



Directorate of Children's Services

**Determined Admission Numbers
and Arrangements for
Community Secondary Schools
And Coordinated Scheme for all
Secondary Schools**

(Normal Age of Entry – 2019/2020 Academic Year)

'Putting children and young people first in Dudley'

February 2018

Directorate of People

Document Summary

Principles:

Dudley Council has an Inclusive Education Policy which aims to maximise the opportunity to meet parental preference and to meet the individual needs of children at their preferred school wherever possible.

The Council does not support the use of selective admissions policies based on aptitude or academic achievement.

The admission arrangements set by the Council ensures that the process is fair and equitable for all.

Legal Context:

- School Standards and Framework Act 1998 as amended by the Education Act 2002
- The Education (Co-ordination of Admission Arrangements) (Primary Schools)(England)(Amendment) Regulations 2012
- The Education (Admission of Looked After Children)(England)Regulations 2005
- School Admissions Code 2014

Desired Outcomes of Dudley Admission Policy & Scheme:

- To maximise the opportunity for parents' preferences to be met and for Dudley children to be able to attend their preferred community school wherever requested.
- To enable parents to make informed preferences and to ensure that the Council implements a fair and transparent admissions policy across the Borough for the benefit of all parents who wish to express preferences for Dudley secondary schools.
- That the number of parents who are not allocated a place at any of their preferred schools remains low.
- That the process is coordinated to such an extent that all parents receive only one offer of a school place at the same time, irrespective of the schools or LA for which they are applying.

Community Secondary School Admissions Policy for Normal Age of Entry in Academic Year 2019/2020

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community secondary schools that are oversubscribed i.e. receive more applications than can be accommodated.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical condition” where the preferred community school is the most appropriate school to meet the condition.

(Parents must provide supportive information from their child’s Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents.)

- c) Third priority for admission shall be given to children who have a brother/sister, half brother/sister (where the children share one common parent), or step-brother / step-sister, living at the same address and who will still be attending the preferred school in the academic year 2019/20.
- d) Any places that remain available once the above applicants have been admitted, will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the amount of places available for children who do not have an EHCP.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') 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 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, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The

Council will exceed the admission number for the school concerned to prevent separation of twins / triplets.

- Random allocation will be used as a tie-break in category d above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of children outside of their normal age group.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents should make their application to The Council setting out the reasons why they believe their child should be taught outside of their chronological age group.

Late Applications

Preferences that are received after the closing date for receipt of applications will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31st August 2020. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis. If more than one application is received at the same time, the oversubscription criteria, as detailed on page 5 and 6, will be used to determine which applicant will have the place.

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

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.

Places that become available between the point of allocation and 31 August 2020 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Repeat Applications

It is not the Council's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

The Council's Coordinated Secondary Admissions – 2019/20 Academic Year

The following scheme will apply to all secondary school admission authorities within Dudley MBC.

Part 1 – The Scheme

The Secondary Common Application Form (SCAF)

1. Dudley Council will devise a standard application form known as a Common Application Form (CAF), which will enable parents of children to apply for admission to Dudley secondary schools.
2. Parents will be encouraged to complete an online application and paper forms will only be issued on request by the Admissions Service.
3. Parents will be issued with a leaflet explaining the application process and timetable during August 2018
4. The SCAF will enable parents to express up to five school preferences in ranked order and to give reasons for those preferences.

Supplementary Application Forms

5. The Governing Body of a school for which Dudley Council is not the Admissions Authority can require parents to provide additional information on a supplementary form where that information is relevant to the schools admissions policy. Where a supplementary form is required it must be returned to the school concerned by the published closing date.
6. If a school, where the Governing Body is the Admission Authority, receives a supplementary form it will not be treated as valid unless the parent has also completed the SCAF.
7. Parents will be required to return the completed SCAF to Dudley Council by 31 October 2018 (National Closing Date). Applications received after this date will be treated in accordance with the procedure for late applications.

The Process for Determining Offers & Timetable

8. Ranked preferences for maintained schools within Dudley are required to be received electronically from surrounding Council areas by 9th November 2018. These preferences will be merged into Dudley's database.
9. Ranked preferences for maintained schools outside Dudley Council will be forwarded electronically other Councils by 9th November 2018.
10. Where an admission authority chooses to apply its own admissions policy, Dudley Council will forward details of the applications received, together with any supporting information provided by the parent to the governing body by 30th November 2018.
11. By 14th December 2018 all admission authorities will have considered its applications and provided the Council (where it is not Admission Authority) with a list of those applicants in accordance with its admissions criteria.
12. Surrounding Council will be sent electronic lists of pupils living within their area who have been provisionally allocated places in Dudley Schools by 11th January 2019.
13. Potential offers to be made by other Councils and admission authorities will be considered against the rankings made by the parents concerned and the highest ranked school for which the child meets the admission criteria will be provisionally allocated.
14. Dudley and surrounding Council will send each other the results of the offers by 8th February 2019.
15. Where a Dudley child does not meet the admissions criteria for any of the preferred schools, a place will be allocated at the nearest Dudley school to the child's home address with a space available.

Decision Letters

16. Allocation letters to all applicants in the Council will be posted by Dudley Council 2nd class post on 1st March 2019. Email decisions to parents who applied online will be released after 2.00pm on 1st March 2019. Offers being made to Dudley children on behalf of a voluntary aided school, a foundation or a school in the neighbouring Council will be sent by Dudley Council on behalf of the relevant admissions authority.
17. Dudley Council will notify Dudley applicants of all decisions relating to the preferences expressed on the SCAF, including those for other admission authorities within Dudley on this date.
18. This letter will provide information about the statutory right of appeal against decisions not to allocate places at requested schools and /or contact details for the appropriate admissions authority for advice.

Waiting Lists and Late Applications

19. Dudley Council will maintain waiting lists for Community Secondary Schools, and for those own admitting authority schools who have agreed for us to do so, from 1st March 2019 until 31st August 2020. Further information is provided within the admissions policy.
20. There will be exceptional circumstances in which a late application will be considered for a Dudley School alongside those applications that were made within the deadline.

Applications Made During the Year (i.e. In-Year Admissions)

21. Applications received for places in year groups other than at the normal age of entry to secondary school will be treated as in-year admissions.

Part 2 – Timetable for Coordinated Admissions Scheme

31 st October 2018	Closing Date for Return of Dudley SCAF.
9 th November 2018	Details of applications to be sent to other Councils and to be received by other Councils.
30 th November 2018	Details of applications to be sent to other Admission Authorities within Dudley.
14 th December 2018	All Dudley Admission Authorities who allocate own places to provide The Council with list of applicants in criteria order.
7 th - 11 th January 2019	Surrounding Councils to be sent lists of provisional offers
21 st – 25 th January 2019	Dudley Council and surrounding Council to share results of 1 st cycle of results.
28 th January -1 st February 2019	2 nd cycle of results as above
By 13 th February 2019	Dudley Council and surrounding Councils finalise allocation of places.
1 st March 2019	Dudley Council to post letters 2 nd class post to its residents advising them of the outcome of their school preferences (except for those parents of children with an EHCP).

Admission Numbers 2019/2020

The admission number represents the number of pupils to be admitted to the school at the normal age of entry in the 2019/2020 academic year.

Name of School	Admission Number for 2019/2020
Dormston	224
Summerhill	210
Wordsley	151