



Co-ordinated admissions scheme for Rutland **Primary and Secondary schools** **Academic year 2025-2026**

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 admissions 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 local authority (LA) area, who submits an application within the normal admissions round, 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) Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to co-ordinate admission arrangements for the normal admissions round for all publicly funded schools within their area.

Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. 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.

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 provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme.

(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 2.30) 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 a common 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 via the Rutland Admissions Portal or as a download document. Both versions of the form can be accessed from the admissions website at www.rutland.gov.uk/admissions A copy of the application form can also be requested by contacting Rutland's Admissions Service on 01572 722577 or emailing admissions@rutland.gov.uk
- 3.4. If additional information is required by a governing body or academy trust, in order to apply its oversubscription criteria, for example faith information, parents will need to complete and submit a supplementary information form alongside the application form. Copies of supplementary information forms are available on each 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 could 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 could 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, ranking of preferences and confirmation of 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 admissions this is 1 March or the next working day, and for primary school admissions this is 16 April or the next working day. Schools, governing bodies, academy trusts or other LAs must not advise a parent/carer of a child resident in Rutland of the outcome of their application.
- 3.9. Children resident in Rutland who cannot be offered one of their preferred schools on offer day must, if there are places available within the county, be offered a place at an alternative school by the 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 (EHCP) 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 2025 (First-time secondary school place into Year 7)

- 4.1. In September 2024, Rutland County Council (RCC) will invite parents/carers of children known to RCC and living within its area to complete an application form for admission to secondary school in September 2025. 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 2024. This is a national closing date.
- 4.3. Late applications, received after the closing date of 31 October 2024 but by 1 December 2024, will be processed within the first offer round. Applications received after 1 December 2024 will be processed in subsequent offer rounds. Late applications will be considered in accordance with the relevant school's admission arrangements.
- 4.4. By 21 November 2024, RCC will forward information about applications to schools in other LA areas to the relevant maintaining LA.
- 4.5. By 11 December 2024, RCC will forward a list of all preferences received for a Rutland secondary school, to the relevant school in order that they may apply the oversubscription criteria within the school's admission arrangements. (All three secondary schools in Rutland are academies. RCC is not the admission authority for any secondary schools within the LA area).
- 4.6. By 17 January 2025, RCC's secondary schools will return, to RCC, a confirmed, ranked list of preferences for their school as per the oversubscription criteria within their admission arrangements.
- 4.7. By 3 February 2025, RCC will inform other LAs of the outcome of applications from residents within the other LA areas.
- 4.8. By 27 February 2025, RCC will send a final list of offers to be made to each Rutland secondary school.
- 4.9. On 3 March 2025 (national offer day of 1 March is a non-working 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. Applicants that submitted their application online will have access to the online portal from 00:01 on 3 March so that they can view their child's school place offer. An automated offer email will also be sent out at approximately 8.00am. Applicants that applied using the paper application form will be sent a letter, posted out first class, on offer day.
- 4.10. Following offers being made by RCC, the parent/carer will be required to respond to the offer within 14 days of the offer day, 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 7 days. Failure to respond by this final 21-day 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.

Admission to secondary school in September 2025

Summary of process – timetable

<u>Date</u>	<u>Action</u>
Thursday 31 October 2024	Closing date for Rutland residents to submit an application to RCC (their 'home' LA).
By Thursday 21 November 2024	RCC to inform other LAs of applications received for a place at a school within their LA areas.
By Wednesday 11 December 2024	RCC to forward a list of all preferences received for Rutland secondary schools direct to the school for ranking.
By Friday 17 January 2025	Rutland secondary schools to return a confirmed, ranked list of preferences for their school to RCC.
By Monday 3 February 2025	RCC to inform other LAs of the outcome of applications for places at schools within their areas.
By Thursday 27 February 2025	RCC to send each Rutland secondary school a finalised list of offers to be made to their school.
Monday 3 March 2025	RCC to send offers to Rutland residents.
Post 3 March 2025	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 2025

(First-time primary school place into reception year group)

- 5.1. In October 2024, Rutland County Council (RCC) will invite parents/carers of children known to RCC and living within its area to complete an application form for admission to primary school in September 2025. 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 2025. This is a national closing date.
- 5.3. Late applications, received after the closing date of 15 January 2025 but by 5 February 2025, will be processed within the first offer round. Applications received after 5 February 2025 will be processed in subsequent offer rounds. Late applications will be considered in accordance with the relevant school's admission arrangements.
- 5.4. By 7 February 2025, RCC will forward information about applications to schools in other LA areas to the relevant maintaining LA.

- 5.5. By 13 February 2025, RCC will forward a list of all preferences received for a Rutland primary school, to the relevant school in order that they may apply the oversubscription criteria within the school's admission arrangements. (All Rutland primary schools are either voluntary aided or academies. RCC is not the admission authority for any primary schools within the LA area.)
- 5.6. By 4 March 2025, RCC's primary schools will return, to RCC, a confirmed, ranked list of preferences for their school as per the oversubscription criteria within their admission arrangements.
- 5.7. By 21 March 2025, RCC will inform other LAs of the outcome of applications from residents within the other LA areas.
- 5.8. By 10 April 2025, RCC will send a final list of offers to be made to each Rutland primary school.
- 5.9. On 16 April 2025, 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. Applicants that submitted their application online will have access to the online portal from 00:01 on 16 April so that they can view their child's school place offer. An automated offer email will also be sent out at approximately 8.00am. Applicants that applied using the paper application form will be sent a letter, posted out first class, on offer day.
- 5.10. Following offers being made by RCC, the parent/carer will be required to respond to the offer within 14 days of the offer day, 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 7 days. Failure to respond by this final 21-day 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.

Admission to primary school in September 2025
Summary of process – timetable

<u>Date</u>	<u>Action</u>
Wednesday 15 January 2025	Closing date for Rutland residents to submit an application to Rutland County Council (RCC), their 'home' LA.
By Friday 7 February 2025	RCC to inform other LAs of any applications received for a place at a school within their LA areas.
By Thursday 13 February 2025	RCC to forward a list of all preferences received for Rutland primary schools direct to the school for ranking.
By Tuesday 4 March 2025	Rutland primary schools to return a confirmed, ranked list of preferences for their school to RCC.
By Friday 21 March 2025	RCC to inform other LAs of the outcome of applications for places at schools within their areas.

By Thursday 10 April 2025	RCC to send each Rutland primary school a finalised list of offers to be made to their school.
Wednesday 16 April 2025	RCC to send offers to Rutland residents.
Post 16 April 2025	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. Local authorities are the admission authority for voluntary controlled schools in their area and are only required to co-ordinate in-year applications for these schools. As there are no voluntary controlled schools in Rutland, Rutland County Council is not admission authority for any schools in the area and, as a result, in-year applications for all Rutland schools must be submitted directly to the school or admission authority for the school.
- 6.3. 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).

7. Contact information

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

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

By telephone to: 01572 722577

By email to: admissions@rutland.gov.uk

Visit our website at: 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.