

**ADMISSION ARRANGEMENTS FOR  
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS  
FOR THE ACADEMIC YEAR 2016/17**

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# **Admission Arrangements for Community and Voluntary Controlled First, Infant and Primary Schools**

## **Designated Nursery Provision: Academic Year 2016/2017**

### **Designated Nursery Provision**

Children will be admitted in September of the academic year in which they become four years old.

It is the County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

### **Oversubscription Criteria**

If the total number of preferences for admission to a nursery age setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the preferred maintained nursery rather than any other nursery.

Test 2: the child would suffer hardship if they were unable to attend the preferred nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder brother or sister in attendance at the school (or, in the case of an infant school, the affiliated junior school) and who will still be attending the school (or affiliated junior school) at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.
- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area or cluster area children cannot be accommodated at a school, children who are resident within the catchment or cluster area will be arranged in order of priority according to the remaining criteria.

### **Additional Notes**

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school.

Applications for maintained nursery settings are processed centrally by the School Admissions and Transport Service.

Attendance at a particular nursery setting will not guarantee admission to any particular Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular nursery setting must be admitted to that nursery. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information of behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered to the child at the top of the waiting list. Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year, i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

There is no statutory right of appeal for admission to a maintained nursery setting. Any disputes over the administration of the policy will be dealt with by the Staffordshire County Council complaints procedure.

## **Admission Arrangements for Community and Voluntary Controlled First, Infant, Junior and Primary Schools**

### **Normal Age of Entry: Academic Year 2016/2017**

#### **First, Infant, Junior and Primary Schools**

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the County Council's policy to try and meet parents wishes where possible, however in some cases there may be more applications for a particular school than there are places available. Admission to oversubscribed community and voluntary controlled schools are determined by the oversubscription criteria detailed below.

#### **Oversubscription Criteria**

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at the preferred school (or in the case of an infants school, the affiliated Junior school) and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of the preferred school
- 5) Children whose parents regularly attend a Church of England church, or a church in communion with the Church of England, or of a church which is affiliated to the Council of Churches for Great Britain and Northern Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the Churches concerned (Only certain Voluntary Controlled Schools use this criterion, see additional notes below).
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

### **Additional Notes**

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Staffordshire school.

Attendance at a particular infant school will not guarantee admission to any particular junior school. Parents must make a separate application for admission to junior school at the appropriate time.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information of behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement for the Local Authority to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the local authority will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 24 March 2016.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Category 5 is relevant to the following schools:

Berkswich CE (VC) Primary  
Forsbrook CE (VC) Primary  
Havergal CE (VC) Primary  
Hob Hill CE/Methodist (VC) Primary  
Holy Trinity CE (C) Primary  
St Chad's CE (VC) Primary, Lichfield

St Leonard's CE (VC) First, Dunston  
St Luke's CE (VC) Primary, Cannock  
St Margaret's CE (VC) Junior  
St Michael's CE (VC) Primary, Lichfield  
St Paul's CE (VC) Primary, Stafford  
The Henry Prince CE (C) First, Mayfield

A list of member Churches can be found at <http://www.ctbi.org.uk/24/>

### **Deferred Entry to Reception Class**

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

### **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

For all other cases, Waiting Lists will be kept until the end of the autumn term of admission.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.



A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

### **“In-Year Transfer” Arrangements**

Parents or carers seeking to transfer to a Community or Voluntary Controlled School may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

### **Relevant Area**

Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.

## **Admission Arrangements for Community and Voluntary Controlled Middle and High Schools**

### **Normal Age of Entry: Academic Year 2016/17**

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the County Council's policy to try and meet parents wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

Admission to oversubscribed community and voluntary controlled schools is determined by the oversubscription criteria given below.

### **Oversubscription Criteria**

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are

adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

- 4) Children living within the catchment area of the preferred school
- 5) Children who attend certain primary schools defined as major contributory primary schools. (See Additional Notes below.)
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (6).

### **Additional Notes**

Copies of school catchment area maps are available from the Local Authority or individual schools.

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. Each pupil will receive one offer of a place at a maintained school.

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application..

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information of behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 31 January 2016.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Category (5), major contributory schools, can only be used by prior agreement with the Local Admission Forum and are relevant to the following schools:

<b>Secondary or Middle School</b>	<b>Major Contributory Schools</b>
Cheslyn Hay Sport and Community High School	Cheslyn Hay Primary Glenthorne Primary Havergal CE (VC) Primary St John's CE (C) Primary, Essington Whitgreave Primary
Codsall Community High School	Billbrook CE (C) Middle Codsall Middle Perton Middle
Endon High School	Endon Hall Primary St Anne's CE (C) Primary St Luke's CE (C) Primary
Great Wyrley High School	Landywood Primary Moat Hall Primary
Moorside High School	St John's CE (C) Primary, Wetley Rocks Werrington Primary
Oldfields Hall Middle School	Picknalls First Richard Clarke First St Augustine's First St Peter's First, Marchington The Talbot First

<b>Secondary or Middle School</b>	<b>Major Contributory Schools</b>
Thomas Alleyne's High School	Oldfields Hall Middle Ryecroft CE (C) Middle Windsor Park CE Middle
Walton High School	All Saint's CE (VA) Primary, Bednall Barnfields Primary Berkswich Primary Leasowes Primary Oakridge Primary
Windsor Park CE Middle School	All Saint's First, Leigh Hutchinson Memorial First St Mary's First, Uttoxeter Tynsel Parkes First, Uttoxeter

### **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

### **Late Applications**

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

### **Repeat Applications**

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## **Admission Outside of the Normal Age Group**

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

## **Sixth Form Admission Arrangements for Community and Voluntary Controlled Secondary Schools**

Applications for admission to the Sixth Form will be dealt with by the school in accordance with the school's published admission arrangements. Individual schools will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already in the school will not be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the sixth form, details of which are included in the published admission arrangements.

External applicants will not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the school or is an external candidate. Minimum entry requirements are the same for internal and external applicants.

Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

## **"In-Year Transfer" Arrangements**

Parents or carers seeking to transfer to a Community or Voluntary Controlled School may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

## **Relevant Area**

Staffordshire County Council's relevant area for consultation is the administrative area of Staffordshire County Council.

## Admission Arrangements for Community and Voluntary Controlled Schools

### Published Admission Numbers and Nursery Capacities 2016/17

A school's Published Admission Number (PAN) reflects the number of children to be admitted at the normal age of entry and should only be exceeded in exceptional circumstances and with prior agreement from the Local Authority.

FTE Capacity details the proposed nursery FTE capacities, where FTE is the "Full Time Equivalent" capacity and 13 FTE places is equivalent to 26 part-time nursery places.

DfE N°	School	PAN 2016/17	FTE Nursery Capacity
4500	Abbot Beyne School	150	
3100	All Saints CE (C) Primary School, Rangemore	15	
3048	All Saints CE (VC) First School, Denstone	18	
3110	All Saints CE (VC) First School, Standon	12	
3152	All Saints CE (VC) Infant School, Ranton	15	11
3025	All Saints CE (VC) Primary School, Alrewas	34	13
3118	All Saints CE (VC) Primary School, Trysull	15	7.5
3075	All Saints CE (VC) First School, Church Leigh	12	14
2370	Amington Heath Community School	30	13
2337	Ankermoor Primary School	20	13
2322	Ashcroft Infants	45	13
3137	Baldwin's Gate CE (VC) Primary School	15	11
3027	Barlaston CE (VC) First School	26	
2352	Barnfields Primary School	60	6.5
3028	Berkswich CE (VC) Primary School, Stafford	30	6.5
3029	Betley CE (VC) Primary School	15	7
2306	Bhylls Acre Primary School	30	
4517	Bilbrook CE (VC) Middle School	50	
2195	Birches First School	30	19.5
2359	Birds Bush Community School	45	19.5
3146	Bishop Lonsdale CE (VC) Primary School, Eccleshall	30	13
3134	Blackshaw Moor CE (VC) First School	11	11
2396	Blakeley Heath Primary School	50	
2410	Boney Hay Community Primary School	30	
2241	Bradwell Primary School	30	
4516	Brewood CE (VC) Middle School	100	
2177	Bridgtown Primary School	60	26
2223	Brindley Heath Junior School	60	
2406	Burton Manor Primary School	45	
2220	Castle Primary School, Mow Cop	15	
2407	Castlechurch Primary School, Stafford	60	39
3040	Chadsmoor CE (VC) Junior School	60	
2178	Chadsmoor Community Infant and Nursery School	60	26
2355	Chancel Primary School	30	13
2388	Charnwood Primary School, Lichfield	30	13
2411	Chase Terrace Primary School	45	26
4178	Chase Terrace Technology College	232	
3494	Chase View Community Primary School	30	13
2191	Cheadle Primary School	60	26
2393	Cheslyn Hay Primary School	60	25
4140	Cheslyn Hay Sport and Community High School	224	
2358	Chesterton Primary School	30	26
3076	Christ Church CE (VC) Primary School	60	
3142	Christ Church CE (VC) First School, Stone	30	

<b>DfE N°</b>	<b>School</b>	<b>PAN 2016/17</b>	<b>FTE Nursery Capacity</b>
2123	Christchurch Primary School	45	30
3102	Churchfield CE (VC) Primary School, Rugeley	30	13
4160	Churnet View Middle School, Leek	125	
4075	Codsall Community High School	250	
4133	Codsall Middle School	120	
3045	Colwich CE (VC) Primary School	22	
2399	Cooper Perry Primary School	30	13
2297	Coton Green Primary School	45	
2247	Crackley Bank Primary School	30	13
2266	Dove First School	20	
2404	Doxey Primary and Nursery School, Stafford	45	13
2138	Edge Hill Junior School	90	
4083	Edgecliff High School, Kinver	120	
2392	Ellison Primary School	60	
2321	Endon Hall Primary School, Endon	30	
4077	Endon High School	140	
3141	Etching Hill CE (VC) Primary School, Rugeley	60	26
2180	Five Ways Primary School	90	26
3157	Flash CE (VC) Primary School, Quarnford	6	
2409	Flash Ley Primary School, Stafford	60	13
2332	Florendine Primary School	39	
2224	Foley Infant School	60	
3000	Forsbrook CE (VC) Primary School, Blythe Bridge	30	
2250	Friarswood Primary School	30	13
2413	Fulfen Primary School, Burntwood	60	
2208	Fulford Primary School	15	
2414	Gentleshaw Primary School	20	
2342	Glenthorne Community Primary School	30	22
3153	Gnosall St. Lawrence CE (VC) Primary School	30	
2386	Gorsemoor Primary School	75	26
2124	Grange Community School	60	26
2305	Great Wood Primary School, Tean	15	
4079	Great Wyrley High School	195	
2240	Green Lea First School	10	
2346	Hanbury's Farm Primary School	30	13
2251	Hassell Community Primary School	45	
3151	Haughton St. Giles CE (VC) Primary School	15	9
2327	Hayes Meadow Primary School	30	26
2238	Henry Chadwick Community School	15	
2415	Highfields Primary School	30	
3139	Hob Hill CE/Meth(VC) Primary School	30	13
2416	Holly Grove Primary School	45	26
3144	Holy Trinity CE (C) Primary School	20	13
3067	Horton, St. Michael's CE (VC) First School	15	
2200	Howard Primary School	12	
3026	Hugo Meynell CE (VC) Primary School	45	13
2369	Jerome Community Primary School	30	13
2422	John of Rolleston Primary School	60	
4181	King Edward VI High School, Stafford	185	
4087	King Edward VI School, Lichfield	214	
2161	Kingsfield First School, Biddulph	60	26
3491	Knutton, St. Mary's CE (VC) Primary School	45	26
2361	Lakeside Community Primary School	30	
2394	Landywood Primary School	45	26



<b>DfE N°</b>	<b>School</b>	<b>PAN 2016/17</b>	<b>FTE Nursery Capacity</b>
2368	Lane Green First School	30	13
3499	Langdale Primary	60	26
3498	Leasowes Primary	60	13
2228	Leek First School	30	
4085	Leek High- Specialist Technology School	175	
2217	Littleton Green Community School	60	26
2189	Longford Primary School	60	26
3155	Manifold CE (VC) Primary School, Warslow	15	13
2294	Manor Hill First School, Stone	20	13
2323	Marshbrook First School	30	
3051	Mary Howard CE (VC) Primary School, Edingale	9	
2256	May Bank Infants School	60	
2320	Meir Heath Primary School	52	
2203	Millfield Primary School	60	
2395	Moat Hall Primary	60	26
4072	Moorside High School	145	
4089	Nether Stowe High School, Lichfield	170	
4066	Norton Canes High School	120	
2348	Oakhill Primary School	30	13
2293	Oakridge Primary School, Stafford	30	13
4145	Oldfields Hall Middle School	132	
3113	Oulton CE (VC) First School	15	11
4122	Ounsdale High School	192	
4055	Paget High School	190	
2401	Parkside Primary School, Stafford	45	
4051	Paulet High School	150	
4128	Penkridge Middle	100	
2372	Perton First School	60	13
4170	Perton Middle School	120	
2387	Perton, Sandown First	45	13
2316	Picknalls First School	60	26
2345	Pirehill First School	45	
2362	Princefield First School	45	26
2157	Ravensmead Primary School	50	26
4158	Rawlett Community High School	192	
3493	Redbrook Hayes Community Primary School	30	13
2219	Reginald Mitchell Primary School	30	13
3119	Richard Wakefield CE (VC) Primary School	45	13
2418	Ridgeway Primary School	60	
3500	River View Primary School	60	26
3103	Rushton CE (VC) Primary School, Rushton Spencer	7	
4511	Ryecroft CE (C) Middle School	85	
2167	Rykneld Primary School	75	
2234	Scotch Orchard Primary School, Lichfield	30	13
2126	Shobnall Primary School	30	13
2408	Silkmore Primary School, Stafford	15	
4180	Sir Graham Balfour School	170	
3136	Sir John Offley CE (VC) Primary School, Madeley	30	13
2344	Springcroft Primary School, Blythe Bridge	30	
2315	Springfields First School, Yarnfield	30	13
2226	Springhead Community Primary School	30	
3148	St. Andrew's CE (VC) Primary School, Weston	28	
3043	St. Andrew's Primary School, Clifton Campville	9	
3035	St. Anne's CE (VC) Primary School, Brown Edge	30	

<b>DfE N°</b>	<b>School</b>	<b>PAN 2016/17</b>	<b>FTE Nursery Capacity</b>
3049	St. Augustine's CE (C) First School	15	11
3082	St. Bartholomew's CE (VC) Primary School, Longnor	6	6
3080	St. Chad's CE (VC) Primary School, Lichfield	30	
3091	St. Chad's CE (VC) Primary School, Newcastle	48	13
3098	St. Chad's CE (VC) First School, Pattingham	30	13
3042	St. Edward's CE (VC) First School, Cheddleton	50	13
3081	St. James' CE (C) Primary School, Longdon	15	
3147	St. John's CE (C) Primary School, Stafford	60	
3030	St. John's CE (VC) First School, Bishopswood	15	
3069	St. John's CE (VC) Primary School, Keele	28	
3116	St. John's CE (VC) Primary School, Swindon	15	
3128	St. John's CE (VC) Primary School, Wetley Rocks	28	
3050	St. Leonard's CE (VC) First School, Dunston	15	
2403	St. Leonard's Primary School, Stafford	30	
3093	St. Luke's CE (VC) Primary School, Silverdale	30	
3492	St. Luke's CE (VC) Primary School, Cannock	60	26
3053	St. Luke's CE (VC) Primary School, Endon	30	
3094	St. Margaret's CE (VC) Junior School	64	
3034	St. Mary and St. Chad's CE (VC) First School, Brewood	30	
3130	St. Mary's CE (VC) First School, Wheaton Aston	25	
3112	St. Michael's CE (VC) First School, Stone	60	26
3079	St. Michael's CE (VC) Primary School, Lichfield	60	13
3044	St. Nicholas CE (VC) First School, Codsall	60	26
3046	St. Paul's CE (VC) First School, Coven	30	13
3149	St. Paul's CE (VC) Primary School, Stafford	15	
3063	St. Peter's CE (C) Primary School, Hednesford	60	26
3084	St. Peter's CE (VC) First School, Marchington	18	13
3154	St. Peter's CE (VC) Primary School, Hixon	23	
3114	St. Peter's CE (VC) Primary School, Stonnall	25	
3072	St. Saviour's CE (VC) Primary School	25	13
2207	St. Stephen's Primary School, Fradley	45	
2222	Talbot First School	10	
2153	The Croft Primary School, Armitage	30	
4126	The Friary School, Lichfield	210	
3086	The Henry Prince CE (C) First School	15	11
2360	The John Bamford Primary School	45	26
2236	The Meadows Primary School, Madeley Heath	14	
2152	The Mosley School	17	
2150	The Richard Clarke First School	30	
3497	The William Amory Primary School	30	
4146	Thomas Alleyne's High School	320	
2160	Thomas Russell Infants School	60	
2326	Thomas Russell Junior School	60	
2214	Thursfield Primary School	45	
2400	Tillington Manor Primary School, Stafford	45	26
3117	Tittensor CE (VC) First School	15	13
2140	Tower View Primary School	60	
2333	Two Gates Community Primary School	45	13
3120	Tynsel Parkes Church of England(VC) First School	30	26
2264	Valley Primary School, Oakamoor	10	
2132	Victoria Community School	30	26
4111	Walton High School	210	
4142	Walton Priory Middle School	120	
3156	Waterhouses CE (VC) Primary School	20	13

<b>DfE N°</b>	<b>School</b>	<b>PAN 2016/17</b>	<b>FTE Nursery Capacity</b>
2190	Werrington Primary School	60	26
2184	West Hill Primary	45	13
2397	Westfield Community Primary School	60	26
2229	Westwood First School, Leek	60	
2309	Whittington Community Primary School	45	13
2423	William MacGregor Primary School	30	
2340	Willows Primary School, Lichfield	60	52
4512	Windsor Park Church of England Middle School	120	
3495	Winshill Village Primary School	30	13
4100	Wolgarston High School Specialist Technology College	220	
4098	Wolstanton High School	232	
2328	Woodcroft First School, Leek	40	
2336	Woodlands Primary	45	
3150	Woodseaves CE (VC) Primary School	15	
3132	Yoxall St Peter's CE (VC) Primary School	20	

**Staffordshire County Council**

**Coordinated Scheme for Admissions to Primary and Secondary Schools –  
2016/2017**

Staffordshire County Council's School Admissions and Transport Service (SA&TS) will coordinate all admissions at all maintained schools in Staffordshire, including all Voluntary Aided, Foundation, Trust as well as Academy Schools in respect of applications for school places at the normal age of entry.

Staffordshire County Council is the relevant admissions authority for all community and voluntary controlled schools within the County of Staffordshire.

The individual governing body is the relevant admissions authority for foundation, voluntary aided, trust and academy trust for academy schools within Staffordshire.

In accordance with regulations, admissions to Middle Schools at the normal age of entry will be coordinated in accordance with the primary school timetable.

**The Scheme**

1. This scheme meets the requirement for a coordinated admission scheme under The School Admissions (Co-ordination of Admission Arrangements (England)) Regulations 2012 and applies to applications made by Staffordshire parents for all maintained schools and Academies at the normal age of entry (except special schools and nurseries).
2. The purpose of the scheme is to ensure that, so far as is reasonably practicable,
  - i) each parent who applies for a school place at the normal age of entry receives only one single offer of a school place under the scheme, whether that be at a school within the county or one maintained by another authority, and
  - ii) a child is granted admission to whichever of the schools that is ranked highest on that application wherever possible.
3. Parents of children resident in the County of Staffordshire must make an application for the normal age of entry through Staffordshire County Council to apply for any school within Staffordshire or in another authority.

**Applying for School Places at the Normal Age of Entry**

4. Staffordshire County Council's School Admissions and Transport Service will provide a common application form to enable parents to apply for any school within the County or in another local authority. Parents will also be able to apply online or on the telephone.
5. Staffordshire parents will be able to name up to three school preferences, rank them in order of preference and have the opportunity to give reasons for their preferences. Parents must name all schools at which they wish to be considered for

a place in order of preference, including any maintained foundation, trust, voluntary aided or any schools outside of Staffordshire in another local authority including academies.

6. Any Staffordshire school that receives an application directly must ensure that it is forwarded to the School Admissions and Transport Service.

### **Applying For School Places In-Year**

7. An application form can be obtained from any of the following sources;
  - Child's current school (if in Staffordshire) or preferred school
  - Staffordshire's School Admissions and Transport Service (01785 278593)
  - From Staffordshire County Council's website  
[www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)
8. The application form will enable parents to apply for a school of their preference, and to provide their name and address and the name, address and date of birth of the child and also to include any documentary evidence in support of the application. The application form will also allow the parents to give reasons for the preference. Parents must apply directly to all schools for which they wish to be considered for a place, including any maintained foundation, voluntary aided, trust, academy or any schools outside the County of Staffordshire.
9. Any Staffordshire school that receives an application directly must ensure that the Local Authority is notified of the application and subsequent outcome.

### **Supplementary Application Forms**

10. Where an in-year application is made for a school for which the Governing Body are the admission authority, the application must be forwarded together with supporting information provided by the parent, to the Governing Body. The Governing Body of a foundation, voluntary aided, trust or academy school may require parents who make an application to provide supplementary information in order to apply their own admissions policy.
11. Parents are under no obligation to forward supplementary information, unless it is required to enable the Governing Body to apply their oversubscription criteria.
12. Where supplementary information is required for applications at the normal age of entry it must be returned to the School Admissions and Transport Service along with a valid application so that all information can then be passed to the relevant admissions authority.
12. For applications made for the normal age of entry, where documentary evidence in support of the application is received or a school receives supplementary information then it will not be regarded as a valid application, unless the parent has also completed an application with Staffordshire County Council.
13. Where documentary evidence in support of the application or supplementary information is received directly by a foundation, voluntary aided, trust or academy school for the normal age of entry, the school must inform the School Admissions and Transport Service immediately so that it can verify whether an application has been received and if this is not the case then, the parent can be contacted and requested to complete an application.

### **Closing Date for Return of Applications – Normal Age of Entry**

14. All secondary school applications should be submitted by the national closing date of 31 October 2015.
15. All primary school applications should be submitted by the national closing date of 15 January 2016.

### **Variation for Burton & South Derbyshire UTC, JCB Academy and Rural Enterprise Academy – Normal Age of Entry**

16. Admission to the JCB Academy and Rural Enterprise Academy will be dealt with as part of the secondary school transfer process in Staffordshire and will form part of the secondary school coordinated admissions system.

### **Variations for schools in the three-tier system – Normal Age of Entry**

17. Children admitted to middle schools in Year 5 technically form part of the primary coordinated scheme.
18. Non Staffordshire Year 6 children attending a Staffordshire middle school will only receive information about the secondary transfer process if parents specifically request it.
19. Staffordshire Year 6 children attending primary schools out of area will receive information from Staffordshire even if they reside in an area that is served by a Staffordshire middle school.
20. Non Staffordshire Year 8 children attending a Staffordshire middle school will be provided with information through Staffordshire Local Authority but must apply for school places through their home Local Authority.

### **Processing Applications – Normal Age of Entry**

21. By 16 November 2015 for Secondary applications and 1 February 2016 for Primary applications, the School Admissions and Transport Service will have forwarded and received all details of appropriate applications to and from other Local Authorities and will merge this information into the admissions database.
22. By 30 November 2015 for Secondary applications and 15 February 2016 for Primary applications the School Admissions and Transport Service will have forwarded all details of appropriate applications (and accompanying supplementary application forms where provided) to academy, trust, aided and foundation schools in Staffordshire. The School Admissions and Transport Service will then draw up preference lists for all community and voluntary controlled schools by applying the County Council's oversubscription criteria.
23. Each school which is its own admission authority will apply their oversubscription criteria to all applications and by the 11 December 2015 (Secondary Schools) and 7 March 2016 (Primary Schools) will forward a list of all applicants to the School Admissions and Transport Service indicating the rank order in which all children meet the school's oversubscription criteria along with an indication of which oversubscription criteria apply to each child.

24. The School Admissions and Transport Service compares the ranked lists from all schools. After applying the oversubscription criteria for each stated preference, where a child qualifies for a place at more than one school, the School Admissions and Transport Service will allocate a place at the parent's highest ranked preference. The child would then be removed from the other school's lists and if there were other children awaiting places at that school the list would be adjusted accordingly taking the next applicant in the order of the oversubscription criteria.
25. By 15 January 2016 (Secondary Schools) and 21 March 2016 (Primary Schools) the initial results of places in Staffordshire schools will be known. These will be shared with other Local Authorities and exchanged for details of Staffordshire pupils gaining places at Out of County schools.
26. These results are then compared to rankings and a list of provisional offers will be produced.
27. Local Authorities will then repeat the process set out in 24 to 26 and exchange final results on 12 February 2016 (Secondary Schools) and 1 April 2016 (Primary Schools).

### **Decisions**

28. On 1 March 2016 the School Admissions and Transport Service will notify all Staffordshire parents who have applied for a Secondary School at the normal age of entry of the outcome of their preference and make a single offer of a school place.
29. All Staffordshire parents who have applied for a place in a Primary, Infant/Junior, First or Middle School at the normal age of entry will be notified on 18 April 2016.
30. Offers of school places being made to Staffordshire children for the normal age of entry on behalf of a Voluntary Aided School, a Foundation, Trust or Academy school or a school in another Authority will be sent by Staffordshire County Council on behalf of the relevant admission authority.
31. Children resident in other Local Authorities who have made preferences for schools within Staffordshire for the normal age of entry will be notified of the outcome of their request by their home Local Authority.
32. Where a Staffordshire child does not qualify for admission to any of their preferred schools and is also not on the roll of a school within a reasonable distance of the home address, an alternative school will be offered in conjunction with the relevant admission authority.
33. Where refusals are made for Staffordshire schools, parents will be given information about the appeal process.
34. Where refusals are made on behalf of other Local Authorities further information will be provided to parents to enable them to appeal, should they wish to do so.

### **Waiting Lists and Late Applications**

35. Staffordshire County operates a waiting list for any Community or Voluntary Controlled School that is oversubscribed at the normal age of entry. Details are provided within our school admissions policy.

36. Please note that, Academies, Trust, Voluntary Aided and Foundation Schools are responsible for deciding whether to operate a waiting list and how their waiting list will operate.
37. Staffordshire County Council as the admissions authority shall maintain a waiting list for the normal age of entry for at least 1 term in the academic year of admission, for every oversubscribed community or voluntary controlled school, according to the individual school's published admission arrangements.
38. The waiting lists will be clear, fair and objective and will not give priority to any child based on the date that their application was received or the date that the child's name was added to the waiting list.
39. It must be noted, that children who are the subject of a direction by a local authority to admit or those that are allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list. (Please see School Admissions Code paragraphs 3.9 to 3.15.)

### **Acceptance of School Place**

40. Parents will have at least two weeks after the date of offer to notify the authority as to whether or not he/she wishes to accept the place offered where relevant to the individual school admission arrangements.

### **Change of Preference**

41. During the admission process the order of school preference may be changed by parents in writing up to the closing date. After this date, any change of preferences received will be dealt with in line with the late application policy relevant to the individual school admission arrangements.
42. Parents wishing to change their preferences to include schools not previously named will need to make a late application, which will be administered in line with information provided in the individual school's admission arrangements.
43. Parents wishing to change their preferences after the notification date will need to make a late application which will then be administered in line with information provided in the individual school's admission arrangements.

### **Failure to Express a Preference**

44. Where a Staffordshire parent does not make an application for any school and the child is known to the School Admissions and Transport Service a place will be offered at the nearest maintained school with spaces available. Transport assistance will not necessarily be provided. In the case where the nearest school with a space available is its own admissions authority the offer will be made in consultation with and on behalf of the allocated school.



## Processing Applications – In-Year Admissions

45. The process for in year transfers for Staffordshire schools is not coordinated. In line with the School Admissions Code, parents are able to contact the School Admissions and Transport Service for information about places available and then make applications directly to schools.
46. Application forms for In Year places are available from the County Council along with guidance on completing them. Academies and other schools which are their own admission authority may also have their own forms which can be obtained from the school.
47. Completed application forms should be returned directly to the preferred school. The school will notify the local authority of both the application and the outcome of the application within 15 working days, including sending through a copy of the decision letter where the application has been refused.
48. All decisions on applications will be made in line with the determined admission arrangements and will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the LA Fair Access Protocol. A copy of this protocol is published on the LA website.
49. When determining school place applications outside the normal admissions round, admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.
50. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with special educational needs statements. There is an expectation that the PAN at the normal age of entry will apply as the year group works through the school.
51. When it is not possible to offer a place, parents **must** be advised of their right of appeal under the School Admissions Appeals Code. Schools should confirm that this has been done in their notification to the local authority by sending a copy of the formal decision to parents.
52. For applications for year groups where a waiting list is in operation, the School Admissions and Transport Team will add unsuccessful applicants to the waiting list. Schools **must not** offer places to applicants in excess of the published admission number where a waiting list is in operation without consulting with the School Admissions and Transport Team.
53. Where a refusal means that a child does not have a school place, the School Admissions Team will contact parents to discuss options for securing a place. This may involve approaching other schools in the area that have places on parents behalf to offer them an alternative school.
54. The School Admissions and Transport Service are available to both schools and parents as a source of advice on the admissions process. Parents are also able to

seek advice from the School Choice Advisor who will act as an independent source of advice as well as providing support with completing applications.

### Timetable for Coordinated Admission Scheme 2016/17

<b>Action</b>	<b>Secondary</b>	<b>Primary and Middle</b>
CLOSING DATE - all applications to be submitted to School Admissions and Transport Service	31 October 2015	15 January 2016
Applications sent to and received from other Local Authorities.	16 November 2015	1 February 2016
Application details and supporting documentation sent to academies, aided and foundation schools.	30 November 2015	15 February 2016
Academies, Aided and Foundation schools forward lists of all preferences ranked in accordance with criteria to School Admissions and Transport Service.	11 December 2015	7 March 2016
Provisional offers shared between Local Authorities.	15 January 2016	21 March 2016
Final offers exchanged with other Local Authorities.	12 February 2016	1 April 2016
Parents notified of outcomes.	1 March 2016	18 April 2016

## **In-Year Fair Access Protocol**

### **Why is a Fair Access Protocol Required?**

All admission authorities must have Fair Access Protocols in place and all schools must participate in the protocol in order to ensure that unplaced children are offered a place at a suitable school as quickly as possible. This includes admitting children to schools that are already full. The Fair Access Protocol is triggered when an eligible child has not secured a place under in-year admission procedures.

Admission authorities are asked to ensure that no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or have challenging behaviour. They must also ensure that all children who arrive outside the normal admission round who may have difficulty securing a place are covered by a protocol.

Agreement was reached with the Secondary Headteachers Forum that the way forward was to develop the role of the Headteachers' Panels (District Inclusion Partnerships) to take overall charge of the placement of children where a school place could not be found quickly. These partnerships deal successfully with a significant number of difficult issues, particularly with regard to excluded or children who are close to permanent exclusion.

Along with devolved funding and responsibility for alternative provision, an agreed protocol can encourage schools to work together in partnership to improve behaviour and tackle persistent absence.

### **Aims of the Fair Access Protocol**

The Fair Access Protocol is designed to:

- Be fair and transparent.
- Acknowledge the need of young people who are not on the roll of any school to be dealt with quickly and sympathetically.
- Recognise the success of proactive work already being undertaken cooperatively between schools to prevent exclusion, and to support children, e.g. through managed moves.
- Reduce the time that these children spend out of school.
- Ensure that schools admit children with challenging educational needs in a manner which takes account of the proportion of children they have already admitted through the District Inclusion Partnership (DIP) process.

### **Who is covered by the Fair Access Protocol?**

It is a legal requirement that “looked after children and previously looked after children” be given first priority for admission to all schools within their oversubscription criteria. It is expected that all schools will act without delay when approached to admit a child who is presently looked after.

Looked After Children, previously looked after children, children with an Education, Health and Care Plan or Statutory Statement of Special Educational Need are not covered by this Protocol as their needs are considered separately.

Although there is some evidence that at times other children not listed below experience difficulties in attaining a school place, there is already an agreed procedure for dealing with their applications that should be adhered to in all cases including an independent

admission appeals system. Guidance in relation to individual school and admitting authorities responsibilities in relation to the in-year application for school process can be found at <http://education.staffordshire.gov.uk/Pupil-Support/School-Admissions/Admissions.aspx>

The children covered by the Protocol will be the ones who are vulnerable and for whom it is even more important that they be admitted to a school quickly.

The Fair Access Protocol in Staffordshire covers children who fall into one of the following categories:

- they have been permanently excluded from their previous school;
- they are 'children in care or were previously in care';
- they are returning to maintained education from secure units; or
- they are deemed vulnerable due to their circumstances
- e.g. history of poor attendance or fixed term exclusions, new arrivals to the UK
- they are attending PRUs and need to be reintegrated back into mainstream education;
- they have been out of education for longer than two months;
- they are children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- they have been withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- they are children of refugees and asylum seekers;
- they are homeless children;
- they have unsupportive family backgrounds, where a place has not been sought;
- they are known to the police or other agencies;
- they are without a school place and with a history of serious attendance problems;
- they are Gypsies, Roma or traveller children;
- they are carers;
- they have special educational needs (but without a statement);
- they have disabilities or medical conditions;
- they are returning from the criminal justice system; and
- they are children of UK Service personnel and other Crown Servants.

### **Main Principles of the Fair Access Protocol**

- All schools take part in the Fair Access Protocol.
- There is a general expectation that if a child moves into an area, he/she is admitted to the local catchment area school unless there are very exceptional reasons as to why this should not be the case. Having reached the admission number is not usually considered to be very exceptional unless other circumstances apply.
- Schools cannot cite oversubscription as a reason for not admitting pupils under the protocol.
- Children considered under this protocol have priority for admission over others on a waiting list or awaiting an admission appeal.
- Schools cannot refuse to admit a child who has been denied a place at that school at appeal, if the protocol identifies that school as the one to admit the child.
- It is essential that all children are found places quickly. All parts of the Local Authority should be prepared to deal with school admission requests as a matter of urgency.

The majority of pupils are already admitted through routine admission procedures. If parents approach the Local Authority for a school place and there appear to be issues that

could make the school reluctant to admit, then the procedure is set out in the action table included within this document.

Each case will be considered on an individual basis and where appropriate may be referred to the District Inclusion Partnership (DIP), which will make a recommendation. In exceptional circumstances, District Inclusion Partnership's may consider that particular pupils would be better placed in an alternative to a school placement, such as a short-stay school (PRU), a local FE College, or a place provided by a voluntary organisation.

Where Partnership's work well, shared ownership at local level means all services share information and take joint responsibility for placing children in the District. There are now eight District Inclusion Partnerships operating across the county whose function is the prevention of permanent exclusions, managed moves and other strategies to support fair access for young people. These Partnerships also play a strategic role in developing and supporting ways of working in each district regarding Inclusion. It is not necessary for all the areas to have identical practice however, there does need to be common outcomes for the children involved. It is expected that schools will organise a meeting with District Support Staff to discuss the arrangements for the child's admission if necessary.

### **What happens where no panel exists?**

Where there is no DIP then a procedure exists for ensuring admission of children within a reasonably short time scale as follows:

#### **Voluntary Aided, Foundation and Trust Schools**

Where a foundation, voluntary aided or trust school has been approached by the Local Authority and has refused to admit the child concerned, parents must be advised of their decision and provided with a right of appeal to an independent appeals panel. Details of the appeal hearing and the outcome afterwards must be provided to the School Admissions and Transport Service. An officer of the School Admissions and Transport Service will then liaise with the designated officer over the appropriate course of action. This will either be the issuing of a direction letter or an alternative placement found.

#### **Community and Voluntary Controlled Schools**

In all cases the decision as to whether or not a child can be admitted to a community or voluntary controlled school will be made by the Local Authority who is the admitting authority. If a school feel unable to admit a child, the school will need to provide full reasons for this refusal to the School Admissions and Transport Service. An officer of the School Admissions and Transport Service will then liaise with the designated officer over the appropriate course of action. This will either be the issuing of an instruction to admit letter or a refusal letter to parent advising them of their statutory right of appeal. Where the local authority refuses to admit the child an alternative placement must be found.

#### **Academies**

Where an academy has been approached by the Local Authority and has refused to admit the child concerned, parents must be advised of their decision and provided with a right of appeal to an independent appeals panel. Details must be provided to the School Admissions and Transport Service of the appeal hearing and the outcome afterwards. An officer of the School Admissions and Transport Service will then liaise with the designated officer over the appropriate course of action. This will either be a referral to the Secretary of State for the issuing of a direction letter or an alternative placement found.

## Fair Access Protocol - Table of Actions

	<b>Actions</b>	<b>Notes</b>
1	<p>If parents approach a school requesting a place, they should be given an application form to complete.</p> <p>The school must: admit the child, or</p> <ul style="list-style-type: none"> <li>- community and voluntary controlled schools: indicate in writing, detailed reasons why they feel unable to accommodate the child</li> <li>- academies, trust, foundation and aided schools: refuse in writing and provide a right of appeal with copy to School Admissions and Transport Service, or refer the child to the DIP (where available)</li> </ul>	<p>An application form for use by parents is available from the School Admissions and Transport Service or via the intranet / internet.</p> <p>If a school considers that they have admitted a vulnerable child outside of this protocol they should inform the District Inclusion Partnership (DIP) / Inclusion Officer so that this may be recorded.</p> <p>On arrival of the application form/letter of notification to refuse, the number of days for the admission of the child begins to be counted.</p>
2	<p>An officer of the School Admissions and Transport Service consults the designated officer to determine if the case should be covered under the protocol.</p>	<p>It may be decided that a referral should be made to the DIP through the Fair Access Protocol or to the Chair of DIP for power to act between meetings.</p> <p>If it is decided that the case is not covered under the protocol then the normal admissions procedure will apply.</p>
3.	<p>The DIP should decide which school is to admit, a meeting should then be arranged between school, parent and others to agree an admission plan. If the child cannot be placed within 10 days, go to step 4.</p>	<p>If case is referred to the DIP a decision should be reached within 10 school days.</p> <p>The DIP may recommend that alternative provision is required (this would usually be in a short-stay school (PRU) but this will usually require entry onto a school roll with a reintegration planned in most cases.</p>
4.	<p>If the school does not admit following the recommendation of the DIP, the school will be asked to make a detailed written case for not admitting if they have not already done so.</p>	<p>Officers will consider the case, including the reasons for the schools refusal and make a recommendation.</p> <p>A decision will then be taken as to whether or not it is appropriate to direct admission or refer back to the District Inclusion Partnership for an alternative placement.</p>
5.	<p>If it becomes clear within the operation of the procedure at any stage that a place is not to be offered at a school requested by the parents, parents must be notified and given a right of appeal to an independent admission appeal panel.</p>	<p>Officers will consider the case, including the reasons for the schools refusal and make a recommendation.</p> <p>A decision will then be taken as to whether or not it is appropriate to direct admission.</p>
6.	<p>If no DIP exists.</p>	<p>Officers will consider the case, including the reasons for the schools refusal and make recommendations.</p> <p>A decision will then be taken as to whether or not it is appropriate to direct admission or identify an alternative placement.</p>

## Rules Governing Directions

### CHILDREN IN CARE

**Power:** In relation to a Child in their care, a Local Authority may direct the child's admission into the school of another Admission Authority, provided the child was not permanently excluded from the school.

**Legal Authority:** Section 97A of the School Standards and Framework Act 1998 (SSAFA 1998).

NB: If their circumstances comply with the Education (Infant Class Size) (England) Regulations 1998, a child in care can be admitted to an infant class, above the class size limit.

**Procedure:** Before deciding to give a direction, the Local Authority must:

- consult with Admission Authority of the school that it is proposing to specify; and
- consider representations from the Admission Authority, supplied within seven (7) days of consultation.

If the Local Authority wishes to proceed with the direction, it must:

- give written notice of its intention on the school's:
  - Admission Authority;
  - Local Education Authority, if it is not also the school's Admission Authority;
  - headteacher; and
  - governing body, if it is a community or voluntary controlled school.
- wait seven (7) days from day on which the written notice was served, to enable any of the above to refer the matter to the Schools Adjudicator; and
- only issue the direction to those listed above:
  - at the end of that period; or
  - once the referral to the Schools Adjudicator has been resolved.

**Legal Authority:** Section 97A to 97C of the SSAFA 1998 and Section 25(3A) of the SSAFA 1998.

## OTHER CHILDREN

**Power:** In relation to any child within their area, a Local Authority may direct that the child is admitted into the school of another Admission Authority, where:

- the child has been refused admission to the school;
- the child was not permanently excluded from the school;
- their admission would not cause class size prejudice;
- the school is a reasonable distance from the child's home; and
- the school provides a suitable education.

**Legal Authority:** Sections 96 and 86(3) of the SSAFA 1998.

**Procedure:** Before deciding to give a direction, the Local Authority must consult with:

- the parent of the child; and
- the governing body of the school that it is proposing to specify.

If the Local Authority wishes to proceed with the direction, it must:

- give written notice of its intention on the school's:
  - headteacher; and
  - governing body.

wait fifteen (15) days from the day on which the written notice was served, to enable either of the above to refer the matter to the Schools Adjudicator; and

- only issue the direction to those listed above:
  - at the end of that period; or
  - once the referral to the Schools Adjudicator has been resolved.

**Legal Authority:** Section 97 of the SSAFA 1998.

## COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

**Duty:** The governing body of a community or voluntary controlled school must implement any decision relating to the admission of pupils to their school, taken by or on behalf of the school's Admission Authority; this includes a decision to admit in order to comply with parental preference.

**Legal Authority:** Sections 86(2) and 88(1)(A) of the SSAFA 1998.

**Complaints:** If the governing body of a community or voluntary controlled school does not wish to implement the decision of the Admission Authority, a complaint about the matter can be referred to the Secretary of State by either the Admission Authority or the governing body.

**Legal Authority:** Sections 495 and 496 of the Education Act 1996.

## ACADEMIES

The Secretary of State has the power under an Academy's Funding Agreement to direct an Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision.