

co-ordinated admissions scheme

secondary school admissions

1. Reasons for a co-ordinated scheme

Under the School Standards and Framework Act 1998, local authorities are required to formulate and determine co-ordinated schemes for secondary school admissions. These regulations specify what must be included in a co-ordinated scheme and the Secretary of State has also issued a School Admissions Code which includes some mandatory provisions.

This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions. This scheme is reviewed annually.

2. Aims of a co-ordinated scheme

This scheme is a co-ordinated scheme for normal admissions to secondary schools (“the scheme”) and it applies to all mainstream state-funded secondary schools in the East Riding of Yorkshire who admit children at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:

- each applicant only receives one offer of a school place;
- each applicant is offered the highest ranked preference school that is available; and
- a single offer is made for all applicants on the same day.

The scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to ‘in-year’ applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the East Riding co-ordinated admissions scheme for in-year admissions.

The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a mainstream school has been named, a place will be allocated for these children before considering other applications.

The scheme will not be used to decide which children are eligible for a place at a school. The admission arrangements published by a school’s admission authority will be used to determine a child’s eligibility for a place at a school. The scheme sets out how applications have to be made and the scheme will be used to decide which place an applicant will be offered if: the child is eligible for a place at more than one school; or if the child does not qualify for a place at any of the schools for which the applicant has expressed preferences.

3. The schools and admission authorities to which this scheme applies

The scheme applies to all mainstream community, foundation, voluntary aided and voluntary controlled, secondary schools maintained by the East Riding of Yorkshire Council (“the Council”) and to all academies in the East Riding of Yorkshire.

For all community and voluntary controlled schools maintained by the Council, the Council is the admission authority. For all foundation and voluntary aided schools maintained by the Council, the school’s governing body is the admission authority. For all academies in the East Riding of Yorkshire, the admission authority is the academy trust.

For the purposes of this scheme, the term “East Riding of Yorkshire schools” refers to all community, foundation and voluntary schools maintained by Council and to all academies located in the East Riding of Yorkshire.

4. The Common Application Form

Applicants living in the East Riding of Yorkshire who want to apply for places for their children at secondary schools must apply for a school place using either the online portal for school admissions applications at www.eastriding.gov.uk/apply-for-a-school-place, or by completing an East Riding of Yorkshire Council paper application form. Whichever of these options is chosen, this form is known as a Common Application Form.

The Common Application Form for normal admissions is a form for applicants to express their preferences for places both at East Riding of Yorkshire schools and at schools maintained by other local authorities and academies in other local authority areas.

Those potential applicants who may wish to home educate their child from Year 7 or enrol their child in an independent school from Year 7 are requested to inform the Council if this is the decision they have taken in lieu of completing the Common Application Form.

4.1 Multiple applications

Only one Common Application Form can be processed for any given child.

If more than one form is received for the same child and the preferences expressed are different on each form, the applicant(s) will be required to submit a single Common Application Form.

If the Council receives more than one Common Application Form, for example both an online and paper application, and they differ, the Council will query this with the applicant.

If the Council receives a Common Application Form from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the Council will inform both applicants. The Council will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant. No school place will be allocated to the child until a single Common Application Form is submitted.

4.2 Preferences

The Common Application Form allows applicants:

- i. to express preferences for places at up to three schools;
- ii. to give their reasons why they want a place at the school concerned;
- iii. to rank their preferences in relation to each other; and
- iv. to provide any other details that may be pertinent to the processing of their preferences, for example the permanent home address at which the child is ordinarily resident or the names of any older siblings that may attend the preferred school.

If applicants express a preference for a school in another local authority area, the application and any supporting information submitted with the application will be forwarded to the school's maintaining authority or, if it is an academy, to the local authority responsible for the area where the school is located.

Applicants are advised to consider their 'catchment' school, as well as any implications of home to school transport when expressing their preferences. Catchment areas are designated by the Council and are made available to applicants in the Guide for Parents, online at www.eastriding.gov.uk, and upon request from the School Admissions team.

4.3 Supplementary Information Forms

Applicants may have to complete a Supplementary Information Form (SIF) if the admission authority for the school for which they state a preference requires more information than that which is provided by the applicant on the Common Application Form. There is no additional 'Supplementary Information Form' required to apply for a school place at any community or voluntary controlled school maintained by the Council.

Applicants are advised to check the admission arrangements of those schools and enquire if it is unclear whether a SIF is required for a particular school. Where an academy or a voluntary aided or foundation school receives a SIF from an East Riding resident it will not be regarded as a valid application unless the applicant has also completed the Common Application Form and that academy or school is listed as a preference on it.

5. The co-ordinated scheme for normal admissions

Normal admissions are those admissions which are usually determined by 1 March 2023 for places in the normal year of entry to a secondary school – Year 7.

The Council will act as a clearing house for the consideration of preferences and the allocation of places by the relevant admission authorities in response to preferences received via the Common Application Form.

The Council will provide information about applicants resident in the East Riding of Yorkshire and their expressed preferences for schools outside the East Riding of Yorkshire to other local authorities for their consideration. The Council will likewise receive information from other local authorities on behalf of their residents expressing preferences for East Riding of Yorkshire schools.

The Council will provide details of all preferences expressed for voluntary aided and foundation schools and academies within the East Riding of Yorkshire to those schools for their consideration. The Council will likewise receive completed ranked lists of all preferences from these schools and academies.

The Council will provide information on all preferences, including to whom offers can be made, to other coordinating local authorities in respect of their residents. The Council will likewise receive information on preferences, including to whom offers can be made, from other coordinating local authorities for East Riding of Yorkshire residents.

5.1 Submitting the Common Application Form

5.1.1 Applicants living in the East Riding of Yorkshire

If using the East Riding of Yorkshire Council's online electronic Common Application Form available at www.eastriding.gov.uk/apply-for-a-school-place, the Common Application Form is submitted electronically to the East Riding of Yorkshire Council's School Admissions team.

If using a paper Common Application Form, once completed, applicants should either post or scan and email all pages of the form as well as any other information they believe appropriate. Forms may

also be handed in to an East Riding of Yorkshire Council Customer Service Centre to be forwarded to the School Admissions team.

Any applications received directly by a school must be forwarded to the Council's School Admissions team prior to the deadline for applications.

5.1.2 Applicants living outside the East Riding of Yorkshire

Applicants living outside the East Riding of Yorkshire, who want their child to attend an East Riding of Yorkshire school, should apply using the Common Application Form provided by their home local authority. The applicant's home local authority will then forward any preferences for schools East Riding of Yorkshire schools along with any supporting documents to the East Riding of Yorkshire Council's School Admissions team. Any applications submitted to the School Admissions team by an applicant who lives outside the East Riding of Yorkshire will not be processed and instead will be forwarded to the applicant's home local authority.

5.2 Determining eligibility for places

The decision on which applicants are offered places at a school named as a preference on an application is the responsibility for the admission authority for that school.

The Council will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:

- i. it is acting in its separate capacity as an admission authority, or
- ii. an applicant is eligible for a place at more than one school, or
- iii. an applicant is not eligible for a place at any school that the applicant has named as a preference.

Preferences expressed for places at East Riding of Yorkshire community or voluntary controlled schools will be considered by the Council and the eligibility for places at the schools concerned will be determined using the Council's published admission arrangements for community and voluntary controlled schools.

The governing bodies of academies and foundation or voluntary aided schools determine the admission arrangements for their schools and must use those admission arrangements to determine a child's eligibility for a place at the school. For those academies and foundation or voluntary aided schools whose admission authorities:

- delegate authority to the Council's School Admissions team – the school's determined admission arrangements will be used by the School Admissions team to prioritise applicants and to determine the applicants' eligibility for places;
- do not delegate authority to the Council's School Admissions team – the academy or school will themselves use their determined admission arrangements to prioritise applicants and to determine the applicants' eligibility for places, and inform the Council's School Admissions team of all required information by the date required under this scheme.

Preferences expressed for places at schools outside the East Riding of Yorkshire will be referred to the local authority that coordinates admissions in that area for eligibility to be determined under the school admission arrangements applicable in that area.

The number of eligible places available at each school will be no less than the Published Admission Number (PAN) that the Council believes has been determined for that cohort.

5.3 Allocating school places

5.3.1 Applicants living in the East Riding of Yorkshire

Places will be allocated at schools in the following ways under the scheme, depending on the number of schools at which a child is eligible for a place. In allocating places, all preferences expressed for

maintained schools and academies will be taken into account. The Council as the coordinating local authority for all applicants resident in the East Riding of Yorkshire, will allocate school places on behalf of all admission authorities operating within the coordinated scheme. Each applicant will receive no more than one allocation of a school place.

- If a child is eligible for a place at just one school named on the Common Application Form, the child will be allocated a place at that school.
- If the child is eligible for a place at more than one school named on the Common Application Form, the child will be allocated a place at the school the applicants have ranked as their highest preference.
- If the child is not eligible for a place at any of the schools named on the Common Application Form, the child will be allocated a place at their catchment area school, if places are available at that school. If a place cannot be allocated at the child's catchment area school, a place will be allocated to the child at the nearest East Riding of Yorkshire school which has a place available.

If a child resident in the East Riding of Yorkshire is allocated a place at a school maintained by another local authority, that authority will be notified of the allocation.

No places will be held in reserve for any school.

5.3.2 Applicants living outside the East Riding of Yorkshire

Details about an applicant's eligibility for places at East Riding of Yorkshire schools will be sent to the applicant's home local authority. That local authority will then determine which school place the applicant's child will be allocated using the co-ordinated scheme in operation in that authority. The applicant's home authority will then notify the East Riding of Yorkshire Council's School Admissions team of any places at East Riding of Yorkshire schools allocated or not required.

5.3.3 Notifying the governing bodies and head teachers of East Riding of Yorkshire schools

Once the allocation of school places has been determined, the governing bodies of academies and foundation and voluntary aided schools and the head teachers of community and voluntary controlled schools will be informed of a list of the children who have been allocated places at their schools. This list may be amended by the Council at a later date. Schools should not contact parent/carers until after allocations have been made and applicants have been informed of the results by the Council.

5.3.4 Notifying Applicants

Notifications about the school place their child has been allocated by the East Riding of Yorkshire Council's School Admissions Team will be sent to applicants resident in the East Riding of Yorkshire on 1 March 2023, the National Offer Day for secondary admissions.

Those applicants that applied using the online form will be informed electronically where possible, and these communications will likely be received before other applicants are informed by non-electronic means.

If the school place allocated is at an academy, voluntary aided or foundation school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority.

Applicants will be asked to let the School Admissions Team know in writing by 15 March 2023 if they do not want their child to take up the school place allocated.

5.3.5 Appeals

Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.

For applicants in the East Riding of Yorkshire, the refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision. Applicants in other local authority areas where this refusal is not contained in the formal refusal letter should contact the School Admissions team for the area in which the preferred school is located for further details.

Further information on appeals is detailed later in this scheme.

5.4 Timetable

The timetable for the scheme is summarised below:

By 12 September 2022 – Information about applying for school places will be made available online and on request from the School Admissions team – including the Guide for Parents. Applications can start to be accepted.

31 October 2022 – Closing date for the submission of Common Application Forms both online and by paper form. Forms received after this date may be treated as late applications (see below).

25 November 2022 – Other local authorities will be notified of any Common Application Forms received on which applicants have expressed a preference for a school in their area. Other local authorities will also be asked to provide details of applications they have received from applicants resident in their area who have expressed preferences for places at East Riding of Yorkshire schools. The admission authorities of East Riding academies and foundation and voluntary aided schools will be sent details of the preferences received for their schools.

9 December 2022 – The admission authorities of East Riding academies and foundation and voluntary aided schools confirm the prioritisation of applicants using the school's determined admission arrangements and notify the School Admissions team. This is also the last date by which academies and foundation and voluntary aided schools can notify the Council of an increase in the number of places to be allocated on National Offer Day. This is to allow the Council good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.

9 January 2023 to 3 February 2023 – The allocation of school places is determined by the Council using the arrangements set out in the co-ordinated scheme (paragraph 5.3). Other local authorities are informed of the allocation of places at East Riding of Yorkshire schools to children resident in their areas. Other local authorities will also be asked to provide details of the allocation of places at schools in their areas to East Riding of Yorkshire resident children. The exchange of information with other local authorities will be carried out as and when information is available to exchange, which may be multiple times within this period.

17 February 2023 - The allocation of school places will be adjusted to take account of information provided by other local authorities on the eligibility of East Riding of Yorkshire resident children for places at schools in their areas. The School Admissions team sends information to all East Riding of Yorkshire schools notifying them of the applicants who are to be allocated places for their children.

from 1 March 2023 – Applicants are notified of the school place they have been allocated for their child.

15 March 2023 – Applicants should notify the School Admissions team if they do not want their child to take up the school place they have been allocated.

5 May 2023 – Deadline for applicants to lodge appeals against admissions decisions in the normal admissions round.

June and July 2023 – Appeals heard by independent school admission appeal panels.

5.5 Late applications

Any Common Application Form received after the deadline for the submission of forms (31 October 2022) may be regarded as a late application by the Council or by another coordinating authority or admission authority. Where possible, late applications will still be coordinated as other applications, but may be treated as in-year applications should the period of coordination have ended by the time the application is received. Applications will therefore be dealt with differently depending on when the Common Application Form is lodged:

- Common Application Forms submitted between 1 November 2022 and 9 January 2023 (inclusive) will be considered under the scheme and the applicants notified of the allocation of a school place from 1 March 2023 if the applicants have good reasons for submitting the form after the deadline, for example if the family have moved into the area. In determining whether or not there are good reasons for accepting a late application, the local authority will take into account the best interests of the child concerned.
- Common Application Forms submitted between 10 January 2023 and 28 February 2023 (inclusive) will be considered under the scheme and the applicants notified of the place allocated to the child concerned from 1 March 2023. As it will not always be possible to process applications received this late, these applications are likely to be processed after 1 March 2023 and applicants will likely be informed from April 2023.
- Common Application Forms received on and after 1 March 2023 will be treated as far as possible as late applications under the scheme, though they may be treated as in-year applications (see In-Year Admissions Scheme).
- Common Application Forms received after the first day of the first term in September 2023 will not be processed under this scheme, but instead treated as in-year applications (see In-Year Admissions Scheme).
- If applicants do not submit a Common Application Form, and the Council has no reason to believe that a school place may not be required (for example, the child is expected still to be resident within the East Riding of Yorkshire at the time a place would be required, does not attend a ‘through school’ and the Council has not been informed that the child will be attending an independent school, or home educated in Year 7) a place may be allocated for the child at a school covered by this scheme. This may be at their catchment area school, if places are available at that school. If a place cannot be allocated at the child’s catchment area school, a place may instead be allocated to the child at the nearest such school which has a place available.

Applications made after 31 October 2022 may not be able to be made online.

5.6 Admission to Year 7 other than at the normal time

Children will normally be admitted into the year group relevant to the child’s age and will start Year 7 in the school year they turn twelve.

Where parent/carers wish to investigate the availability of starting their child at a different time, or in different circumstances, they are advised to contact the School Admissions team for advice at the earliest opportunity. The admission arrangements will detail how applications for admission outside the normal age group will be considered.

5.6.1 Delayed admission to a different year group

Where parent/carers would like to investigate delaying their child’s entry, so they do not start in the year group relevant to their child’s age (the school year they turn twelve), but instead start at a later time, parent/carers should contact the admission authority at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in

writing to the admission authority, together with any supporting information, usually by no later than 30 September 2022. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority, and other professionals.

5.6.2 Accelerated admission to a different year group

Where parent/carers would like to investigate accelerating their child's entry, so they do not start in the year group relevant to their child's age (the school year they turn twelve), but instead start at an earlier time, parent/carers should contact the admission authority at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information, usually by no later than 30 September 2022. The admission authority will then consider their request, if necessary in conjunction with other schools, the local authority, and other professionals.

5.7 Waiting lists

The East Riding of Yorkshire Council will maintain waiting lists for the normal year of entry for all East Riding of Yorkshire schools.

5.7.1 How children are placed on a waiting list

Where an application is unsuccessful and the applicant has not been allocated a place at a school ranked as a higher preference on their Common Application Form, the child's name will be placed on a waiting list for places. If the child is resident in the East Riding of Yorkshire and the applicant has not been allocated a place at any of their preferences, the child's name will also be added to the waiting list for a place at their catchment area school if that school was not named as a preference on the common application form.

Each waiting list will contain all the unsuccessful preferences, whether from 'on-time', 'late' or 'in-year' applications made before 31 December 2023, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's current circumstances.

Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the School Admissions team, who will add this child to the waiting list, and if required, communicate this to the admission authority for the school.

5.7.2 Prioritisation

The school's over-subscription criteria will be used to prioritise the children on the waiting list according to the current circumstances of the child, to the best of the School Admission team's knowledge.

Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.

5.7.3 Allocation of places to those on the waiting list

If the number of allocated places (or the number on roll after the first day of the school year) falls below the admission number, the spare places will be allocated to the children with the highest priority for a place on the waiting list.

The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.

The Council shall, as the coordinating local authority, oversee these waiting lists in partnership with schools that are their own admission authority and other local authorities. The Council requires other

admission authorities to inform the Council when places may become available, so that a coordinated allocation may be made by the Council on behalf of all schools within this scheme, and to ensure that each child is only allocated one school place.

5.7.4 Deletion of the waiting list

Waiting lists will be maintained until 31 December 2022, after which it will be deleted. Should the admission authority for the school request a copy of the waiting list prior to deletion, or wish to continue to maintain such a list, they may do so according to their own admission arrangements.

5.8 Appeals

Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at a school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

5.8.1 The deadline for appeals

The deadline for appeals against on-time decisions not to grant a child a place at the applicant's preferred secondary school is 5 May 2022. Appeals lodged by the deadline will be heard in June or July 2023.

Appeals lodged after 5 May 2023 will be heard in June or July 2023 wherever possible, but may not be heard until a later date, depending on the date the appeal was lodged.

Where there is more than one applicant appealing for a school these will likely be heard as 'grouped appeals' for the first stage wherever possible.

5.8.2 Preferences

Applicants may appeal for a school, even if they did not originally express a preference for that school. Should an applicant wish to appeal for a school that they did not originally apply for, they are advised to first contact the School Admissions team to enquire about the availability of places at a preferred school, or to join the waiting list of such a school alongside the appeal process.

5.8.3 Appeals for schools outside the East Riding of Yorkshire

Where the appeal is for a school in another local authority area, local appeal arrangements may differ from the above. If this is the case, applicants are advised to contact that local authority to further discuss the appeals process in their areas.

5.8.4 Changes to allocations as a result of successful appeals

The outcome of the appeals process may mean there are further variations to the allocation of places at some schools. All changes will be communicated between the various admission authorities operating within this scheme, including the Council, schools that are their own admission authority, and other Local Authorities.