



# **Co-ordinated admissions scheme for Rutland** **Primary and Secondary schools** **Academic year 2023-2024**

## **1. Introduction**

- 1.1. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014, require local authorities to formulate and publish a scheme to co-ordinate admission arrangements for all state schools within their area.
- 1.2. Co-ordinated schemes are intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child living in a LA area who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their LA ('the home LA').

## **2. Main obligations imposed by the Co-ordination Regulations**

- 2.1. The School Admissions Code 2021 states:

*(Para 2.22) Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Following any such consultation, which must be undertaken with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other, the local authority must determine the qualifying scheme and must take all reasonable steps to secure its adoption.*

*A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 28 February in the determination year. The Secretary of State may impose a scheme where a scheme has not been adopted.*

*All admission authorities must participate in co-ordination for the normal admissions round and late applications and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme.*

*Local authorities must make application forms available to parents who wish to apply to a school in a neighbouring area which operates a different age of transfer (e.g. middle schools) and process these as it would in its normal admissions round.*

*(Para 2.23) Local authorities are not required to co-ordinate in-year applications for schools for which they are not the admission authority.*

*However, local authorities must publish information on their website to explain how in-year applications can be made and how they will be dealt with.*

*(Para 2.22) Where an admission authority manages its own in-year admissions, it must notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.*

### **3. Administration of the co-ordinated scheme**

- 3.1. For applications in the normal admissions round, starting primary school for the first time and starting secondary school for the first time, local authorities must provide an application form that enables parents to express their preference for a place at any state funded school.
- 3.2. The application form must allow parents:
  - i. to provide their name and address, and the name, address and date of birth of the child;
  - ii. to apply for a minimum of three schools, located within or outside the local authority area;
  - iii. to give reasons for each preference;
  - iv. to rank each preference in order of priority.
- 3.3. The Rutland application form is available online or as a download document on the admissions website at [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions) or a copy can be requested by contacting the Admissions Service on 01572 722577 or emailing [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)
- 3.4. If additional information is required by the governing body of a voluntary aided school or academy, in order to apply its oversubscription criteria, for example faith, parents will need to complete and submit a supplementary information form alongside the application form. Copies of supplementary information forms are available on the admissions website or on the individual school's website.
- 3.5. Families who are due to move into another LA area after the closing date for applications will need to apply to their 'home authority' (the authority where the child is resident at the time of application). However, proof of move to the new LA area may be required in order for their application to be processed as meeting the residency criteria for a preferred school. Such proof would be in the form of completion of contracts for a house purchase or a letting agreement. For families of UK service personnel (UK Armed Forces) proof would be in the form of an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, a Unit postal address, or, if appropriate, a "quartering area" address (the address of the closest house in the nearest "quartering area"). Details of what proof is

required can be found within the individual school's admission arrangements (policy).

- 3.6. The LA and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme timetable.
- 3.7. The LA must pass information for applications to schools in other LA areas to the relevant maintaining LA by the date/deadlines specified in the scheme timetable. The maintaining LA must consider the application and inform the home LA if an offer can be made by the date specified in their scheme.
- 3.8. Offers of places must be sent by the home LA on the national offer day. For secondary school applications this is 1 March or the next working day, and for primary school applications this is 16 April or the next working day. Schools, governing bodies or other LAs must not advise a parent/carer of a child resident in Rutland of the outcome of their application.
- 3.9. Parents/carers who cannot be offered one of their preferred schools must, if there are places available, be offered a place at an alternative school by the home LA.
- 3.10. If a preference is declined, the parent/carer will be offered the right to appeal. How the appeal is processed will depend on the type of school that has been declined. Full details of how to submit an appeal will be included within the response letter to the parent/carer.
- 3.11. If a preference is declined, the parent/carer will be offered the option to place their child's name onto the waiting list for their preferred school(s). Waiting lists must be clear, fair and objective and must not give priority to children based on the date either their application was received or when their name was added to the list – that is, waiting lists cannot be administered on a 'first come, first served' basis. In the case of a place becoming available the oversubscription criteria will be applied to all those on the list and a place allocated accordingly. Being placed on the waiting list does not remove an applicant's right to appeal.
- 3.12. Children with an Education, Health and Care Plan will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents/carers of the child to secure a place at a school where the specific needs of the child can be met.

#### **4. Processes and timetable**

##### **Admission to secondary school in September 2023 (First-time secondary school place into Year 7)**

- 4.1. In September 2022, Rutland County Council (RCC) will invite parents/carers of children known to RCC and living within its area to complete an application form. The application form will allow up to 3 preferences to be made, in priority order, for any state school, regardless of which LA the school is located in. The application form can be supplemented (but not replaced) by additional forms where particular schools might need additional information, e.g. faith.

- 4.2. The closing date for applications to be submitted by Rutland residents to RCC will be 31 October 2022. This is a national closing date.
- 4.3. By 21 November 2022, RCC will forward information about applications to schools in other LA areas to the relevant maintaining LA.
- 4.4. By 13 December 2022, RCC will forward a list of all applications received, that express a preference for one of its secondary schools, to the relevant school in order that they may apply their own admission arrangements' oversubscription criteria to the applications. (All three secondary schools in Rutland are academies. RCC is not the admission authority for any secondary schools within the LA area).
- 4.5. By 17 January 2023, RCC's secondary schools will return, to RCC, a confirmed, ranked list of applications for their school according to the school admission arrangements' oversubscription criteria.
- 4.6. By 3 February 2023, RCC will inform other LAs of the outcome of applications from residents within the other LA areas. An electronic file, determined by the results of applying the relevant school oversubscription criteria, will be sent to other LAs.
- 4.7. By 27 February 2023, RCC will send a final list of offers to be made to each Rutland secondary school.
- 4.8. On 1 March 2023 (national secondary offer day), RCC will send a response to all Rutland residents who have applied for a secondary school place, informing them of the place offered to their child. Applications that were submitted online will be sent an email and access to the online portal will be available for parents to view their child's school place offer. Applications that were submitted on the paper application form will be sent a letter, posted out first class on offer day.
- 4.9. When RCC has offered a place, the parent/carer will be required to respond to their offer within 14 days of the date of the offer letter, indicating whether they wish to accept or decline the place offered. If a parent/carer has not responded to the offer of a place within this time limit, RCC will remind the parent/carer of the need to respond within a further seven days. Failure to respond by this final deadline may result in the offer being withdrawn and the place being offered to another child. RCC will notify Rutland schools and other LAs if the offer of a place is declined by a parent/carer.
- 4.10. Late applications (those received after the co-ordinated scheme application closing date of 31 October 2022), will be considered in accordance with the relevant school's admission arrangements.

Admission to secondary school in September 2023  
Summary of process – timetable

<u>Date</u>	<u>Action</u>
Monday 31 October 2022	Closing date for Rutland residents to submit an application form to RCC (their 'home' LA).
By Monday 21 November 2022	RCC to inform other LAs of any applications received for a place at a school within their LA areas.
By Tuesday 13 December 2022	RCC to forward list of all applications received expressing a preference for one of its three secondary schools to the relevant school direct, for processing and ranking.
By Tuesday 17 January 2023	Rutland secondary schools to return a confirmed, ranked list of applications for their school to RCC.
By Friday 3 February 2023	RCC to inform other LAs of the outcome of applications for places at schools within their areas.
By Monday 27 February 2023	RCC to send each Rutland secondary school a finalised list of offers to be made to their school.
Wednesday 1 March 2023	RCC to send offers to Rutland residents.
Post 1 March 2023	RCC will continue to administer the co-ordinated process in close partnership with the three Rutland secondary schools and other LAs.

**5. Process and timetable**

**Admission to primary school in September 2023**  
**(First-time primary school place into reception year group)**

- 5.1. In October 2022, Rutland County Council (RCC) will invite parents/carers of children known to RCC and living within its area to complete an application form. The application form will allow up to 3 preferences to be made, in priority order, for any state school, regardless of which LA the school is located in. The application form can be supplemented (but not replaced) by additional forms where particular schools might need additional information, e.g. faith.
- 5.2. The closing date for applications to be submitted by Rutland residents to RCC will be 15 January 2023. This is a national closing date.
- 5.3. By 6 February 2023, RCC will forward information about applications to schools in other LA areas to the relevant maintaining LA.
- 5.4. By 13 February 2023, RCC will forward a list of all applications received, that express a preference for one of its OAA (own admission authority – voluntary aided and academy) primary schools, to the relevant school in order that they may apply their own admission arrangements' oversubscription criteria to the applications.

- 5.5. By 6 March 2023, RCC's OAA primary schools will return, to RCC, a confirmed, prioritised list of applications for their school according to the school admission arrangements' oversubscription criteria.
- 5.6. By 20 March 2023, RCC will inform other LAs of the outcome of applications from residents within the other LA areas. An electronic file, determined by the results of applying the relevant primary school oversubscription criteria, will be sent to other LAs.
- 5.7. By 12 April 2023, RCC will send a final list of offers to be made to each Rutland primary school.
- 5.8. On 17 April 2023, national primary offer day, RCC will send a response to all Rutland residents who have applied for a primary school place, informing them of the place offered to their child. Applications that were submitted online will be sent an email and applications that were submitted on the paper application form will be sent a letter, posted out first class on offer day.
- 5.9. When RCC has offered a place in writing, the parent/carer will be required to respond to their offer within 14 days of the date of the offer letter, indicating whether they wish to accept or decline the place offered. If a parent/carer has not responded to the offer of a place within this time limit, RCC will remind the parent/carer of the need to respond within a further seven days. Failure to respond by this final deadline may result in the offer being withdrawn and the place being offered to another child. RCC will notify Rutland schools and other LAs if the offer of a place is declined by a parent/carer
- 5.10. Late applications (those received after the co-ordinated scheme application closing date of 15 January 2023), will be considered in accordance with the relevant primary school admission arrangements.

### Admission to primary school in September 2023

#### Summary of process – timetable

<u>Date</u>	<u>Action</u>
Sunday 15 January 2023	Closing date for Rutland residents to submit an application form to Rutland County Council (RCC), their 'home' LA.
By Monday 6 February 2023	RCC to inform other LAs of any applications received for a place at a school within their LA areas.
By Monday 13 February 2023	RCC to forward a list of all applications received for Rutland VA and Academy schools to the school direct for processing and ranking.
By Monday 6 March 2023	Rutland VA and Academy schools to return a confirmed, ranked list of applications for their school to RCC.
By Monday 20 March 2023	RCC to inform other LAs of the outcome of applications for places at schools within their areas.
By Wednesday 12 April 2023	RCC to send each Rutland primary school a finalised list of offers to be made to their school.

Monday 17 April 2023	RCC to send offers to Rutland residents. Note: offer day is 17 April due to 16 April being a non-working day in 2023.
Post 17 April 2023	RCC will continue to administer the co-ordinated process in close partnership with all Rutland primary schools and other LAs.

## **6. Admissions outside the normal admissions round (In-year admissions)**

- 6.1. Rutland LA will provide information to parents about the places available in all Rutland schools.
- 6.2. Rutland LA only co-ordinates in-year applications for voluntary controlled schools in the local authority area. Rutland County Council is the admission authority for these schools and applications for these schools must be submitted directly to the Council.
- 6.3. For schools that are their own admission authority (OAA), eg, voluntary aided schools and academies, applications must be submitted directly to the school.
- 6.4. Applications for a place at a school outside of the Rutland area must be submitted directly to the Council or directly to the school, depending on the co-ordinated scheme for that local authority (LA).
- 6.5. Rutland LA will process in-year applications (for voluntary controlled schools only) in accordance with their admission arrangements; up to 30 school days in advance of the school place being required. Applications received earlier than 30 days in advance will be held as pending and will be processed 30 school days prior to the place being required.
- 6.6. Rutland LA will only allocate places in advance of a family moving into the area where suitable confirmation of residence, such as proof of exchange of contracts for house purchase or a letting agreement, has been received. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. Any application refused on this basis will be given the opportunity to be placed on the school's waiting list and there will be the right to appeal.
- 6.7. A decision about whether a place can be offered will be notified to the applicant, by Rutland LA, within 10 school days of the application being received.
- 6.8. All offers of a place for an in-year admission through Rutland LA must be accepted or refused by the applicant within 14 days of the date of the offer letter. If an applicant has not responded to the offer of a place within this time limit, the LA will remind them of the need to respond within a further seven days. Continued lack of response will result in the LA, as admission authority, withdrawing the offer (see Rutland County Council's Admission Arrangements).

6.9. Once offered, a place must be taken up no later than 30 school days following the date of the offer. Failure to take up the place within this timescale will result in the offer being withdrawn.

6.10. If a place becomes available at a school which is oversubscribed and has a waiting list, and where RCC is the admission authority, the school will notify RCC who will then arrange for a place to be offered from the waiting list. Each Rutland admission authority will maintain its own waiting list.

## 7. Contact information

Rutland County Council's School Admissions Service can be contacted as follows:

By post to:            School Admissions  
                         Rutland County Council  
                         People Directorate  
                         Catmose  
                         OAKHAM  
                         Rutland  
                         LE15 6HP

By telephone to:    01572 722577

By email to:         [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

Via website at:     [www.rutland.gov.uk/admissions](http://www.rutland.gov.uk/admissions)

## 8. Glossary of Terms

**'Local Authority'** - the local council where a person lives, which has responsibility for schools and education.

**'Parent/carer'** - refers to both individual parents as well as those with parental responsibility for the child e.g. carers.

**'Home Local Authority'** - the Council where the child lives.

**'Maintaining Local Authority'** - the Council area in which a school is located.

**'Own Admission Authority'** - any school which is responsible for its own admission arrangements (policy). This includes Academies, Trust schools, Foundation schools and Voluntary Aided schools.