



**Admission Arrangements for
Community and Voluntary
Controlled Schools
2010-2011**

POLICY DOCUMENT

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Blackpool Council Admissions Policy 2010-2011 For Community and Voluntary Controlled Schools

Scope of the Policy

This policy applies to those Blackpool Community and Voluntary Controlled Schools for which Blackpool Council is the Admissions Authority.

The Governing Bodies of Voluntary Aided Schools in Blackpool are responsible for setting their own admissions criteria and for determining the allocation of school places in accordance with their published admission policy.

See **Appendix 1** for a comprehensive list of Blackpool Community and Voluntary Controlled Schools including their published admission numbers.

Legal Framework

In accordance with the provisions of the School Standards and Framework Act 1998, the Education and Inspections Act 2006, the School Admissions (Admission Arrangements) (England) Regulations 2008 and the Schools Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008, Blackpool Council has formulated its admission policy for 2010-2011, and for subsequent years subject to any review, as it relates to Blackpool's Community and Voluntary Controlled Schools.

Co-ordinated Admission Arrangements

In accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2006, Blackpool Council operates a Co-ordinated Primary Admission Scheme (**Appendix 2**), which facilitates co-ordination of all Admission Authorities within Blackpool. A fully co-ordinated scheme will be in place for September 2011.

Blackpool's Co-ordinated Scheme for Secondary Admissions (**Appendix 4**) allows for an inter-Blackpool Co-ordinated approach to Secondary Admission, which is also fully co-ordinated with Lancashire County Council.

Admission to nursery classes

This policy does **not** apply to children being admitted to nursery education, including nursery provision delivered in schools or co-located children's centres.

Primary schools with an attached nursery class

Where schools have a maintained nursery class attached, separate admission arrangements must be published for entry to the nursery.

The Headteacher and Governing Body manage admissions to a maintained nursery class on behalf of the Local Authority. Admissions are made with reference to criteria that give due priority to Children Looked After, children with specific educational, social or medical reasons for admission.

Where schools have a nursery attached as part of a Children's Centre, the Children's Centre admissions arrangements for entry to the nursery must be published.

Where schools have a private or voluntary provider nursery class attached, that provider should publish its own admission arrangements for entry to the nursery.

Attendance in any nursery class that is attached to a primary school, does not guarantee admission to the school for primary education. Likewise, schools cannot insist that parents attend any nursery class in order to guarantee admission to the school for primary education.

Admission details for other pre-school settings, including those for nursery aged children, is available from the Blackpool Family Information Service, telephone 0800 092 2332.

Starting Primary School

The Education Act 1996 states that a child is required to attend primary school from the start of term following his or her fifth birthday.

Blackpool's policy is that all children, whose fifth birthday falls within the academic year, may start school in the Autumn Term.

A child would be eligible for a place in a school reception class from the beginning of the Autumn Term if they were born on or between 1st September 2005 and 31st August 2006.

Deferred entry

Primary admission may be deferred by up to two school terms. Where parents wish to defer entry this must be agreed with the school and the CSA. Where deferred arrangements are agreed, school places will be reserved.

Parents may not apply for and be offered a reception place and then defer a child's entry for a full school year.

If a child has a fifth birthday during the Summer term and parents wish to defer entry until the September, they can opt to miss the reception year. School places cannot be reserved in these circumstances and parents would have to apply for a Year 1 place during the Summer term.

Infant class sizes

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribes that infant classes must not contain more than 30 pupils with a single schoolteacher.

Factors not taken into account in Blackpool's admission policy

Blackpool Council does not operate a 'catchment area' policy.

Blackpool Council does not operate a 'feeder school' system.

Applying for a school place

Primary School Applications

Parents wishing to apply for a Blackpool primary school place must complete a Blackpool Council Primary Application Form, and return it to the Blackpool School Admissions Team, whether or not they reside in Blackpool. Applications can also be made online via the Blackpool Council website www.blackpool.gov.uk.

Secondary School Applications

It is necessary to apply for a Blackpool secondary school place on the appropriate common application form. Applications can also be made online via the Blackpool Council website www.blackpool.gov.uk.

If the parent is a Blackpool resident application must be made to Blackpool's School Admissions Team. However, if a parent resides in the Lancashire County Council area or in any other Local Authority, application must be made to the "home" Local Authority.

Submission of a late application could reduce the chance of a place at a preferred school.

A pupil living in any part of Blackpool or outside of Blackpool may express a preference for a place at any of the schools for which the Blackpool Local Authority controls admissions.

Allocation of places

Blackpool Council operates an Equal Preference Scheme.

After the published closing date for the return of the Admission Application Forms, the School Admissions Team will complete the process of allocating school places to pupils.

Wherever possible, pupils will be allocated to a school in accordance with parental preference.

The limitation on this will be the statutory limitation contained in Section 86 of the School Standards and Framework Act 1998, which states that a Local Authority need not comply with parental preference, "if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources".

Parental preference will be met provided that the demand for places does not exceed the agreed admission number listed against the school.

Where demand for a school exceeds the available places the Local Authority will allocate places fairly and objectively using its published 'oversubscription criteria'.

The criteria used to allocate places at oversubscribed schools is set out in this document (**see page 10**).

Published Admission Numbers

The school's Published Admission Number (PAN) defines the number of pupils to be admitted to the school in the relevant year.

When setting the Admission Number, the Local Authority has due regard to the available space within the school as defined by the school's net capacity.

Where a school is oversubscribed the Local Authority's admission arrangements must specify how it will determine the allocation of places, (**see page 10**).

Governing Bodies of Voluntary Aided Schools in Blackpool are responsible for setting their own Admission Number.

Children with Statements of Special Educational Needs that name a school

When a child has a Statement of Special Educational Needs that names a particular school, all Admission Authorities are required by Schedule 27, Section 324 of the Education Act 1996 to admit the child to that school. Schools **must** admit these children whether they have places or not.

Siblings (including multiple births)

Where there are families of multiple births wanting admission and there is only a single place left within the admission number, then the Local Authority will exercise as much flexibility as possible (within the requirements of infant class size legislation in the case of admission to primary school).

If it is not possible to accommodate all children from multiple births at the same school, then a random allocation will be carried out. In the event of a random allocation, someone independent of the CSA and school would supervise the process, and parents would be invited to attend.

Parents should pursue a place for the other children via the appeal route or consider an alternative school that may be able to accommodate all children.

Equal Preference Scheme

Blackpool Council operates an 'Equal Preference Scheme', which the DCSF considers maximises parental satisfaction with the admissions arrangements.

Parents are invited, for both Primary and Secondary Schools, to express a preference, in priority order, for three schools, and to give reasons for their preference.

All preferences will be treated equally, initially, but if more than one school can potentially be offered, **a single offer will be for the school that the parent has ranked highest.**

The Local Authority will make a single offer of a school place in accordance with Blackpool's Co-ordinated Admission arrangements. See the relevant Co-ordinated admission scheme (**appendix 2 and 4**). The Local Authority will make the offer in writing on the published national offer date.

Expressing a preference does not guarantee that a parent will receive an offer of their highest ranked school. Furthermore, a small number of parents may not receive an offer of a place at a lower ranked school.

Over-subscription criteria

The school's Published Admission Number (PAN) determines the number of available places.

Where there are more preferences for a particular school than there are places available, the Local Authority employs its oversubscription criteria to objectively determine which children should be offered a place at that particular school.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed below, the distance criteria will be used as a 'tie breaker'. In the event of equal distance, a random allocation will be used to determine who takes priority for a place.

If a place cannot be offered at any one of the parent's preferred schools, a place will be offered at the nearest school with an available place.

The child's name will be added to a school's waiting list and parents will be advised of any schools at which there are vacancies.

The over subscription criteria is applied in the following order:

Children Looked After

Blackpool Council gives the highest priority to Children Looked After, as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

A Looked After child is a child who is in the care of a Local Authority or provided with accommodation by that Authority, as defined in Section 22 of the Children Act 1989, at the time of application and allocation.

If a child ceases to be a Looked After Child after the application is made, this is regarded as a relevant change of circumstance.

Medical Conditions

Priority will be given to children where they or their parent(s)/carer(s) have a serious medical condition where they contend that attendance at a particular school is appropriate.

Supporting evidence will be required and this must set out the particular reasons why the school in question is the most suitable school and the difficulties that could arise if the child had to attend an alternative school.

There must be substantive medical evidence e.g. in the form of a letter from a consultant doctor. Each case will be treated on merit and the Local Authority may consult its own medical advisers in deciding whether a higher priority will be given.

Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.

Social or welfare reasons for admission

Social or welfare reasons for admission

Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to the preferred school, these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to a particular school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.

All information which is submitted will be considered as being confidential

Siblings

Priority will be given to brothers and sisters of children already attending the school at the time of application and who will still be attending at the time of admission.

This includes full brothers and sisters who may not live at the same address. Stepchildren and foster children who are living with the same family at the same address would be classed as siblings. Stepchildren or foster children who do not live with the same family at the same address would **not** be classed as siblings.

'Distance' criterion

Blackpool Council determines the distance from the applicant's home address to the school on the following basis.

The distance between the applicant's home and school is taken as a straight line between the Ordnance Survey address point of the applicant's home address and the main entrance of the school. The Ordnance Survey address point is a point within the boundary of the property and is usually located at its centre.

Distances are measured automatically using the Council's Geographic Information System.

Due priority will be given to pupils for whom the preferred **Blackpool** school is their nearest school.

Where there is more than one application from a postal address contained within a block of flats, priority will be given to the applicant residing in the lower storey flat.

If the CSA is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school, then a random allocation will be carried out. In the event of a random allocation, someone independent of the CSA and school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for transport purposes.

Late applications

For under subscribed schools it may be possible to consider late applications up to the school's published admission number.

Any late applications for Voluntary Aided Schools will be referred to the School Governing Body for the necessary consideration in liaison with the Local Authority.

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date, but before offers of places have been made, be considered concurrently with those applications received on time.

The circumstances that might justify a late application include, but are not restricted to, the illness of a single parent/carer, which might have reasonably impinged upon their ability to submit an application on time.

Change of preference

Parents may **not** change their preference once their application has been submitted, unless there is a significant reason for doing so, for example a house move. Any requests must be made in writing, with evidence to demonstrate the reasons.

Any application for a school place received after the start of the academic year will be treated as a non-routine admission and the Local Authority will work with the parents to secure an appropriate school place.

Waiting lists

The Local Authority will establish and maintain a Waiting List for each school for which it is the admissions authority. The Waiting List will be established on the offer day and will be maintained up to the end of the Autumn Term in the admission year.

Children will be automatically placed on the waiting list for any school that is ranked higher than the one they have been offered. If a child has not been offered any of the parent's preferred schools, they will be placed on the waiting list for each school. Parents may also request that the child is placed on the waiting list for a school that was not an original preference.

In accordance with the in the DCSF School Admissions Code, places on the waiting list are maintained according to the pupil's priority against the school's admission criteria, not simply the length of time that they have been on the waiting list. A new applicant, who has a higher priority according to the admission criteria, would be ranked higher than those that have been on the list for some time.

Parents who intend to appeal against the Local Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the Waiting List.

For those parents who proceed to an independent appeal, no consideration is given to the child's position on the Waiting List.

Appeal arrangements

Any parent whose child is not offered a school place for which they have expressed a preference has the right to appeal to an Independent Appeal Panel.

Parents can also appeal for a school that was not an original preferred school.

Parents who intend to make an appeal must complete a Blackpool Council Appeal Form.

Fraudulent applications

Where the Local Authority discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Local Authority is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Admission to Blackpool Schools after 1st September 2010

All parents requesting a school place, either because they are new to Blackpool, or because they are wishing to transfer schools within Blackpool, will be required to complete a common application form, allowing them to express up to three preferences. The admission of all students to Blackpool schools will be co-ordinated by the School Admissions Team, in line with recent changes in legislation.

In-Year Fair Access Protocol

Blackpool Council operates an In-Year Fair Access Protocol, which ensures that access to education is secured quickly for children who have complex needs, and to ensure that all schools in the area admit equally under these arrangements.

APPENDICES

**BLACKPOOL COMMUNITY, VOLUNTARY CONTROLLED AND
VOLUNTARY AIDED SCHOOLS**

| Community Primary Schools | Admission Number |
|----------------------------------|-------------------------|
| Anchorsholme Primary School | 90 |
| Beacon Primary School * | 60 |
| Boundary Primary School | 60 |
| Claremont Primary School | 60 |
| Devonshire Primary School | 60 |
| Hawes Side Primary School | 90 |
| Kincraig Primary School | 27 |
| Layton Primary School | 90 |
| Marton Primary School | 60 |
| Mereside Primary School | 30 |
| Moor Park Primary School | 60 |
| Norbreck Primary School | 90 |
| Revoe Community Primary School | 60 |
| Roseacre Primary School | 90 |
| Stanley Primary School | 90 |
| Thames Primary School | 60 |
| Waterloo Primary School | 90 |
| Westcliff Primary School | 30 |

| Voluntary Controlled Primary School | |
|--|----|
| Bispham Endowed C of E Primary School | 60 |

* This is a new primary school facility situated on Warbreck Hill Road, on the site of Beacon Hill High School

| Voluntary Aided Primary Schools | Admission Number |
|--|-------------------------|
| Baines Endowed Church of England School | 68 |
| Christ the King Catholic Primary School | 30 |
| Holy Family Catholic Primary School | 30 |
| Our Lady of the Assumption Catholic Primary School | 30 |
| St Bernadette's Catholic Primary School | 30 |
| St Cuthbert's Catholic Primary School | 30 |
| St John's Church of England Primary School | 30 |
| St John Vianney Catholic Primary School | 60 |
| St Kentigern's Catholic Primary School | 30 |
| St Nicholas' Church of England Primary School | 60 |
| St Teresa's Catholic Primary School | 30 |

| Community Secondary Schools | Admission Number |
|---|-------------------------|
| Beacon Hill High School Business and Enterprise College | 165 |
| Bispham High School Arts College | 220 |
| Collegiate High School | 210 |
| Highfield Humanities College | 224 |
| Montgomery High School A Language College and Full Service School | 290 |
| Palatine Community Sports College | 220 |

| Voluntary Aided Secondary Schools | Admission Number |
|--|-------------------------|
| St George's School A Church of England Business & Enterprise College | 210 |
| St Mary's Catholic College | 210 |

**Co-ordinated Scheme for Primary
Admissions in Blackpool for the
School Year 2010-2011**

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1. INTRODUCTION

The aim of Blackpool's co-ordinated primary schools admissions scheme is to provide a fair and transparent route for consideration of parental preferences in accordance with legislation and the Department for Children Schools and Families (DCSF) School Admissions Code.

The scheme enables all parents who require a place for their child in a Blackpool primary school to complete a single application, either on-line or on a paper form. Parents are invited to express three preferences for admission to a primary school. An opportunity will be given for parents to state their reasons for these preferences. The scheme will also allow an exchange of information with neighbouring authorities in relation to cross border applications for primary school places.

All preferences will be considered equally and where more than one primary school could be offered the priority order in which the parents expressed their preferences will be used to determine which single primary school offer is made.

Following consideration of expressed preferences, the Local Authority will issue to parents an offer for a place at a Blackpool primary school. The scheme will ensure that only one offer of a Blackpool primary school place will be made and will allow an exchange of information with neighbouring authorities in order that cases where more than one offer has been made can be monitored.

In the event that any parent's preferred primary school cannot be offered the Local Authority will ensure that an alternative primary school offer is made.

The scheme works to preserve the powers and responsibilities of individual admission authorities to determine and apply their own published admission policies and facilitates decision making within a co-ordinated framework.

It is recognised that for the scheme to operate successfully it will be important for all admission authorities to work closely together and to share relevant information within an agreed timetable.

2. SCOPE OF THE SCHEME

This scheme is co-ordinated by Blackpool Council and applies to all maintained schools within Blackpool.

These include:-

| Community Primary Schools | Admission Number |
|----------------------------------|-------------------------|
| Anchorsholme Primary School | 90 |
| Beacon Primary School | 60 |
| Boundary Primary School | 60 |
| Claremont Primary School | 60 |
| Devonshire Primary School | 60 |
| Hawes Side Primary School | 90 |
| Kincraig Primary School | 27 |
| Layton Primary School | 90 |
| Marton Primary School | 60 |
| Mereside Primary School | 30 |
| Moor Park Primary School | 60 |
| Norbreck Primary School | 90 |
| Revoe Community Primary School | 60 |
| Roseacre Primary School | 90 |
| Stanley Primary School | 90 |
| Thames Primary School | 60 |
| Waterloo Primary School | 90 |
| Westcliff Primary School | 30 |

| Voluntary Controlled Primary School | Admission Number |
|--|-------------------------|
| Bispham Endowed C of E Primary School | 60 |

| Voluntary Aided Primary Schools | Admission Number |
|--|-------------------------|
| Baines Endowed Church of England School | 68 |
| Christ the King Catholic Primary School | 30 |
| Holy Family Catholic Primary School | 30 |
| Our Lady of the Assumption Catholic Primary School | 30 |
| St Bernadette's Catholic Primary School | 30 |
| St Cuthbert's Catholic Primary School | 30 |
| St John's Church of England Primary School | 30 |
| St John Vianney Catholic Primary School | 60 |
| St Kentigern's Catholic Primary School | 30 |
| St Nicholas' Church of England Primary School | 60 |
| St Teresa's Catholic Primary School | 30 |

3. INFORMATION FOR PARENTS

Blackpool Council will co-ordinate the provision of information for parents' school admission arrangements, and will also provide an on-line application facility.

The information provided to parents will incorporate:

- Details of Blackpool's co-ordinated admission arrangements
- The admission arrangements for all Blackpool schools, including voluntary aided schools
- The agreed admissions timetable
- Other information designed to support the parent in the expression of their preferences
- The Common Application Form

4. DISTRIBUTION OF APPLICATIONS

The Local Authority will issue admissions brochures and details of how to apply for school places to all primary schools during the week commencing **Monday 31st August 2009**. This information will incorporate details of the primary co-ordinated admissions scheme, how to apply on-line and will include a hard copy of the common admissions application form. The brochure will also contain summaries of admission policies for all Blackpool primary schools (Community, Voluntary Controlled and Voluntary Aided).

The brochures must be circulated by schools to all parents who have expressed an interest in admission to reception by **Friday 11th September 2009**.

Parents can obtain copies of this information from Blackpool primary schools or any Blackpool Council building. They can also access the on-line system at www.blackpool.gov.uk/schooladmissions. This site contains links to other school admissions information. (e.g. Ofsted and individual school websites).

Voluntary Aided primary schools may at this stage also wish to issue their own supplementary admission forms to parents or may issue their own forms upon receipt of either an on-line application or a common admissions application form. Completion of supplementary forms by parents is not a statutory requirement. These are needed where schools require extra information in order to decide priority of applications in relation to denominational admission criteria. **All parents must however complete either an on-line or a paper application irrespective of additional requirements for information from Voluntary Aided schools.** Schools must consider all applications received even where supplementary forms have not been submitted.

Primary schools must carefully record the issuing and receipt of admissions information to/from parents (preferably keeping dates of issue and receipt).

5. PROCESSING THE APPLICATIONS

Parents must return either an on-line application or a completed common application form to the School Admissions Team by **Friday 6th November 2009**.

Any forms that may be returned to a primary school should be date-stamped and receipted. All forms must be forwarded to the School Admissions Team by **Friday 13th November 2009**.

Details of all preferences will then be entered into Blackpool's primary admissions database.

For each Voluntary Aided primary school the Local Authority will forward a list confirming those parents who have identified that particular school as their preference. This will allow the Governors of Voluntary Aided primary schools to consider applications against their published admissions criteria.

The Local Authority will also, at this time, commence processes relating to verifying looked after children, siblings and medical, social, welfare issues for oversubscribed Community and Voluntary Controlled schools.

The Local Authority will also arrange to exchange information with neighbouring authorities as necessary.

Information from neighbouring authorities confirms any preferences for Blackpool primary schools. These will be incorporated within the primary admissions database and circulated to primary schools as appropriate.

All preferences will be circulated between admission authorities **by Friday 8th January 2010**.

All admission authorities must provide the School Admissions Team with a list of applicants ranked according to the schools' oversubscription criteria **by Friday 22nd January 2010**.

This list will be used to establish the initial offers and to compile waiting lists (where schools are oversubscribed), from which places will be offered should vacancies subsequently occur. The initial offer lists from the Governing Bodies of Voluntary Aided schools will have to take into account the need for offers to be iterated and finalised in accordance with the agreed equal preference scheme and parental preferences.

The Local Authority will then:

- a) consider those pupils who could be offered more than one school. Where the Local Authority is aware that more than one offer of a primary school place could be made, reference will be made to the parents' original order of priority on their original application. The school that is listed highest in priority on the parent's application is deemed to be the school which will be offered;
- b) consider those children who do not currently have the offer for their first priority school and ensure that their second and third priority schools are considered and, where possible, an offer is made.
- c) where none of the parent's preferred primary schools can be offered, the Local Authority will offer a place at the nearest suitable school with an available place. The nearest suitable school will be established by measuring the shortest straight line route between the child's home and the school.

6. NOTIFICATION OF OFFERS

By **Friday 19th February 2010** the Local Authority will complete liaison with neighbouring authorities regarding cross-border issues and finalise these cases, again applying the criteria within Blackpool's co-ordinated primary admissions scheme.

By **Friday 26th February 2010** the Local Authority will forward to Blackpool Voluntary Aided schools, a list of all pupils who will be offered a place at the school.

By **Monday 8th March 2010** the Local Authority will, on behalf of all Blackpool primary schools, write to all parents who completed an application, to inform them of their offer of a school place. Where the offer is made on behalf of another admission authority then this will be made clear.

7. LATE APPLICATIONS

Any form received by the primary school after the closing date of **6th November 2009** should be date-stamped, receipted and returned to the School Admissions Team. Application forms received after the published closing date will only be considered at that time if the following conditions apply:

- a) if the number of preferences received for a school is below the published admission number or:
- b) there are extenuating circumstances justifying a late application, for example, parent/carer illness which required hospitalisation for the major part of the period between the publication of the brochure and the closing date for applications.

All other late applications will only be considered after all other requests for places have been considered.

Onus will be placed upon individual applicants to provide the necessary evidence to support an exceptional case for late application. The relevant admission authority will decide about the appropriateness of each case.

NB. Parents are unable to access the online application after the closing date, so would have to complete a late paper application.

8. WAITING LISTS

Waiting lists for all Blackpool primary schools will be set up in the week following the offer letters being sent. Children will be placed on the waiting list(s) for any schools that were ranked higher than the school that has been offered. Parents may also request that a child is placed on the waiting list for a school that was not an original preference.

When a vacancy occurs which will take a school below its published admission number, the Local Authority will contact the parent to offer a place.

In accordance with the in the DCSF School Admissions Code, places on the waiting list are maintained according to the child's priority against the school's admission criteria, not simply the length of time that they have been on the waiting list. A new applicant, who has a higher priority according to the admission criteria, should be ranked higher than those that have been on the list for some time.

The School Admissions Team will continue to compile and manage waiting lists until the end of the Autumn Term at which point these will be passed on to individual schools. Parents who still wish to be on a school's waiting list must then contact the school direct early in the Spring Term to confirm that this is the case.

Voluntary Aided primary schools will maintain their own waiting lists in accordance with the school's admissions policy, so parents will have to contact the school direct to ascertain the position on the waiting list.

9. FAILURE TO APPLY

Where a parent or guardian fails to submit an application for admission to a Blackpool school, the Local Authority will pursue a registered preference. In the absence of any registered preference the Local Authority will allocate the child a place at their nearest undersubscribed community, or (with the agreement of the Governing Body) voluntary aided school, to ensure that the applicant has a school place secured for their child's education in September.

10. APPEALS

Where the Local Authority as the admission authority, or on behalf of another admission authority which is party to the scheme, notifies parents that none of their preferred schools can be offered, they will also inform parents of their right of appeal.

Parents wishing to appeal for a Community or Voluntary Controlled primary school may request an appeal form from the School Admissions Team.

Appeal forms for Voluntary Aided primary schools can be obtained direct from the relevant school.

The right of an independent appeal applies to all schools, whether or not a preference has been expressed.

11. FURTHER INFORMATION

Further information in relation to this scheme can be obtained from:

School Admissions Team Children and Young People's Department
Progress House
Clifton Road
Blackpool
FY4 4US

Tel: 01253 476508

E-mail: school.access@blackpool.gov.uk

CO-ORDINATED SCHEME FOR PRIMARY ADMISSIONS 2010-2011

TIMETABLE

| DATE | ACTION |
|--|---|
| Week commencing Monday 31st August 2009 | Issue of brochures & common application forms to primary schools |
| By Friday 11th September 2009 | Primary schools to issue brochures & common application forms to parents |
| Friday 6th November 2009 | Closing date for applications |
| The Local Authority populates the primary admissions database and liaises with other admission authorities | |
| By Friday 8th January 2010 | All preferences circulated between admission authorities |
| Each admission authority applies its own admissions criteria | |
| By Friday 22nd January 2010 | Voluntary Aided schools to provide the Local Authority with ranked lists |
| The Local Authority checks all proposed offers against the primary school preference which parents provided on their application and ensures that an alternative offer is made where necessary | |
| By Friday 19th February 2010 | The Local Authority will complete liaison with neighbouring authorities regarding cross-border issues |
| By Friday 26th February 2010 | The Local Authority to forward confirmed list of pupils to be offered places to Voluntary Aided schools |
| By Monday 8th March 2010 | Parents to receive offer letters |

**Co-ordinated Scheme for Secondary
Admissions in Blackpool for the School
Year 2010-2011**

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10. Appeals
11. Further Information

1. INTRODUCTION

The aim of Blackpool's co-ordinated secondary schools admission scheme is to provide a fair and transparent route for consideration of parental preferences in accordance with legislation and the DCSF School Admissions Code.

The scheme enables parents of all pupils living within Blackpool who are transferring to secondary school, to complete a single application (either on-line or on a paper form) expressing three preferences for admission to all secondary schools both within Blackpool and also in neighbouring authority areas. An opportunity will be given for parents to state their reasons for these preferences. All preferences will be considered equally and where more than one secondary school could be offered the priority order in which the parents expressed their preferences will be used to determine which single secondary school offer is made.

Following consideration of expressed preferences, the Local Authority will issue to parents living within Blackpool the offer of one secondary school on behalf of all admission authorities operating the co-ordinated scheme.

In the event that any parent's preferred secondary school cannot be offered the Local Authority will ensure that an alternative secondary school offer is made.

The scheme works to preserve the powers and responsibilities of individual admission authorities to determine and apply their own published admission policies and facilitates decision making within a co-ordinated framework.

It is recognised that for the scheme to operate successfully it will be important for all admission authorities to work closely together and to share relevant information within an agreed timetable.

2. SCOPE OF THE SCHEME

This scheme is co-ordinated by Blackpool Council and applies to all the admission authorities of all maintained schools within Blackpool.

These include:-

| Community Secondary Schools | Admission Number |
|--|-------------------------|
| Beacon Hill High School Business and Enterprise College | 165 |
| Bispham High School Arts College | 220 |
| Collegiate High School | 210 |
| Highfield Humanities College | 224 |
| Montgomery High School A Language College and Full Service School | 290 |
| Palatine Community Sports College | 220 |
| Voluntary Aided Secondary Schools | |
| St George's School A Church of England Business & Enterprise College | 210 |
| St Mary's Catholic College | 210 |

3. INFORMATION FOR PARENTS

The school admission brochures for parents will include the following:

- (a) details of the operation of the qualifying scheme for the co-ordination of secondary admission arrangements both within Blackpool and with neighbouring authorities;
- (b) an explanation of the admission arrangements for all Blackpool secondary schools;
- (c) the timescale for each stage of the admissions process;
- (d) information on the number of applications received for places at each school the previous year, the number which were successful and the criteria under which they were successful;
- (e) where possible additional information to help parents assess realistically their likelihood of obtaining a place at their preferred schools, and describing the risk of unrealistic preferences and the consequences of ranking preferences in a certain way.

The brochures will also contain details about how to apply on-line for a school place and a hard copy of the common paper admissions application form on which **Blackpool residents** may apply for secondary schools for their children.

Secondary schools in neighbouring authority areas should also be included by Blackpool residents on their application.

4. DISTRIBUTION OF APPLICATIONS

During week commencing **Monday 31st August 2009**, the Local Authority issues admissions brochures and details of how to apply for school places to the parents of all Year 6 pupils attending Blackpool primary schools who are due to transfer to secondary school in Autumn 2010.

Parents of Blackpool children who do not attend Blackpool primary schools can obtain copies of this information from Blackpool primary schools or any Blackpool Council building. They can also access the on-line system at www.blackpool.gov.uk/schooladmissions. This site contains links to other school admissions information. (e.g. Ofsted and individual school websites).

Parents living outside of Blackpool will be sent copies of admission brochures on request from the School Admissions Team. These parents will be advised to complete either an on-line or paper application form for their home authority (the authority to which they pay their council tax).

Voluntary Aided secondary schools may at this stage also wish to issue their own supplementary admission forms to parents or may issue their own forms upon receipt of either an on-line application or a common admissions application form. Completion of supplementary forms by parents is not a statutory requirement. These are needed where schools require extra information in order to decide priority of applications in relation to denominational admission criteria. **All parents must, however, complete either an on-line or a paper application irrespective of additional requirements for information from Voluntary Aided schools.** Schools must consider all applications received even where supplementary forms have not been submitted.

Parents will be invited to state on their secondary school application three preferences in priority order and an opportunity will be given for parents to state their reasons for those preferences. All parental preferences will be considered equally by individual admission authorities and the Local Authority will co-ordinate the process to ensure a single secondary school offer for each pupil.

Parents will be required to return the completed application to the School Admissions Team, Progress House, Clifton Road, Blackpool FY4 4US. All parents must return their completed application by Friday 16th October 2009.

5. PROCESSING APPLICATIONS

Blackpool primary schools must forward any paper application forms they may have received to the School Admissions Team by **Friday 23rd October 2009**.

Primary schools must not forward parent's applications direct to any secondary schools. Nor must they, under any circumstances, inform secondary schools about the priority order of parent's preferences.

Details of all the preferences will be entered into the Blackpool's admissions database.

By **Friday 13th November 2009** the LA will notify Blackpool Voluntary Aided schools and neighbouring authorities of every application that has been made for their schools.

Voluntary Aided schools will be sent all relevant details and any supplementary forms received by this date, which they will require in order to apply their own oversubscription criteria.

Voluntary Aided schools must consider all on-line and paper applications, even where applicants have decided not to complete a supplementary form.

Where parents have requested a school outside of Blackpool, the Local Authority will also notify the relevant authority and forward to them details of the application together with any supporting information provided by the parent(s).

Neighbouring authorities will notify Blackpool of the details of any applications that they have received which include Blackpool secondary schools as parental preferences.

The Local Authority will also, at this time, commence processes relating to verifying looked after children, medical, social/welfare issues, and siblings, for oversubscribed Community and Voluntary Controlled schools.

By **Friday 11th December 2009** each Blackpool Voluntary Aided school will return a list to the School Admissions Team, of all applicants, ranked in accordance with the school's admissions policy. This list will be used to establish the initial offers and to compile a waiting list from which places will be offered should vacancies subsequently occur. The lists from the Governing Bodies of Voluntary Aided schools will have to take into account the need for offers to be iterated and finalised in accordance with the agreed equal preference scheme and each parent's priority order of preferred schools.

The LA will then:

- (a) consider those pupils who could be offered more than one school. Where the LA is aware that more than one offer of a secondary school place could be made, reference will be made to the parents' original order of priority on their original application. The school which is listed highest in priority on the parents application be deemed to be the school which will be offered;
- (b) consider those children who do not currently have the offer for their first priority school and ensure that their second and third priority schools are considered and, where possible, an offer is made.
- (c) where none of the parent's preferred secondary schools can be offered, the LA will offer a place at the nearest suitable school with an available place. The nearest suitable school will be established by measuring the shortest straight line route between the child's home and the school.

The Local Authority will, by **Friday 19th February 2010**, forward a list to Blackpool Voluntary Aided secondary schools, of all pupils who will be offered a place at the school.

Blackpool will inform neighbouring authorities of pupils living outside Blackpool who could be offered places in Blackpool schools. Where the pupil could also be offered a school in their home authority, the home authority will determine which offer should be made.

Blackpool will be informed by neighbouring authorities of any Blackpool pupils who are to be offered places in schools within their areas.

The School Admissions Team will send all schools the final pupil allocation list by **Friday 19th February 2010**.

6. NOTIFICATION OF OFFERS

By **Monday 1st March 2010**, the Local Authority will write to every parent resident in Blackpool to inform them of their allocated secondary school place. If the offer is made on behalf of another admission authority, this will be made clear.

Where the initial offer is not for a parent's first priority secondary school, this will be made clear and the reasons why a place at the school could not be offered will be given. In these cases the offer letter will also include advice about rights of appeal.

7. LATE APPLICATIONS

Any form received by the primary school after the closing date of **16th October 2009** should be date-stamped, receipted and returned to the School Admissions Team. Application forms received after the published closing date will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for a school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application, for example, parent/carer illness which required hospitalisation for the major part of the period between the publication of the brochure and the closing date for applications.

All other late applications will only be considered after all other requests for places have been considered.

8. WAITING LISTS

Waiting lists for all Blackpool secondary schools will be set up in the week following the offer letters being sent. Children will be placed on the waiting list(s) for any schools that were ranked higher than the school that has been offered. Parents may also request that a child is placed on the waiting list for a school that was not an original preference.

When a vacancy occurs which will take a school below its published admission number, the Local Authority will contact the parent to offer a place.

In accordance with the in the DCSF School Admissions Code, places on the waiting list are maintained according to the pupil's priority against the school's admission criteria, not simply the length of time that they have been on the waiting list. A new applicant, who has a higher priority according to the admission criteria, will be ranked higher than those that have been on the list for some time.

The School Admissions Team will continue to compile and manage waiting lists until the end of the Autumn Term at which point these will be passed on to individual schools. Parents who still wish to be on a school's waiting list must then contact the school direct early in the Spring Term to confirm that this is the case.

Voluntary Aided secondary schools will maintain their own waiting lists in accordance with the school's admissions policy, so parents will have to contact the school direct to ascertain the position on the waiting list.

9. FAILURE TO APPLY

Where a parent or guardian fails to submit an application for admission to a Blackpool school, the Authority will pursue a registered preference. In the absence of any registered preference the Authority will allocate the child a place at their nearest undersubscribed community, or (with the agreement of the Governing Body) voluntary aided school, to ensure that the applicant has a school place secured for their child's education in September.

10. APPEALS

Where the Local Authority as the admission authority, or on behalf of another admission authority which is party to the scheme, notifies parents that none of their preferred schools can be offered, they will also inform parents of their right of appeal.

Parents wishing to appeal for a Community secondary school may request an appeal form from the School Admissions Team.

Appeal forms for Voluntary Aided secondary schools can be obtained direct from the relevant school.

The right of an independent appeal applies to all schools, whether or not a preference has been expressed.

11. FURTHER INFORMATION

Further information in relation to this scheme can be obtained from:

School Admissions Team
Children and Young People's Department
Progress House
Clifton Road
Blackpool
FY4 4US

Tel: 01253 476508

Email: school.access@blackpool.gov.uk

**CO-ORDINATED SCHEME FOR SECONDARY ADMISSIONS
2010-2011**

TIMETABLE

| DATE | ACTION |
|---|--|
| <p>Week commencing Monday 31st August 2009</p> | <p>Issue of brochures & common application forms to primary schools</p> |
| <p>Friday 16th October 2009</p> | <p>Closing date for applications</p> |
| <p>The Local Authority populates secondary admissions database, runs provisional allocations and liaises with neighbouring authorities</p> | |
| <p>By Friday 13th November 2009</p> | <p>All preferences circulated between admission authorities</p> |
| <p>Each admission authority applies its own admissions criteria</p> | |
| <p>Friday 11th December 2009</p> | <p>Voluntary Aided schools to provide the Local Authority with ranked lists</p> |
| <p>The Local Authority to allocate alternative places, to unsuccessful applicants. Consider preference priority for those pupils where more than one offer could be made and determine offer in accordance with equal preference scheme</p> | |
| <p>By Friday 19th February 2010</p> | <p>The Local Authority to forward confirmed list of pupils to be offered places to Voluntary Aided schools and other authorities</p> |
| <p>By Monday 1st March 2010</p> | <p>Parents to receive offer all letters from the Local Authority</p> |