

## SCHOOL ADMISSION CO-ORDINATED SCHEMES ACADEMIC YEAR 2023/2024

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In line with the School Admissions Code 2021, the County Council must show how it manages applications to all Gloucestershire maintained schools<sup>1</sup> for children who live in Gloucestershire

### 1. **Primary Co-ordinated Admission Scheme:**

- 1.1. This scheme will apply to all maintained schools in Gloucestershire and to children wishing to join Reception at a Primary/Infant school or Year 3 at a Junior School from September 2023. The arrangements outlined in this scheme only apply to children of compulsory school age (i.e. those children starting the Reception class in the year that they will become five) or summer born children who have deferred entry. They do not cover any nursery setting that schools may have, even if this forms part of the school site.
- 1.2. School places are only offered in line with the admission criteria of the school concerned. All admissions authorities must consult on their admission arrangements when changes are proposed or every 7 years.

### Application process

- 1.3. All applicants will be asked to state up to five preferences, including preferences for out of county maintained schools, either online or on a Common Application Form. All applications must be submitted online or returned by the national deadline of 15 January 2023. Any applicant who lives outside Gloucestershire but wishes to express a preference for a Gloucestershire school must apply to their own home authority, including the Gloucestershire preference. That Local Authority will then liaise with Gloucestershire County Council to find out whether a place can be offered.
- 1.4. Where a child is not currently living in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 1.5. Some schools may use supplementary forms, in addition to the online or Common Application Form. This information is needed to make a decision about where a child will be looked at in the oversubscription criteria; for example, asking for a reference from a Priest or other religious matter for a faith school and should be in accordance with the School Admission Code. These extra forms should not simply repeat the information asked for online or on the Common Application Form or ask questions prohibited by the Code and must be relevant to the school concerned. Schools that receive Common Application Forms in error will forward them to the child's home local authority.
- 1.6. Children have a right to a full time place in the September after their fourth birthday; however, parents can ask that their child attends school part-time until they reach compulsory school age (the term after their fifth birthday).
- 1.7. **Delayed Entry** - If applicants so wish, their child's entry can be delayed until the term after their fifth birthday but not beyond the beginning of the final term of the school year. Any Reception places applied for during the normal primary admission round must be taken-up by the child by

<sup>1</sup> References to schools in this scheme includes community, voluntary controlled, voluntary aided, foundation or trust schools, academies and free schools. All schools with the exception of community and voluntary controlled schools are their own admission authority.

the beginning of Term 5 (April 2024). Places will be held if parents have applied for a place during the normal primary admission round but parents should inform the allocated Primary School they will be delaying their child's start date.

**1.8. Summer Born Children** (Those children born between 1 April 2019 and 31 August 2019)

- i) The parents/carers of a summer born child may request not to send their child to school until the September after their fifth birthday, and may ask that they are placed out of their normal age group – to Reception instead of Year 1. *Please note that if parents of Summer Born Children want to place their children into Reception in September 2024 instead of September 2023, this request/application must be made to the admissions authority of the preferred school(s) by the deadline of 31 March 2023 with supporting evidence if appropriate. This is to ensure that the child is not allocated a place for September 2023.*
- ii) Following the request for a child to be placed out of their normal age group, admission authorities must make decisions on the circumstances of each case. This will include taking note of the applicants' views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They must also take note of the views of the head teachers of the preferred schools. Please refer to the Summer Born factsheet found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/application-for-a-primary-or-infant-school-place/>
- iii) Applicants' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred age group.

**1.9. Children with ECHP** - Pupils with an Education, Health and Care Plan (EHCP) will be given a place at the school named in their Plan. If the EHCP has been applied for but not yet confirmed, an application should still be made in line with the admissions process. Once an EHCP reaches the formal proposed stage, the child will be given a place in the Special Education Need and Disabilities (SEND) Process which is outside the co-ordinated scheme.

**1.10. Consideration of Applications and Allocation of Places** – All preferences will be given equal consideration in line with the equal ranking system. More detail about this can be found on page 5 of the Primary Information Booklet available to view at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-primary-or-infant-school-place/>

1.11. Attending a nursery setting linked to a school does not give any child priority for a place at this school.

1.12. Notification of the outcome of the application will be given via the County Council on 17 April 2023.

1.13. Late applications or changes of order of preference received after the closing date of 15 January 2023 can be considered as part of the first stage only in exceptional circumstances, (i.e. where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.

1.14. All schools must admit up to their published admission number if they receive enough applications for places.

**1.15. Offer of Alternative school places** - Where it has not been possible to offer a Gloucestershire child a place at a preferred school/s, the County Council will offer the nearest maintained

school to the child's home address which has places available. The County Council will work in conjunction with all schools and academies when offering an alternative school place.

- i) Where there are more children than places remaining at the nearest available school, priority will be given to those children living closest. Any remaining children will then be given the next nearest school with a place available. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living closest receiving the higher priority.
- ii) Where possible, the County Council will endeavour to provide children with a place at a school within a reasonable travelling distance from their home address (within 2 miles).

1.15. **Stage 2** - Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria, or offered alternative schools if necessary. There is no guarantee that late applications will be dealt with before 17 April 2023.

- i) It is at this stage that applications from parents who have moved into the area after the closing date of 15 January 2023 and those who did not submit their preference forms on time, will be considered.
- ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by 24 April 2023. The waiting list will be held in accordance with the oversubscription criteria of the school which will incorporate original, new or late preferences. If any offers can be made, we will do so in writing to the applicants after 15 May 2023.
- iii) After 22 May 2023 individual admission authorities will manage their own appeals. The County Council continues to be responsible for the co-ordination of offers and waiting lists until the end of the Summer Term.
- iv) At the end of the summer term any waiting lists will be handed over to schools who are then required to keep these waiting lists until at least the end of December 2023 or a later date in line with their admission arrangements and must be maintained in accordance with their admission criteria.

1.16. **Appeals** - All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e. the admission authority of the school.

- i) The results of all appeals must be forwarded to the County Council by parents and schools, as this may affect the availability of places for other applicants.
- ii) Appeals should be heard within 40 school days of the deadline for lodging appeals.
- iii) For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- iv) Admission Authorities must publish their appeals timetable on their website by 28<sup>th</sup> February each year for parents to view.

1.17. **Transport** – Before applying for school places, parents are advised to read the County Council's "Home to School Transport Policy for pupils 4-16 years old" available at <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/apply-for-a-school-bus-pass/> to determine whether their child would be eligible for transport.

- i) For primary aged children transport is normally only provided where the child is attending their nearest school and this is over 2 miles walking distance from their home (for a child aged under 8) or over 3 miles walking distance from their home (for a child aged 8 or over). Further considerations are detailed in the full policy.
- ii) Information provided on the County Council's website [www.gloucestershire.gov.uk/education-and-learning/find-a-school](http://www.gloucestershire.gov.uk/education-and-learning/find-a-school) provides home to school distances are purely for admission purposes (straight line distances) and therefore do not relate to any entitlement for home to school transport. Applications for assistance with home to school transport must be made separately in accordance with the Transport Policy. If parents are in any doubt about the process, they should contact the Transport Team at [edsupport@gloucestershire.gov.uk](mailto:edsupport@gloucestershire.gov.uk)

### 1.18. Primary Admission Scheme Timetable –

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| Applications received  | by Sunday 15 <sup>th</sup> January 2023             |
| Details of applications sent to Foundation, VA, Trust and Free Gloucestershire schools, academies and other local authorities, as appropriate                                | By Wednesday 1 <sup>st</sup> February 2023          |
| Gloucestershire schools return ranked lists of pupils to Gloucestershire County Council indicating the over-subscription criterion that each child has been considered under | by Tuesday 14 <sup>th</sup> February 2023           |
| County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate                              | by Friday 17 <sup>th</sup> March 2023               |
| County Council sends list of pupils to be offered places to each Gloucestershire primary school who rank their own pupils for confirmation of final allocations              | on Friday 24 <sup>th</sup> March 2023               |
| Gloucestershire schools who rank their own pupils respond to County Council with any queries on final allocations  | by 12 noon on Tuesday 30 <sup>th</sup> March 2023   |
| County Council sends list of pupils to be offered places to each Gloucestershire primary and junior school (through access to the Live Link)                                 | After 12 noon on Friday 31 <sup>st</sup> March 2023 |
| County Council sends notifications to applicants   | on Monday 17 <sup>th</sup> April 2023               |
| Closing date for applicants to request a second round of allocations of place offered or to accept place offered   | on Monday 24 <sup>th</sup> April 2023               |
| County Council sends notifications to applicants with the outcome of their second round of allocations   | after Monday 15 <sup>th</sup> May 2023              |
| Closing date for applicants to accept the place offered during second round allocations  | on Monday 22 <sup>nd</sup> May 2023                 |
| Appeals  | June – July 2023                                    |

## 2. Secondary Co-ordinated Admission Scheme:

- 2.1. This Scheme will apply to all maintained schools in Gloucestershire and to children wishing to join Year 7 at a maintained secondary-phase school in Gloucestershire from September 2023.

- 2.2. School places are only offered in line with the admission criteria of the school concerned. All admissions authorities must consult on their admission arrangements when changes are proposed or every 7 years. The school Standards and Framework Act 1998 requires Local Authorities to establish a Relevant Area(s) for admission policy consultations, and these details can be found on our website [www.gloucestershire.gov.uk/education-and-learning/school-admissions](http://www.gloucestershire.gov.uk/education-and-learning/school-admissions)

### **Application process**

- 2.3. All applicants will be asked to state up to five preferences, including preferences for out of county maintained schools, either online or on a Common Application Form. All applications must be submitted online or returned by the national deadline of 31 October 2022. Any applicant who lives outside Gloucestershire but wishes to express a preference for a Gloucestershire school must apply to their own home authority, including the Gloucestershire preference. That Local Authority will then liaise with Gloucestershire County Council to find out whether a place can be offered.
- 2.4. Where a child is not currently living in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 2.5. Some schools may use supplementary forms, in addition to the online or Common Application Form. This information is needed to make a decision about where a child will be looked at in the oversubscription criteria; for example, asking for a reference from a Priest or other religious matter for a faith school and should be in accordance with the School Admission Code. These extra forms should not simply repeat the information asked for online or on the Common Application Form or ask questions prohibited by the Code and must be relevant to the school concerned. Schools that receive Common Application Forms in error will forward them to the child's home local authority
- 2.6. **Grammar Schools** - Parents who wish to enter their children for a Grammar School must also complete a separate Grammar Test Registration Form, details of which will be given by the individual Grammar School. The closing date to register for the Grammar School test is set by the Grammar School and is usually by the end of June. Failure to register for the Grammar School test by the closing date will render invalid any subsequent preference for a Grammar School detailed on the Common Application Form.
- 2.7. **Early secondary transfer** - Children may transfer early to a Secondary School only if it can be demonstrated that they display exceptional maturity. Each request will involve consultation with the current school, the school to which the child wishes to transfer and, where appropriate, the admission authority's professional adviser. The application will be considered only if all parties agree it is appropriate.
- 2.8. **Delayed secondary transfer** - Children may remain for a further year in a primary-phase school only in certain circumstances. Each request will involve consultation with the current school, the school to which the child wishes to transfer and, where appropriate, the admission authority's professional adviser. If one or more parties do not agree that the delay would be appropriate, the request will be refused and the child will transfer at the normal time.
- 2.9. **Children with an EHCP** - Pupils with an Education, Health and Care Plan (EHCP) will be given a place at the school named in their Plan. If the EHCP has been applied for but not yet confirmed, an application should still be made in line with the admissions process. Once an EHCP reaches the formal proposed stage, the child will be given a place in the Special Education Need and Disabilities (SEND) Process which is outside the co-ordinated scheme.

- 2.10. **Consideration of Applications and Allocation of Places** – All preferences will be given equal consideration inline with the equal ranking system. More detail on this can be found on page 5 of the Secondary Information Booklet available to view <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-secondary-school/>. School places are only offered inline with the admission criteria of the school concerned (see 2.2 above).
- 2.11. Notification of the outcome of the application will be given via the County Council on 1<sup>st</sup> March 2023.
- 2.12. Late applications, or changes of order of preference received after the closing date of 31 October 2022 can be considered as part of the first stage only in exceptional circumstances, (i.e. where legal paperwork needs to be obtained for a parent/guardian to be able to state a preference on behalf of their child, cases of emergency care orders or the hospitalisation of the only parent/guardian). The decision as to whether a late application can be considered as part of the first round will be made by a Senior Manager in Commissioning for Learning.
- 2.13. All schools must admit up to their published admission number if they receive enough applications for places.
- 2.14. **Offer of Alternative School Places** – Where it has not been possible to offer a Gloucestershire child a place at a preferred school/s, the County Council will offer the nearest maintained school to the child's home address which has places available. The County Council will work in conjunction with all schools and academies when offering an alternative school place.
- i) Where there are more children than places remaining at the nearest available school, priority will be given to those children living closest. Any remaining children will then be given the next nearest school with a place available. The distance will be measured in a straight line from the Ordnance Survey Point of the child's home address (including flats) to the Ordnance Survey address point or other named point of the school, using a computerised measuring system, with those living closest receiving the higher priority.
  - ii) Where possible, the County Council will endeavour to provide children with a place at a school within a reasonable travelling distance from their home address (within 3 miles)
- 2.14. **Stage 2** - Following the first round of allocations, late applications will be considered and slotted in where possible using the admissions criteria, or offered alternative schools if necessary. There is no guarantee that late applications will be dealt with before 1<sup>st</sup> March 2023.
- i) It is at this stage that applications from parents who have moved into the area after the closing date of 31 October 2022 and those who did not submit their Common Application Forms on time will be considered.
  - ii) Any on-time applicant wishing to be placed on a waiting list or change their school preferences will also be considered at this stage as long as they return their reply form by 8<sup>th</sup> March 2023. The waiting list will be held in accordance with the oversubscription criteria of the school which will incorporate original, new or late preferences. If any offers can be made, GCC will do so in writing to the applicants after 29<sup>th</sup> March 2023.
  - iii) After 29<sup>th</sup> March 2023 individual admission authorities will manage their own appeals. The County Council continues to be responsible for the co-ordination of offers and waiting lists until the end of the Summer Term.
  - iv) At the end of the Summer Term any waiting lists will be handed over to schools who are then required to keep these waiting lists until at least the end of December 2023 or a later date in

line with their admission arrangements and must be maintained in accordance with their admission criteria.

2.15. **Appeals** - All refusal letters will include details of how to appeal and will make clear to whom the appeal should be addressed i.e. the admission authority of the school.

- i) The results of all appeals must be forwarded to the Council by parents and schools, as this may affect the availability of places for other applicants.
- ii) Appeals should be heard within 40 school days of the deadline for appeals to be lodged.
- iii) For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- iv) Admission Authorities must publish their appeals timetable on their website by 28 February each year for parents to view.

2.16 **Transport** – Before applying for school places, parents are advised to read the County Council’s “Home to School Transport Policy for pupils 4-16 years old” available at <http://www.gloucestershire.gov.uk/transport/school-and-college-transport/apply-for-a-school-bus-pass/> to determine whether their child would be eligible for transport.

- i) For secondary aged children transport is normally only provided where the child is attending their nearest school, or the school within their designated transport area, and this over 3 miles walking distance from their home. Further considerations are detailed in the full policy.
- ii) Information provided on the County Council’s website [www.gloucestershire.gov.uk/education-and-learning/find-a-school](http://www.gloucestershire.gov.uk/education-and-learning/find-a-school) provides home to school distances are purely for admission purposes (straight line distances) and therefore do not relate to any entitlement for home to school transport. Applications for assistance with home to school transport must be made separately in accordance with the transport policy. If parents are in any doubt about the process, they should contact the Transport Team at [edsupport@gloucestershire.gov.uk](mailto:edsupport@gloucestershire.gov.uk)

#### 2.17. **Secondary Admission Scheme Timetable** –

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| Applications received  | by Monday 31 <sup>st</sup> October 2022   |
| Details of applications sent to Academies, Foundation and VA Gloucestershire schools and other local authorities, as appropriate | by Tuesday 15 <sup>th</sup> November 2022 |

|  |   |
|--|---|
| Gloucestershire schools and Academies return ranked lists of pupils to County Council indicating the over-subscription criterion that each child has been considered under | By Tuesday 6 <sup>th</sup> December 2022            |
| County Council allocates places (including any Gloucestershire children without an offer), and notifies other local authorities, as appropriate                            | by Tuesday 17 <sup>th</sup> January 2023            |
| County Council sends list of pupils to be offered places to each Gloucestershire secondary school who rank their own pupils for confirmation of final allocations          | on Thursday 16 <sup>th</sup> February 2023          |
| Gloucestershire schools and Academies who rank their own pupils respond to County Council with any queries on final allocations  | by 12 noon on Friday 17 <sup>th</sup> February 2023 |
| County Council sends list of pupils to be offered places to each Gloucestershire secondary school and academy (through access to the Live Link)                            | after 12 noon Friday 17 <sup>th</sup> February 2023 |
| County Council sends notifications to parents and maintained primary schools are notified  | Wednesday 1 <sup>st</sup> March 2023                |
| Closing date for parents to request reconsideration of place offered or accept place offered   | On Wednesday 8 <sup>th</sup> March 2023             |
| County Council sends notifications to parents with the outcome of their second round of allocations  | after Wednesday 29 <sup>th</sup> March 2023         |
| Closing date for parents to accept the place offered during the second round of allocations  | on Friday 7 <sup>th</sup> April 2023                |
| Appeals  | May – July 2023                                     |

### ***In-Year Co-ordinated Admission Scheme:***

Gloucestershire County Council is committed to helping children access a school place within their local community. The County Council work closely with all schools to meet the needs of children.

- 3.1. This scheme will apply to all admission authorities in the area in relation to children requiring a Primary or Secondary School place at any time during the academic year outside the normal admissions round from September 2023.
- 3.2. In-year admission includes those children who move into the County and are in need of a school place or those who wish to move between local schools.
- 3.3. Any applications for a school place for the normal year of entry for a Primary or Infant School (Reception), Junior School (Year 3) or Secondary School (Year 7) with the main peer group will be made in accordance with the co-ordinated admission scheme for Primary and Secondary School admissions.
- 3.4. Places can only be offered in line with the schools admissions policy and applications must not be delayed whilst schools seek information not considered within their policy. In accordance with the School Admission Code 2021, schools must not take into account such things as behaviour, attendance, abilities, previous schools or achievements.
- 3.5. In the first instance, parents should complete an in-year application form and send this to their preferred school for consideration of a place. The preferred school will be responsible for liaising with the parent in relation to their decision (within 10 school days) and must advise the County Council of the outcome in writing.
- 3.6. Any admission decision for Community and Voluntary Controlled schools must be agreed by the County Council as the admission authority for these schools.
- 3.7. Parents who have been refused a place at their preferred school must be advised of their legal right of appeal. In addition, parents will be referred to the County Council for further assistance in securing a school place – the County Council will then liaise with schools on parent's behalf.



- 3.8. All schools must advise the County Council of each application received, and the outcome, so the County Council can meet its statutory duties in terms of holding accurate vacancy figures, ensuring all children have timely access to education and school attendance can be monitored for safeguarding purposes.
- 3.9. Schools must also advise the County Council when a pupil leaves and the outcome of any admission appeal hearing.

All schools are aware of, and support, the County Council's fair access protocols. Full details of the protocols can be found at <http://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>