. A place will be allocated to the child at the catchment area school, if places remain available, otherwise a place will be offered the next nearest Rotherham secondary school, trust school or academy with places available.
6. Applications received after 31 December, 2019 will be dealt with as transfers during the school year as set out in Section J of this scheme.

F RIGHT OF APPEAL

1. Any parent(s)/carer(s) whose child is not offered a secondary school place for which they have applied has the right of appeal to an independent appeals panel. The right of appeal also applies at times other than at the normal time of admission to school (for example, when families move into the area during the school year) and, in respect of secondary school admissions at other than the normal age of admission (such as a year early or a year late for transfer from primary to secondary school). Parent(s)/carer(s) who have missed the normal deadlines for applying for admission to secondary school or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

Please note that the above does not apply in instances where a child has been permanently excluded from two schools. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place.

G WAITING LISTS

1. The Rotherham authority will maintain a waiting list for all Rotherham secondary schools where the number of applications received during the admissions round for those schools has exceeded the number of available places in Year 7.
2. Names of children will automatically be placed on the waiting list for a secondary school where they have been refused a place and where it is ranked above that secondary school at which a place has been offered.
3. A vacancy arises in Year 7 only when, during the admissions round, the number of offers for a particular secondary school falls below the admission number applicable to that school for that year group or a higher admission number in instances where one has been set.
4. The waiting lists will operate from the national offer day and will be maintained up to 31 December 2019 when they will cease.
5. Priority on the waiting list will be determined by reference to the appropriate admission authority's admission criteria for that school.
6. Parent(s)/carer(s) need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later unsuccessful applicant who has a higher priority on the waiting list as determined by the admission criteria.
7. Parent(s)/carer(s) who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list. The independent appeals panel's decision cannot be influenced by the child's position on the waiting list.

H ADDITIONAL INFORMATION REQUIRED BY VOLUNTARY AIDED SCHOOLS

1. Voluntary aided schools usually require additional information which relates to the church at which the child is a member.
2. In addition to the common application form, each voluntary aided school in the area of another Local Authority and Saint Pius X and St. Bernard's Catholic High School (an academy), will require their own supporting information to be provided on a separate form which all applicants for those secondary schools will be required to complete. The additional information form can be used for all Voluntary Aided Schools in South Yorkshire. It should be noted that parent(s)/carer(s) who wish to state a preference for schools in other LAs should contact that LA to ensure they are aware of their preferred school's admission policy and that they obtain and complete the relevant Additional Information Form where necessary.
3. Parent(s)/carer(s) who intend to express a preference or preferences for voluntary aided schools must complete and return the supplementary form(s) and the common application form and return them to the child's home LA by the dates outlined in Section A above. Any additional

information/documentation requested by the admission authority for the school should also be attached. The home LA will not be responsible for pursuing any relevant documentation that is not included with the common application form. **The Additional Information Form will not in itself be an application form for admission to a voluntary aided secondary school.** Please note that there are separate supplementary forms (Additional Information Forms) for Catholic Voluntary Aided Schools and Church of England Voluntary Aided Schools.

PLEASE NOTE ALL FORMS AND DOCUMENTS SHOULD BE SUBMITTED TO THE LA WHERE THE CHILD IS RESIDENT

4. The supporting information provided on the supplementary form(s) will be used by the respective voluntary aided secondary schools in applying their own admission criteria.
5. Where additional information is not provided and a supplementary form not submitted in addition to the completed common application form, it is very likely to affect the consideration of the expressed preference by the governing body of that school.
6. The completion and return of the supplementary form and/or the common application form does not in itself guarantee a place at the preferred secondary school(s).

I FALSE INFORMATION

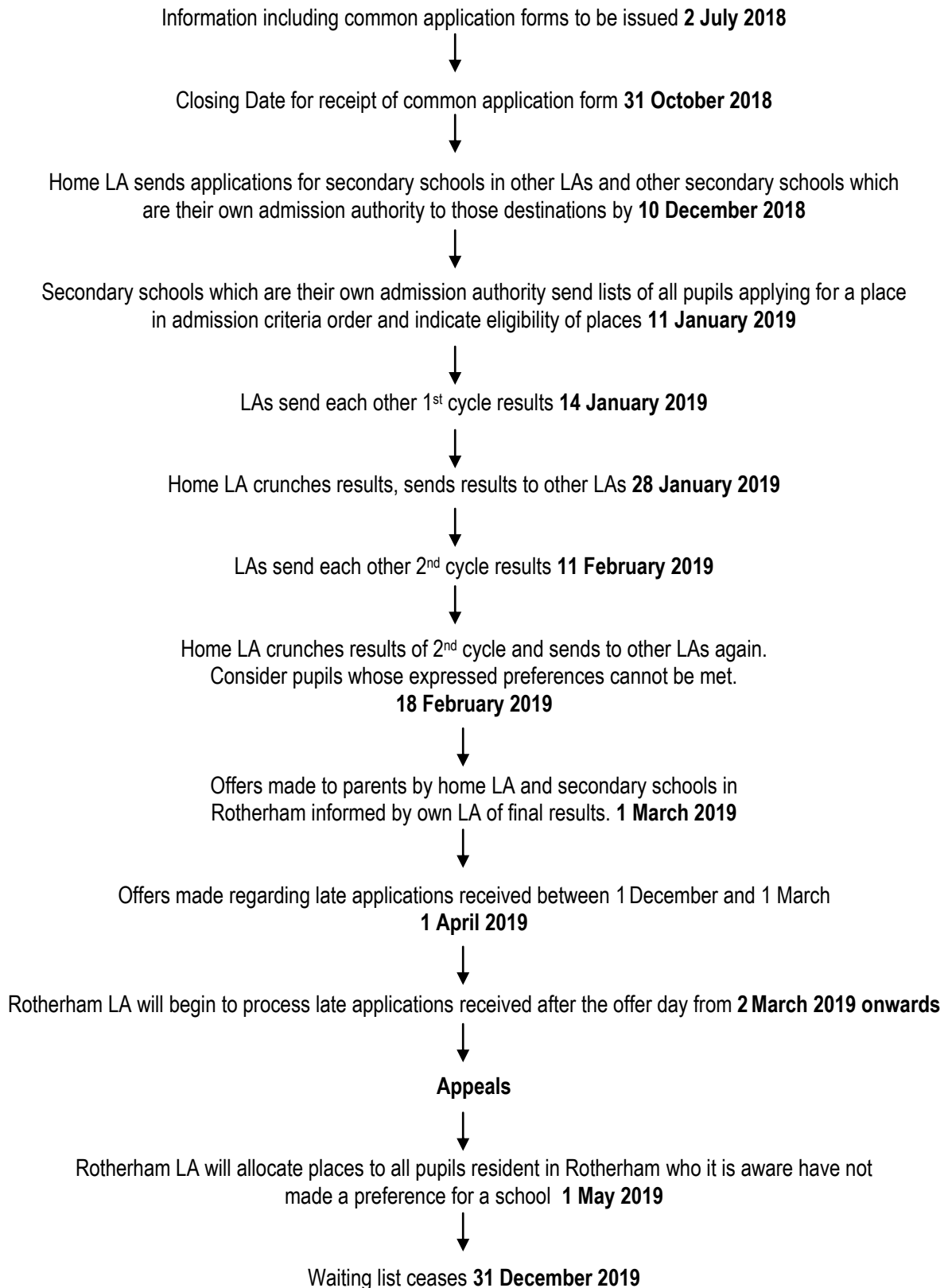
1. Where the Authority has made an offer of a place at a secondary school on the basis of a fraudulent or intentionally misleading application from a parent(s)/carer(s) which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn where this provision is included in the respective admission authority's admission arrangements.
2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer of a place has been withdrawn the application will be reconsidered and a right of independent appeal offered if the place is refused.

J TRANSFERS BETWEEN SCHOOLS DURING THE SCHOOL YEAR

1. Applications received between 1 September, 2019 and 31st December 2019 will be considered in accordance with the Authority's co-ordinated admissions scheme for entry to the relevant Year 7.
2. Where appropriate, transfers from the relevant year, will be included on the waiting list, which is in operation until 31 December, 2019.
3. Applications received from 1 January 2020 onwards for admission into any year group will be considered as in-year transfers.

4. The Authority will, as far as possible, co-ordinate applications for in-year transfers with other neighbouring local authorities. Rotherham Authority will however respond directly to any parent who applies for a Rotherham School place with the outcome of their application.
5. Applications for admission to any secondary school in Rotherham or any other local authority area from a parent resident in Rotherham must be made on the Rotherham Common Application Form for Transfer of Schools.
6. Parents resident in other local authorities who wish to apply for a Rotherham secondary school will in the first instance be asked to contact their home authority for guidance in the interests of the tracking and safeguarding of children. However, Rotherham will accept applications made directly using the Rotherham Common Application Form (Transfers).

ANNEX 1 TIMETABLE FOR CO-ORDINATED ADMISSIONS ARRANGEMENTS FOR SECONDARY SCHOOLS



ANNEX 2 CRITERIA FOR THE OFFER OF A SINGLE PLACE AT A SECONDARY SCHOOL

1. Parent(s)/carer(s) of a child resident in Rotherham will receive only one offer of a place at any secondary school in South Yorkshire, Nottinghamshire or Derbyshire having completed the common application form.
2. Parent(s)/carer(s) are able to express up to three ranked preferences for secondary schools and give reasons for each of those preferences.
3. All preferences expressed by the parent(s)/carer(s) for schools will be treated equally, with the ranking only used to determine the single offer of a place.
4. All preferences will be assessed against the appropriate published admission criteria for each secondary school.
5. Where a preference can be met up to the admission limit of a secondary school, the child becomes eligible for a provisional offer.
6. Where there is only one secondary school for which a preference can be met, the single offer of a place at a secondary school made to the parent(s)/carer(s) on the national offer day will be for that secondary school.
7. Where more than one provisional offer could be made, the ranking of the expressed preferences as listed on the common application form will be used to determine which of those provisional offers becomes the single offer of a place at a secondary school. A place will be allocated at the highest ranked of those preferred schools.

ANNEX 3 ADMISSION AUTHORITIES WITHIN THE CO-ORDINATED SCHEME FOR SECONDARY SCHOOL ADMISSIONS

For the school year 2019/20 the Authority will be co-ordinating the admission to secondary school arrangements with the following Local Authorities which share a border with Rotherham:-

Barnsley
Doncaster
Sheffield
Derbyshire
Nottinghamshire

Eligibility for admission to a school is determined by the respective admissions authority. These are:

- i) for community schools in Rotherham, the Local Authority;
- ii) for voluntary aided schools, trust schools, and Academies, the respective Governing Bodies.
- iii) for schools in the five neighbouring local authorities, the respective Authority or Governing Body. Parent(s)/carer(s) wishing to apply for schools in another Authority are advised to have regard to that Authority's admission arrangements which may differ to Rotherham's.