

## **Co-ordinated Scheme – Secondary Admissions 2017-18**

The secondary Co-ordinated Scheme has been written in accordance with the requirements of the Admissions Code and applies to all schools in Portsmouth, including voluntary aided and foundation schools and academies.

This Scheme sets out the key actions and general principles. The detail will be provided in the Local Authority's (LA's) booklet 'Information for Parents- Admission to Primary and Secondary Schools 2017/18'.

### **Application forms and Information for Parents**

1. An application letter (personalised for each child) will be provided to each year 6 pupil (known to the LA) resident within the Portsmouth boundary (regardless of whether or not they attend a Portsmouth maintained school) at least six weeks before the advertised closing date of application, advising them about the application process, how to apply and the closing date.
2. Information regarding pupils who reside within the Portsmouth boundary but attend schools maintained by other Local Authorities (LAs) and pupils resident outside of the Portsmouth boundary but attending schools maintained by Portsmouth LA will be exchanged between the relevant LAs in the summer term preceding the year of application to enable application letters and information to be sent to the home address.
3. The Portsmouth Admission Common Application Form for Portsmouth residents will give parent/carers\* the opportunity to apply for **any school in or outside of the Portsmouth area**. Parents will be given the opportunity to apply for three preferences. Supplementary forms may be provided in order to gain specific information for the Voluntary Aided, Foundation, Trust schools and Academies in accordance with their admissions policies. Applications may be made online via the LA's website (<http://www.portsmouth.gov.uk/schooladmissions>) or by submitting a paper application.
4. **Portsmouth residents whose Year 6 child attends a Portsmouth junior/primary school**  
Parents should apply online or return the Portsmouth admission application form to their child's current Portsmouth primary/junior School by **31st October 2016**
5. Primary/junior schools should log and forward application forms to the Portsmouth Admissions Team as they are received.

\* parent is defined by S 576 of Education Act 1996 and includes a carer ( a person looking after a child living with them)

6. **Portsmouth parents whose Year 6 child attends a school outside of Portsmouth**  
Parents should apply on line or return their form to Portsmouth Admissions Team (details provided on the application form) by **31st October 2016**.
7. Portsmouth will exchange data with neighbouring Local Authorities from November onwards as appropriate.
8. **Applications from parents who live outside of the Portsmouth area applying for schools in the Portsmouth area**  
Applications must be made on the relevant Admissions application form issued by the home authority. Parent/carers should return their application to their home authority Admissions Team by **31<sup>st</sup> October 2016** who will then exchange data with the Portsmouth Admissions Service.
9. The Admissions Team will carry out checks to verify the child's permanent address using Council tax and other LA records. Proof of address may be requested by the Admissions Service after the application has been received.

### **Allocation process**

10. Portsmouth will be operating an equal preference Scheme.  
Parents can express up to 3 preferences on their application form.  
Each preference expressed by a parent is considered equally against each school taking no account of the ranked order. If the school is oversubscribed in relation to the **total** number of applications, the criteria in the school's admission policy will be used to allocate places. If the school is under subscribed places are allocated to all applicants.  
If the process results in more than one preference being allocated to a pupil, the LA will then use the parent's ranked order to make the highest possible offer of a place.
11. **Example of an allocation in an Equal Preference Scheme**  
*See appendix 1*

### **Allocation address**

12. The address used will normally be the child's permanent residence on the application closing date. Any changes of address after closing date and before the allocation date will be used to update the application as long as there evidence of the change no later than Friday 6 January 2017. In the case of split families the child's permanent residence will be based on the address agreed by parents but in the event of a dispute it will be based on the address at which Child benefit is paid. In the absence of Child benefit being paid other evidence supplied will be used to determine the child's allocation address. The LA will have the final decision.

## Allocation Date

13. Notification of allocation will be sent by **email on 1<sup>st</sup> March 2017** to those applicants who applied online (unless the applicant selects the option to receive a letter) or by letter (**posted on 1<sup>st</sup> March 2017**) to those who submitted a paper application. Under no circumstances may governors, school staff or LA staff offer places or give an indication of offers before the official offer date. Offers **will not be advised over the telephone** on the 1<sup>st</sup> March 2017.

## Late Applications

14. All applications received by the closing date will be considered first. Late applications will only be considered after all those applications received on-time have been considered and allocated places.  
Up until **6<sup>th</sup> January 2017**, late applications may be considered along with on-time applications if significant and exceptional circumstances apply at parent's request.  
Changes of preferences will not be accepted after closing date although may be considered if significant and exceptional circumstances apply at parents request by **6<sup>th</sup> January 2017** .  
Late applications will continue to be administered as part of the transfer groups up to **31 August 2017**. (Note Admissions Code specifically states that late applications are outside the normal admission round – see page 32 – The Admissions Timeline).

## Appeals

15. If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Admissions Team or by the school if the appeal is in relation to a Voluntary Aided, Foundation, Trust or Academy school unless they have delegated this responsibility to the LA.

## Waiting lists

16. Waiting lists for all types of schools and academies are the responsibility of the Admission Authority which must maintain them if oversubscribed school for at least the first term of the academic year. Portsmouth LA intends to maintain waiting lists for the whole academic year for community and voluntary controlled schools.  
All parents who have been refused a place at a preferred school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip.  
Portsmouth LA will maintain waiting lists strictly in accordance with the Schools Admission Code. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Children will remain on a waiting list only until the end of the academic year August 2018, if parents/carers want their children to be on the waiting list for the following academic year 2018/19, they must reapply.

Voluntary Aided, Foundation and Trust schools and Academies will operate their own waiting lists unless they delegate this function to the LA.

### **Withdrawing offers of places**

17. If it is reasonably established that false or misleading information has been used in order to gain a place at a school, the Local Authority reserves the right to withdraw any school place offered, even if the child has started at the school. The Admissions Code also permits a place to be withdrawn if it was offered in error or a parent has not responded in a reasonable time to the offer which is determined in Portsmouth to be 28 days.

### **Pupils with a statutory education, health and care plan (formerly a statement of special educational needs)**

18. Admission of pupils who have been issued with a statutory education, health and care plan (or formerly statement of special educational need) is through a different process and via the SEN team. Pupils with a statutory plan or statement naming a particular school are taken account of and given priority in the allocation process.

### **Fair Access Protocol**

19. The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2017). The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require schools to admit above their published admission limit.

### **Home to School Transport**

20. Information on the Home to School Transport Policy will be published in the admissions booklet "Information for Parents– Admission to Primary & secondary Schools 2017/18 and on the council's website [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk).

### **Admission out of chronological year group**

21. Children will usually be admitted into their chronological year group except in significant exceptional circumstances and with the agreement of the

school/Local Authority. Where children may have missed school, been educated in another country or have been out of education, these problems can usually be addressed by additional support in the child's chronological year group. For gifted and talented pupils, parents can discuss directly with a school the way provision is made for these pupils.



## **Cordinated Scheme Primary Admissions 2017/18 (Starting School 2017 and Infant – Junior Transfer 2017)**

The primary Co-ordinated Scheme has been written in accordance with the requirements of the Admissions Code and applies to all schools in Portsmouth, including voluntary aided schools and academies.

This Scheme sets out the key actions and general principles. The detail will be provided in the Local Authority's (LAs) booklet 'Information for Parents - Admission to Primary and Secondary Schools 2017/18'.

### **Application forms and Information for Parents**

#### **Portsmouth residents applying for a Portsmouth School**

1. Parents of pupils who are starting school (year R) will receive an application letter will be sent directly to those pupils attending pre-schools and nurseries where the LA has received information on a pupil up until the end of the autumn term (preceding year of entry), advising them about the application process, how to apply and the closing date.
2. The LA undertakes extensive efforts to advertise the starting school application process. Parents who are not contacted directly (as above) but have children starting school (year R) can also request an application form from their local school or Local Authority or apply on line via the Council's website.
3. For parents of year 2 pupils attending an Infant school an application letter will be sent to those resident within the Portsmouth boundary (regardless of whether or not they attend a Portsmouth maintained school) based on information around the 15 July (preceding year of entry) advising them about the application process, how to apply and the closing date.
4. Information regarding pupils who reside within the Portsmouth boundary but attend schools maintained by other Local Authorities (LAs) and pupils resident outside of the Portsmouth boundary but attending schools maintained by Portsmouth LA will be exchanged between the relevant LAs in the summer term preceding the application year to enable application forms and information to be sent to the home address.
5. The Portsmouth Admission Common Application Form (for Portsmouth residents) will give parents the opportunity to apply for **any school in or outside of the Portsmouth area**. Parents will be given the opportunity to apply for six preferences. Supplementary forms will be provided in order to gain specific information for the Voluntary Aided and Voluntary Controlled schools in accordance with their admissions policies. Applications may be made online via the LA's website ([www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)) or by submitting a paper application.

6. For pupils starting school – year R, parents should apply online or return the Portsmouth application form to their preferred school or to Portsmouth Admissions Service by **15 January 2017**.
7. For infant to junior transfers, parents should apply online or return the Portsmouth application to their child’s current Portsmouth Infant School by **15 January 2017**.
8. Schools should log any applications received and forward them to the Portsmouth Admissions Team as soon as they receive them.
9. Portsmouth parents whose child attends a school outside of Portsmouth should return their form to the Portsmouth Admissions Team by **15 January 2017**.
10. **Applications from parents who live outside of the Portsmouth area applying for schools within the Portsmouth area**

Applications must be made on the relevant admissions application form issued by **the home authority**. Parents should return their application to their home authority Admissions Service by **15 January 2017** who will then exchange data with the Portsmouth Admissions.

11. The Admissions Team will carry out checks to verify the child’s permanent address using Council tax and other records. Proof of address may be requested once the application form has been received.
12. For infant to junior transfer only - for parents who want such a place at a primary school as well as a junior school, further guidance will be issued on the website and the "Information for Parents- Admission to Primary and Secondary School 2017-18" booklet and in the application letters which will be sent to parents direct.

### **Allocation process**

13. Portsmouth will be operating an equal preference Scheme. Parents can express up to 6 preferences on their application form. Each preference expressed by a parent is considered equally against each school taking no account of the ranked order. If the school is oversubscribed in relation to the **total** number of applications, the criteria in the school’s admission policy will be used to allocate places. If the school is under subscribed places are allocated to all applicants. If the process results in more than one preference being allocated to a pupil, the LA will then use the parent’s ranked order to make the highest possible offer of a place.
14. **Example of an allocation in an Equal Preference Scheme**  
*See Appendix 1.*

### **Allocation address**

15. The address used will be the child's permanent residence on the application closing date. Any changes of address after closing date and before the allocation date will be used to update an application as long as the evidence of the change of address is received no later than **Friday 3rd March 2017**.

In the case of split families the child's permanent residence will be based on the address agreed by parents but in the event of a dispute it will be based on the address at which Child benefit is paid. In the absence of Child benefit being paid other evidence supplied will be used to determine the child's allocation address. The LA will have the final decision.

### **Allocation Date**

16. Notification of allocation will be sent by email on **Monday 17<sup>th</sup> April 2017** to those applicants who applied online or by letter **posted on 17<sup>th</sup> April 2017** to those who submitted a paper application, (16<sup>th</sup> April is the national offer day for primary school places and 17<sup>th</sup> is nearest working day). Under no circumstances may governors, staff or LA staff offer places or give indication of offers before the official offer date. **No offers will be advised over the telephone on 17<sup>th</sup> April 2017**.

### **Late applications**

18. All applications received by the closing date will be considered first. Late applications will only be considered after all those applications received on time have been considered and allocated places.  
Up until **Friday 3rd March 2017**, late applications can be considered along with on-time applications if significant and exceptional circumstances apply at parent's request. Changes of preference will not be accepted after closing date but can be considered of significant and exceptional circumstances apply at parent's request by **Friday 3rd March 2017**.  
Late applications will be continue to be administered as part of the transfer groups up to **31 August 2017**.

### **Appeals**

19. If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Admissions Team or by the school if the appeal is in relation to a Voluntary Aided, Foundation, Trust or Academy school unless they have delegated this function to the LA.

### **Waiting lists**

20. Waiting lists for all types of schools/academies are the responsibility of the admission authority who must maintain them for each oversubscribed

school for at least the first term of the academic year. Portsmouth intends to maintain waiting lists for the whole academic year for community and voluntary controlled schools.

All parents who have been refused a place at a preferred school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip.

Portsmouth LA will maintain waiting lists strictly in accordance with the Schools Admission Code. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Children will remain on a waiting list only until the end of the academic year August 2018, if parents want their children to be on the waiting list for the following academic year 2018/19, they must reapply.

Voluntary Aided, Foundation and Trust schools and Academies will operate their own waiting lists unless they delegate this function to the LA.

### **Withdrawing offers of places**

21. If it is reasonably established that false or misleading information has been used in order to gain a place at a school, the Local Authority reserve the right to withdraw any school place offered, even if the child has started at the school. The Admissions Code also permits a place to be withdrawn if it was offered in error or a parent has not responded in a reasonable time to the offer which is determined in Portsmouth to be 28 days.

### **Pupils with a statutory education, health and care plan (formerly a statement of special educational needs)**

18. Admission of pupils who have been issued with a statement of special educational need or statutory education, health and care plan (from September 2014) is through a different process. Pupils with statement or a statutory plan naming a particular school are taken account of and given priority in the allocation process.

### **Fair Access Protocol**

23. The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of primary school age children. This protocol relates to admission applications throughout the year the protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their published admission limit.

## **Deferring Entry (Year R Pupils only)**

24. The statutory position is that parents do not have to send their child to school until the term following their child's fifth birthday. However, Portsmouth community and controlled infant and primary schools admit year R pupils on to the school roll before the end of September, in the school year in which the child has his/her fifth birthday through a carefully managed induction programme which starts in the summer term and includes a home visit and usually initial part time attendance. The length and content of induction programmes will vary from school to school.
25. Parents who are allocated a place can to defer entry of their child to later in the school year or go part time but not beyond the point at which they reach statutory school age or for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. Parents should note that Portsmouth schools not only have managed induction programmes to introduce children into school but have set up the whole of the Reception year as fun and gentle introduction to formal Year 1. The children follow the foundation curriculum which is part of the Nursery curriculum so those children who attend pre-school nurseries will find similar learning activities and routines. The Reception year groups also have access to more staff support. Parents are encouraged to discuss any concerns with school staff as there are many benefits for children to start school alongside their peers. Note - the parental right to defer is likely to be subject to statutory change.
26. It is generally expected that before being admitted children will:
- be able to use the toilet independently (and usually be dry during the day);
  - have some independence in dressing and feeding themselves;
  - be able to communicate their needs;
- Parents should contact their Health Visitor Service if they have concerns regarding any of the above before their child starts school.

## **Admission out of chronological year group**

If you are requesting that your summer-born child starts school in the following academic year, you must apply for the correct academic year the first instance with your request and supporting evidence/ information. The LA will then co-ordinate this request with your preferred schools. If agreed in principle, you will then have to reapply for the following academic year as places cannot be reserved. If your request is not agreed, your application will be processed for the academic year you originally applied for.

## **Home to School Transport**

27. Information on the Home to School Transport Policy will be published in the admissions booklet “Information for Parents – Admission to Primary & secondary Schools 2017/18” and on the council’s website [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk).