

Essex Council

Please be advised Essex County Council is consulted on the co-ordinated admissions schemes for 2022-2023 admissions. There are three co-ordinated schemes being consulted on (attached for reference):

- Secondary Admissions 2022-2023 – Year 7 entry
- Infant and Primary Admissions 2022-2023 – Reception Year entry
- Junior Admissions 2022-2023 – Year 3 entry (junior schools only)

If you have any comments on these co-ordinated schemes, please email s.harringtonwhitnall@essex.gov.uk.

The consultation closes on Monday 4 January 2021.



Essex County Council
Co-ordinated Scheme for
Infant and Primary
Admissions

Academic Year 2022-2023

Incorporating admission to Reception Year
(Infant & Primary schools and academies)
and

Primary In-Year Admissions

Author: Admissions, Applications and Awards

Date: 6 November 2020

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Version	Date	Type	Author
1.0	21 October 2020	Consultation Document	Simon Harrington-Whitnall
1.1	6 November 2020	Final Consultation Document	Simon Harrington-Whitnall

1. Introduction:

The School Admissions Regulations (Admission Arrangements and Co-ordination of Admission Arrangements) (England) require LAs to formulate a 'qualifying scheme' each year to co-ordinate admissions to all infant and primary schools and academies in their area for the following academic year.

The LA is required to adopt a scheme for admissions in the academic year 2022-2023 by no later than 28 February 2021. If a scheme is not secured by that date, the Secretary of State can impose a scheme.

For the purposes of this document going forward, where the word 'school' or 'schools' is used it refers to both maintained schools and Academies.

2. Statutory requirements of the Scheme:

A 'qualifying scheme' shall

- 2.1 Ensure that in relation to any application made during the normal admission round, so far as is reasonably practicable, each parent in the area of an LA shall receive a single offer of a school place;
- 2.2 Communicate on 16 April each year a single offer of a school place by an LA to the parent of every child in their area. Where that day is not a working day, the prescribed day shall be the next working day;
- 2.3 Provide a common application form enabling a parent in an authority's area to apply for not less than three secondary schools whether in the LA's area or not, to give reasons for that application, and to rank each application relative to others;
- 2.4 Specify criteria by which the authority shall determine whether a child is to be granted or refused admission to an infant or primary school in their area in any case where it appears that the child is eligible to be granted admission to more than one preferred school, or is not eligible to be granted admission to any school for which an application has been made;
- 2.5 Stipulate a timetable of events;
- 2.6 Set out a procedure for determining any application made otherwise than during a normal admission round, or where it is for admission to a relevant age group, is submitted to the authority later than the date stipulated by the scheme;
- 2.7 Specify whether, in determining if a child is to be granted or refused admission to a school in their area, the home LA will have regard to any information provided by the maintaining authority as to whether the child is to be granted a place at a school in that authority's area.

3. Timetable – September 2022 co-ordinated Reception Year admissions:

Key Action	Scheme Date
Publication of information (composite prospectus/booklet, etc.) on ECC website	By 10 September 2021
Admissions information sent to all Essex infant and primary schools	By 5 November 2021
Primary school applications open for ECC residents Online applications open at 9am	8 November 2021
LA notifies schools of all preference expressed for the school at that point in the process	10 December 2021
National closing date for all applications. <i>The online application system is closed after this date</i>	15 January 2022
Deadline for ‘late’ school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late) and/or change of address	No later than 5pm on 4 February 2022
Inter-LA data exchange of applications undertaken	February 2021
Ranking lists provided to all infant/primary schools (including all application detail) for prioritising ALL applications against their over-subscription criteria and necessary checks, etc. <i>subject to completion of data exchange</i>	By 11 February 2022
Admission authorities will apply their own admission criteria and rank all preferences received	11 – 25 February 2022
LA to receive completed lists of applications ranked in accordance with admissions criteria from ALL admission authorities	No later 5pm on 25 February 2022
LA to process applications with reference to allocation lists and parental preference to establish ‘best fit’ of offers.	March 2022
Inter-LA data exchange of offers undertaken	
LA to send ‘final’ allocation lists to all infant and primary schools in Essex <i>subject to completion of data exchange</i>	By 8 April 2022
National Offer Day Offer notification sent to ECC residents <i>(NB: next working day. 16 April 2022 is a Saturday and Monday 18 April 2022 is a Bank Holiday)</i>	19 April 2022
LA maintains waiting lists for all schools and fills places that become vacant	April 2022 until 31 August 2022
Waiting lists cease to be held by the LA. Waiting lists sent to Academies, Foundation and VA schools	From 1 September 2022

4. Terms of Reference:

4.1 Applications:

The common application form, available as an online or paper form, is the only acceptable form of application.

The availability of the application forms will be publicised on the Council's website for parents of all Essex resident children expecting to commence education in Reception Year during the academic year 2022-2023.

Parents/Carers will be able to apply online.

The form will collect the basic data (pupil name, date of birth, address¹, telephone number, parent/carer details, whether the child is cared for by a local authority (or is a previously looked after child), reasons for the preferences, any sibling link including their age cohort and whether the application is being made on grounds of exceptional medical circumstances).

4.2 Supplementary Information Forms (SIFs):

Some admissions authorities (e.g. selective schools and faith schools) may have to ask parents to complete a Supplementary Information Form (SIF) to gain additional information to enable them to fully apply their admission criteria.

NB: A SIF is not an application form and must be completed in addition to the common application form (referred to above).

Schools will generally send SIFs to parents/carers when notified by the LA of a preference for the school form a parent/carer. A SIF must not request details of a parent/carer's preferences for any other school(s).

In the event of a school needing to use a SIF, a copy of the form must be sent to all statutory consultees as part of the normal consultation on admissions arrangements.

5. Scope of the Scheme:

- 5.1 The overall scheme for applies to all admissions to maintained infant and primary schools (and Academies) within Essex County Council LA for pupils born between 1 September 2017 and 31 August 2018 (inclusive).

¹ proof of address may be requested – ideally a **copy of** a driving licence or council tax bill, otherwise two recent utility bills will be accepted.

6. Key Features of the Scheme:

- 6.1 A common application form, available online and printed in the *Primary Education in Essex booklet* (also available online), enabling parents/carers to apply for up to four schools in preference order.
- 6.2 An online application to be submitted (or a paper application to be returned) to the LA no later than the closing date specified in the table above.
- 6.3 Parents/carers will express a single preference for each school they wish to apply for. If schools require a SIF to be completed to fully apply its criteria, parents/carers must complete this in addition to the LA's application.
- 6.4 Every eligible Essex resident who applies, as far as practicable, will be offered a single school place on the offer date specified in the table above.
- 6.5 Essex LA will send offers of places to all Essex resident parents who have applied irrespective of which LA area the school is located (where a place is being offered).
- 6.6 Foundation, voluntary aided (VA) schools and Academies will continue to be their own admission authorities and will apply their own admission criteria to all applicants. They will also continue to be responsible for organising and presenting admission appeals.
- 6.7 Essex LA will continue to co-ordinate admissions and hold waiting lists for those parents/carers unsuccessful in gaining places at any school ranked higher than the place offered until the date specified in the table above. Schools that are their own admission authority and wish to make offers from a waiting list before this time will need to notify the LA so that the offer can be sent on their behalf.
- 6.5 The Co-ordinated Admissions Scheme will be reviewed annually.

7. Scheme for the Co-ordination of Pupil Admissions to Reception Year in Essex Infant and Primary Schools 2022-2023:

- 7.1 ***Application Form:***
 - 7.1.1 The responsibility for applying for a secondary school place rests with parents/carers.

The availability of the common application form, available online and printed in the *Primary Education in Essex booklet* (published online), will be publicised on the Council's website. The form will also be available in paper form on request from the LA.

Parents/carers will be able to make applications online and refer to the Council's website of admission policy information published in the relevant area directories (published online).

The common application form, completed either online or on paper, will be the only acceptable forms of application.

- 7.1.2 The application form will allow parents/carers to express a preference for up to four infant and/or primary schools in order of preference (including any non-Essex schools).
- 7.1.3 The *Primary Education in Essex* booklet will include notes of guidance explaining the operation of the co-ordinated scheme, including a timetable, and advice on completing the application form. Individual school's admissions policies will be detailed in the *Primary Schools Admission Policy Directory* for the relevant area.
- 7.1.4 An online application must be submitted, or a paper application form returned, to the LA by the closing date of 15 January 2022.
- 7.1.5 The ranked order of parental preference will remain confidential between the parent/carer and the LA (unless disclosed by parental comment in their application), and other LAs where relevant, unless the applicant decides to make an appeal (see 8.2).

7.2 **Supplementary Information Forms (SIFs):**

- 7.2.1 Admission authorities will only have a SIF if they need to collect any further information from a parent which is required to enable them to apply the school's admissions policy.

Admission authorities (the governing body for foundation and VA schools, the Academy Trust for Academies and the LA for community and VC schools) will be responsible for sending this form to parents/carers as required, generally when they receive details of the application from the LA.

These forms must be returned directly to the relevant school. A SIF must not request details of the parent/carer's ranking of the school in relation to other preferences.

- 7.2.2 Schools that require a parent to complete a SIF will be identified in the relevant *Primary Schools Admission Policy Directory*.
- 7.2.3 A SIF alone does not constitute an application for a school place. Applications can only be made on the common application form (online or paper).

7.3 **Processing Applications:**

- 7.3.1 All application forms (online or paper) must be received by the LA by the closing date of 15 January 2022.

If a Governing Body receives applications directly, they must send them directly to the LA.

- 7.3.2 The LA will co-ordinate applications and the offer of places for all Essex schools, acting as a clearing house for other admissions authorities (the governing bodies of foundation and VA schools, the Academy Trust for Academies) and as the admission authority for community and VC schools.
- 7.3.3 The LA will notify schools of every preference expressed for that school together with all the applicants details (apart from the ranking of the preference unless this is required – see 7.1.5) by use of electronic lists, which will be provided to schools

once between the start of the application process in November and the closing date for applications.

- 7.3.4 Schools are permitted to remind parents who have not submitted a formal application but who appear on their own expression of interest register.
- 7.3.5 A full and final list of all on time applicants for a school will be sent to that school by 11 February 2022 (subject to completion of data exchanges).

The list will set out all pupil information and include details of the number of first, second, third and fourth preferences. Schools will not be advised what preference they are named for any individual applicant (see 7.1.5)

Where VA, foundation schools and Academies use straight line distance as a criterion, the LA will supply this information using a computerised GIS system.

Regular updates of late applications will also be provided.

- 7.3.6 VA, foundation schools and Academies must provide the LA with their lists of applications, ranked in accordance with their admission policy, by 25 February 2022. This list **must rank all applications** received.
- 7.3.7 The LA, using preference rankings and the ranked offer data supplied by foundation, VA schools and Academies (and offer data supplied by other LAs) will match the provisional allocations of places against each parent's ranking. The following will then apply:

Where a parent's first preference can be met:

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.

Where a parent's first preference cannot be met but the second preference can be met:

A place will be allocated at the second preference school. The application for the first preference school will be placed on the waiting list. The LA will then not consider any applications for schools at third preference or below.

Where a parent's first and second preference cannot be met but the third preference can be met:

A place will be allocated at the third preference school. The application for the first and second preference schools will be placed on the waiting lists. The LA will then not consider any applications for schools at fourth preference or below.

This process will continue until all preferences are exhausted.

Where none of the parent's preferences can be met:

A place will be offered at the nearest school with spaces available. The LA will use a walking distance measurement to assess the nearest school with spaces available.

The right of a statutory appeal will be given for all preferences which have not been offered.

7.4 ***Exchange of data with other LAs:***

- 7.4.1 Where Essex LA is made aware that a place is to be offered by another LA for a school with a higher ranked preference, any application for a lower ranked preference will not be actioned. If this information is not available multiple offers may occur.

The LA will use the Pan-London Co-ordinated Admissions System (PLR) to securely exchange information with other LAs, which is made up of 38 authorities in and neighbouring London, or the School to School site (S2S) to exchange information with LAs that are outside of the PLR system.

7.5 ***Late Applications and changes of preferences***

- 7.5.1 Applications received after the closing date will be accepted but may be treated as late applications. This means they will be considered after all on time applications have been processed.

However, if a late application is received on or before 4 February 2022 and the LA considers the circumstances for late submission to be exceptional, the applications will be considered as on time.

- 7.5.2 Other applications submitted after the closing date will be accepted but treated as late applications. Admission authorities will be asked to rank the applicant in line with their admissions criteria and return the information to the LA within 15 working days.

Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made.

- 7.5.3 A new on time preference cannot be added after the closing date, to an application form received on time, unless in accordance with 7.5.1, the circumstances are deemed to be exceptional.

Any new application form/preference received after 4 February 2022 will be held and not considered until after the first round of offers has been made on 19 April 2022.

- 7.5.4 Changes in the order of preferences already expressed will not be accepted after the closing date, unless the reason is for a change of address. No such changes shall be permitted after 4 February 2022 until after the first round of offers has been made on 19 April 2022.

- 7.5.5 After 19 April 2022 the details of any applications received from parents who move into the area will be sent to schools as and when they are received.

Schools will be required to rank them in accordance with their admissions criteria and return the information to the LA within 15 working days.

Names will be added to waiting lists in accordance with the admission criteria where appropriate.

7.6 **Allocation of Places:**

- 7.6.1 The LA will send offers to parents on 19 April 2022 offering a place at the allocated school. Parents/carers should confirm rejection of a place within two weeks only if they do not wish to accept the place offered. Non confirmation of a rejection will be deemed to be an acceptance of the offer made.

For those that have had an application refused, parents will have a right of appeal to an independent panel.

Parents/carers who submitted their applications online will be able to access the outcome of their applications via the internet from 19 April 2022 and should receive an email informing them of the outcome of their application.

- 7.6.2 If an offer of a place is declined the LA will reallocate the place from the waiting list, in accordance with the parental rankings and the school's admission policy.
- 7.6.3 For pupils who, through the allocation process, have not been offered a place at any of their preferred schools the LA will allocate and offer a place at the nearest school that have places available.
- 7.6.4 The LA will inform schools and other LAs where necessary, of the allocations made.

7.7 **Co-ordinated arrangements between the national offer date and September 2022:**

- 7.7.1 Where necessary the LA will hold waiting lists for all schools until the end of August 2022 and continue to allocate places from the waiting lists if spaces become available.

After this point, the LA will hand over the waiting lists for foundation, VA schools and Academies to individual schools. The LA will continue to hold the waiting lists for community and VC schools until the end of the autumn term (31 December 2022) and offer places as appropriate from these lists. Thereafter, parents will have the opportunity to register their continued interest in a place.

- 7.7.2 From the national offer day (19 April 2022) up to the end of August 2022 the LA will continue to co-ordinate admission arrangements for potential Year R pupils and make all offers to Essex residents on behalf of Essex infant and primary schools. All new applications will continue to be made on the paper common application form. The online system will be unavailable for new applications following the closing date of 15 January 2022.
- 7.7.3 The offer of a revised school place will continue to be made by the LA on behalf of the school. If schools are contacted directly by a parent, then it should be made clear to the parent that offers can only come from the LA. Schools must not make offers directly.

8. Appeals:

- 8.1 Parents will have the right of appeal for a place at a school that they had put as a preference and for which they had not been allocated a place, even where that preference was of a lower rank than the place offered.
- 8.2 The appeal would be against the admission authority and not the LA, unless relating to a community or VC school. The LA will provide the admission authority at that time with details of the preference expressed by parents.

9. Co-ordination of pupil admissions to Year 3 of Essex junior schools 2022-2023

- 9.1 A separate specific scheme is published for admissions into Year 3 of junior schools in Essex for September 2022. This is available to view on the website at www.essex.gov.uk/admissions.

10. Applications for School Places Received In-Year (mid year):

For the purposes of primary and junior school admissions an in-year (otherwise known as mid-year or casual) application is defined as any application for a place in Year Groups 1-6, or an application for a Year R (infant and primary schools) or Year 3 (junior schools) made on or after 1 September in the academic year in which the child is to be admitted to the school.

The arrangements detailed below shall therefore apply to applications submitted on or after 1 September 2020 for children to be admitted into Year Groups R-6 during the school year September 2022 to July 2023.

10.1 Introduction:

- 10.1.1 The School Admissions Code 2014 stipulates that there is no requirement for local authorities to co-ordinate in year applications for places outside the normal admissions round (i.e. applications other than for the start of Reception in infant and primary schools or Year 3 in junior schools).
- 10.1.2 The County Council, however, believes that in the interests of fairness and consistency, and given that the Council is the admission authority for a large number of infant, primary and junior schools, that it should continue to co-ordinate all in-year applications for infant, primary and junior school places. The arrangements below will, therefore, apply with effect from 1 September 2022, in line with the current/previous in-year co-ordinated arrangements.

10.2 Key operational requirements

- 10.2.1 There will be a common application form, produced by the LA which will be available at all Essex schools, on the Essex County Council website and on demand from the LA's School Admissions Team, enabling parents to apply for up to four Essex infant/primary/junior schools in preference order.

10.2.2 Essex LA will send all offers of places to parents who have applied for a school place, where that place is for a school in the Essex LA area. IN the case of academies, foundation and VA schools, such offers will be made on behalf of the admission authority in question.

10.2.3 Academies, foundation and VA schools will continue to be their own admission authority and will also continue to be responsible for organising and presenting admission appeals.

10.2.4 These arrangements will be reviewed annually.

10.3 Scope of the arrangements

10.3.1 The overall arrangements apply to all applications made by parents/carers for an in-year place at any infant, primary or junior school or academy in the Essex LA area.

11. Scheme for the co-ordination of 'in-year' pupil admissions for Essex resident children in the academic year 2022-2023

11.1 Application Form

11.1.1 There will be a single common application form for all in-year applications to infant/primary/junior schools and academies. The form will be available at all local schools, on the Essex County Council website, and on demand from Essex LA's School Admissions Team.

Notes and guidance explaining the operation of the co-ordinated scheme and advice on completing the application will be available with the form.

The common application form will be the only acceptable form of application.

11.1.2 The form will allow parents/carers to express a preference for up to four infant/primary junior schools /academies in order of preference. In the event that parents/carers are applying for more than one school; the order of parental preferences will remain confidential to the LA. Preference ranks will be shared with other LA's where relevant or if the applicant decides to make an appeal (see 11.6.2)

11.1.3 Parents wishing to apply for a place at a school in the area of another LA will need to follow the application procedures set down in that LA. Likewise parents from other LA area wishing to apply for Essex schools will need to apply directly to Essex using the Essex application form.

11.2 Supplementary Information Forms (SIFs)

11.2.1 Admission authorities will only have a SIF if they need to collect any further information from a parent which is required to enable them to apply the school's admissions policy.

Admission authorities (the governing body for foundation, and VA schools, the Academy Trust for Academies and the LA for community and VC schools) will send this form to parents as required, generally when they receive details of the application from the LA.

These forms must be returned directly to the admissions authority. A SIF must not request details of the parents ranking of the school in relation to other preferences. In the case of in year admissions however, a place will be considered to be available (unless otherwise indicated) at a preferred school if the number on roll in the relevant year group does not meet or exceed the admissions number (see 11.3.3 below), even if the parent has not completed a SIF.

11.2.2 However, for schools that do require a SIF to apply their admissions criteria it will be good practice for schools to issue to parents at the same time as the LA common application form is provided.

11.2.3 In the event of the LA refusing a place at a foundation, VA school or Academy which normally requires a SIF, the parent may lodge a statutory appeal against the refusal, and, if the facility is available, place their child on a waiting list for admission held by the school.

11.2.4 Schools that require a parent to complete a SIF are identified in the *Primary Schools Admissions Policies Directory* booklets, available at schools, on the Essex County Council website, and on demand from the Essex LA's School Admissions Team.

11.2.5 A SIF alone does not constitute an application for a school place. Applications can only be made on the common application form.

11.3 Processing Applications

11.3.1 The LA will co-ordinate applications and the offer of places for all maintained schools and academies in Essex, acting as a clearing house for other admission authorities (the governing bodies of foundation and VA schools, the Academy Trust for Academies) and as the admission authority for community and VC schools within Essex.

11.3.2 Upon receiving a completed common application form, the LA will contact the relevant school(s) to confirm their current numbers on roll. Schools must respond to the LA within 5 school days of receiving the request.

11.3.3 Following receipt of number on roll information, if the school(s) indicate(s) that the number on roll in the relevant year group is lower than the admissions number, the LA will consider a place available at that school, unless otherwise indicated.

11.3.4 In the case of multiple applications, the LA, using preference rankings will match the allocation of places against the applicant's ranking upon receipt of number on roll information. The following will then apply:

Where a parent's first preference can be met:

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.

Where a parent's first preference cannot be met but the second preference can be met:

A place will be allocated at the second preference school. The application for the first preference school will be formally refused and the parent advised of their right of statutory appeal. The LA will not consider an application to a third preference school where one exists.

Where a parent's first and second preference cannot be met but the third preference can be met:

A place will be allocated at the third preference school. The LA will not consider an application to a fourth preference school where one exists. The application for the first and second preference schools will be formally refused, and the parent advised of their right of statutory appeal.

Where none of the parent's preferences can be met:

The applications for all preferred schools will be formally refused and the parent advised of their right of statutory appeal. See point 11.4.4 below.

- 11.3.5 In the event of a parent applying for multiple schools where more than one school has a place available in the relevant year group, the LA will offer a place at the highest ranked school with a place available and send a copy of the offer notification to the school.

11.4 Allocation of places

- 11.4.1 The LA will contact all parents who have submitted an in-year application form, no later than 5 working days from the receipt of number on roll information from the relevant school(s) (see 14.3.2 above), confirming the offer and/or refusal of a place. Non rejection of the offer will be deemed to be an acceptance of the offer made.
- 11.4.2 In the case of more complex applications, it may not be possible to comply with the above timescales in all instances.
- 11.4.3 If an offer of a place is declined the LA will inform the school concerned.
- 11.4.4 For pupils who have not been offered a place at any of their preferred schools, in the case of pupils already with a local Essex school place, the LA will, on request, advise the parent of the nearest school that has places available. In the case of pupils without a school place, the LA will offer a place at the nearest school with a place available.
- 11.4.5 The LA will inform other LAs where necessary, of the allocations made.

11.5 Waiting lists

- 11.5.1 The minimum requirement under the Statutory Admissions Code is that a waiting list is maintained for at least 31 December in the normal year of entry.

There is no requirement to keep a waiting list at any time or for any other school year.

Admission authorities may choose to keep waiting lists for longer than one term and in other school years if they wish.

- 11.5.2 Parents whose applications are refused a place at an academy, foundation or VA school will be advised to contact the individual school to ask a waiting list is held and if their child is being added to the list.
- 11.5.3 The responsibility for maintaining waiting lists (where admission authorities choose to do so) rests with individual admission authorities i.e. the LA for community and VC schools and schools themselves in the case of foundation, VA schools and Academies.

Children must be ranked on a waiting list (where one is held) in accordance with the published oversubscription criteria.

- 11.5.4 Schools that are their own admission authority and wish to make an offer from a waiting list will need to notify the LA so that an offer can be sent out on their behalf.

11.6 Appeals

- 11.6.1 Parents will have the right of appeal for a place at any school that they apply for where they are refused a place. Schools and Academies must inform parents of their statutory right of appeal to an independent panel in the decision letter refusing a place.

- 11.6.2 Any appeal lodged will be against the admission authority and not the LA, unless relating to a community or VC school within Essex.

CONSULTATION



**Essex County Council
Co-ordinated Scheme for**

**Year 3
(Junior School)
Admissions**

Academic Year 2022-2023

**Incorporating admission to Year 3
(Junior schools and academies)**

Author: Admissions, Applications and Awards
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1. Introduction:

The School Admissions Regulations (Admission Arrangements and Co-ordination of Admission Arrangements) (England) require LAs to formulate a 'qualifying scheme' each year to co-ordinate admissions to all junior schools and academies in their area for the following academic year.

The LA is required to adopt a scheme for admissions in the academic year 2022-2023 by no later than 28 February 2021. If a scheme is not secured by that date, the Secretary of State can impose a scheme.

For the purposes of this document going forward, where the word 'school' or 'schools' is used it refers to both maintained schools and Academies.

2. Statutory requirements of the Scheme:

A 'qualifying scheme' shall

- 2.1 Ensure that in relation to any application made during the normal admission round, so far as is reasonably practicable, each parent in the area of an LA shall receive a single offer of a school place;
- 2.2 Communicate on 16 April each year a single offer of a school place by an LA to the parent of every child in their area. Where that day is not a working day, the prescribed day shall be the next working day;
- 2.3 Provide a common application form enabling a parent in an authority's area to apply for not less than three secondary schools whether in the LA's area or not, to give reasons for that application, and to rank each application relative to others;
- 2.4 Specify criteria by which the authority shall determine whether a child is to be granted or refused admission to an junior school in their area in any case where it appears that the child is eligible to be granted admission to more than one preferred school, or is not eligible to be granted admission to any school for which an application has been made;
- 2.5 Stipulate a timetable of events;
- 2.6 Set out a procedure for determining any application made otherwise than during a normal admission round, or where it is for admission to a relevant age group, is submitted to the authority later than the date stipulated by the scheme;
- 2.7 Specify whether, in determining if a child is to be granted or refused admission to a school in their area, the home LA will have regard to any information provided by the maintaining authority as to whether the child is to be granted a place at a school in that authority's area.

3. Timetable – September 2022 co-ordinated Year 3 (Junior School) admissions:

Key Action	Scheme Date
Publication of information (composite prospectus/booklet, etc.) on ECC website	By 10 September 2021
Admissions information sent to all Essex infant and junior schools	By 5 November 2021
Junior school applications open for ECC residents Online applications open at 9am	8 November 2021
LA notifies schools of all preference expressed for the school at that point in the process	10 December 2021
National closing date for all applications. <i>The online application system is closed after this date</i>	15 January 2022
Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late) and/or change of address	No later than 5pm on 4 February 2022
Inter-LA data exchange of applications undertaken	February 2021
Ranking lists provided to all junior schools (including all application detail) for prioritising ALL applications against their over-subscription criteria and necessary checks, etc. <i>subject to completion of data exchange</i>	By 11 February 2022
Admission authorities will apply their own admission criteria and rank all preferences received	11 – 25 February 2022
LA to receive completed lists of applications ranked in accordance with admissions criteria from ALL admission authorities	No later 5pm on 25 February 2022
LA to process applications with reference to allocation lists and parental preference to establish 'best fit' of offers.	March 2022
Inter-LA data exchange of offers undertaken	
LA to send 'final' allocation lists to all junior schools in Essex <i>subject to completion of data exchange</i>	By 8 April 2022
National Offer Day Offer notification sent to ECC residents <i>(NB: next working day. 16 April 2022 is a Saturday and Monday 18 April 2022 is a Bank Holiday)</i>	19 April 2022
LA maintains waiting lists for all schools and fills places that become vacant	April 2022 until 31 August 2022
Waiting lists cease to be held by the LA. Waiting lists sent to Academies, Foundation and VA schools	From 1 September 2022

4. Terms of Reference:

4.1 Applications:

The common application form, available as an online or paper form, is the only acceptable form of application.

The availability of the application forms will be publicised on the Council's website for parents of all Essex resident children expecting to commence education in Year 3 during the academic year 2022-2023.

Parents/Carers will be able to apply online.

The form will collect the basic data (pupil name, date of birth, address¹, telephone number, parent/carer details, current school, whether the child is cared for by a local authority (or is a previously looked after child), reasons for the preferences, any sibling link including their age cohort and whether the application is being made on grounds of exceptional medical circumstances).

4.2 Supplementary Information Forms (SIFs):

Some admissions authorities (e.g. selective schools and faith schools) may have to ask parents to complete a Supplementary Information Form (SIF) to gain additional information to enable them to fully apply their admission criteria.

NB: A SIF is not an application form and must be completed in addition to the common application form (referred to above).

Schools will generally send SIFs to parents/carers when notified by the LA of a preference for the school from a parent/carer. A SIF must not request details of a parent/carer's preferences for any other school(s).

In the event of a school needing to use a SIF, a copy of the form must be sent to all statutory consultees as part of the normal consultation on admissions arrangements.

5. Scope of the Scheme:

- 5.1 The overall scheme for applies to all admissions to maintained junior schools (and Academies) within Essex County Council LA for pupils born between 1 September 2014 and 31 August 2015 (inclusive).

¹ proof of address may be requested – ideally a **copy of** a driving licence or council tax bill, otherwise two recent utility bills will be accepted.

6. Key Features of the Scheme:

- 6.1 A common application form, available online and printed in the *Primary Education in Essex booklet* (also available online), enabling parents/carers to apply for up to four schools in preference order.
- 6.2 An online application to be submitted (or a paper application to be returned) to the LA no later than the closing date specified in the table above.
- 6.3 Parents/carers will express a single preference for each school they wish to apply for. If schools require a SIF to be completed to fully apply its criteria, parents/carers must complete this in addition to the LA's application.
- 6.4 Every eligible Essex resident who applies, as far as practicable, will be offered a single school place on the offer date specified in the table above.
- 6.5 Essex LA will send offers of places to all Essex resident parents who have applied irrespective of which LA area the school is located (where a place is being offered).
- 6.6 Foundation, voluntary aided (VA) schools and Academies will continue to be their own admission authorities and will apply their own admission criteria to all applicants. They will also continue to be responsible for organising and presenting admission appeals.
- 6.7 Essex LA will continue to co-ordinate admissions and hold waiting lists for those parents/carers unsuccessful in gaining places at any school ranked higher than the place offered until the date specified in the table above.

Schools that are their own admission authority and wish to make offers from a waiting list before this time will need to notify the LA so that the offer can be sent on their behalf.

- 6.5 The Co-ordinated Admissions Scheme will be reviewed annually.

7. Scheme for the Co-ordination of Pupil Admissions to Year 3 in Essex Junior Schools 2022-2023:

7.1 Application Form:

- 7.1.1 The responsibility for applying for a secondary school place rests with parents/carers.

The availability of the common application form, available online and printed in the *Primary Education in Essex booklet* (published online), will be publicised on the Council's website. The form will also be available in paper form on request from the LA.

Parents/carers will be able to make applications online and refer to the Council's website of admission policy information published in the relevant area directories (published online).

The common application form, completed either online or on paper, will be the only acceptable forms of application.

- 7.1.2 The application form will allow parents/carers to express a preference for up to four junior schools in order of preference (including any non-Essex schools).
- 7.1.3 The *Primary Education in Essex* booklet will include notes of guidance explaining the operation of the co-ordinated scheme, including a timetable, and advice on completing the application form. Individual school's admissions policies will be detailed in the *Primary Schools Admission Policy Directory* for the relevant area.
- 7.1.4 An online application must be submitted, or a paper application form returned, to the LA by the closing date of 15 January 2022.
- 7.1.5 The ranked order of parental preference will remain confidential between the parent/carer and the LA (unless disclosed by parental comment in their application), and other LAs where relevant, unless the applicant decides to make an appeal (see 8.2).

7.2 **Supplementary Information Forms (SIFs):**

- 7.2.1 Admission authorities will only have a SIF if they need to collect any further information from a parent which is required to enable them to apply the school's admissions policy.

Admission authorities (the governing body for foundation and VA schools, the Academy Trust for Academies and the LA for community and VC schools) will be responsible for sending this form to parents/carers as required, generally when they receive details of the application from the LA.

These forms must be returned directly to the relevant school. A SIF must not request details of the parent/carer's ranking of the school in relation to other preferences.

- 7.2.2 Schools that require a parent to complete a SIF will be identified in the relevant *Primary Schools Admission Policy Directory*.
- 7.2.3 A SIF alone does not constitute an application for a school place. Applications can only be made on the common application form (online or paper).

7.3 **Processing Applications:**

- 7.3.1 All application forms (online or paper) must be received by the LA by the closing date of 15 January 2022.

If a Governing Body receives applications directly, they must send them directly to the LA.

- 7.3.2 The LA will co-ordinate applications and the offer of places for all Essex schools, acting as a clearing house for other admissions authorities (the governing bodies of foundation and VA schools, the Academy Trust for Academies) and as the admission authority for community and VC schools.
- 7.3.3 The LA will notify schools of every preference expressed for that school together with all the applicants details (apart from the ranking of the preference unless this is required – see 7.1.5) by use of electronic lists, which will be provided to schools once between the start of the application process in November and the closing date for applications.

7.3.4 Schools are permitted to remind parents who have not submitted a formal application but who appear on their own expression of interest register.

7.3.5 A full and final list of all on time applicants for a school will be sent to that school by 11 February 2022 (subject to completion of data exchanges).

The list will set out all pupil information and include details of the number of first, second, third and fourth preferences. Schools will not be advised what preference they are named for any individual applicant (see 7.1.5)

Where VA, foundation schools and Academies use straight line distance as a criterion, the LA will supply this information using a computerised GIS system.

Regular updates of late applications will also be provided.

7.3.6 VA, foundation schools and Academies must provide the LA with their lists of applications, ranked in accordance with their admission policy, by 25 February 2022. This list **must rank all applications** received.

7.3.7 The LA, using preference rankings and the ranked offer data supplied by foundation, VA schools and Academies (and offer data supplied by other LAs) will match the provisional allocations of places against each parent's ranking. The following will then apply:

Where a parent's first preference can be met:

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.

Where a parent's first preference cannot be met but the second preference can be met:

A place will be allocated at the second preference school. The application for the first preference school will be placed on the waiting list. The LA will then not consider any applications for schools at third preference or below.

Where a parent's first and second preference cannot be met but the third preference can be met:

A place will be allocated at the third preference school. The application for the first and second preference schools will be placed on the waiting lists. The LA will then not consider any applications for schools at fourth preference or below.

This process will continue until all preferences are exhausted.

Where none of the parent's preferences can be met:

A place will be offered at the nearest school with spaces available. The LA will use a walking distance measurement to assess the nearest school with spaces available.

The right of a statutory appeal will be given for all preferences which have not been offered.

7.4 **Exchange of data with other LAs:**

7.4.1 Where Essex LA is made aware that a place is to be offered by another LA for a school with a higher ranked preference, any application for a lower ranked preference will not be actioned. If this information is not available multiple offers may occur.

The LA will use the Pan-London Co-ordinated Admissions System (PLR) to securely exchange information with other LAs, which is made up of 38 authorities in and neighbouring London, or the School to School site (S2S) to exchange information with LAs that are outside of the PLR system.

7.5 Late Applications and changes of preferences

- 7.5.1 Applications received after the closing date will be accepted but may be treated as late applications. This means they will be considered after all on time applications have been processed.

However, if a late application is received on or before 4 February 2022 and the LA considers the circumstances for late submission to be exceptional, the applications will be considered as on time.

- 7.5.2 Other applications submitted after the closing date will be accepted but treated as late applications. Admission authorities will be asked to rank the applicant in line with their admissions criteria and return the information to the LA within 15 working days.

Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made.

- 7.5.3 A new on time preference cannot be added after the closing date, to an application form received on time, unless in accordance with 7.5.1, the circumstances are deemed to be exceptional.

Any new application form/preference received after 4 February 2022 will be held and not considered until after the first round of offers has been made on 19 April 2022.

- 7.5.4 Changes in the order of preferences already expressed will not be accepted after the closing date, unless the reason is for a change of address. No such changes shall be permitted after 4 February 2022 until after the first round of offers has been made on 19 April 2022.

- 7.5.5 After 19 April 2022 the details of any applications received from parents who move into the area will be sent to schools as and when they are received.

Schools will be required to rank them in accordance with their admissions criteria and return the information to the LA within 15 working days.

Names will be added to waiting lists in accordance with the admission criteria where appropriate.

- 7.5.6 **Applications to Year 3 in primary schools** – In most cases, year 3 of a primary school is not a relevant year group in the context of co-ordinated admissions. Applications received from a Year 3 place at a primary school from parents of children who are not attending Year 2 of an infant school will, therefore, be treated as ‘in-year’ admissions.

The LA will not process any preferences for primary schools as part of this process, except for Chigwell Primary School and Wickford Primary School.

7.6 ***Allocation of Places:***

- 7.6.1 The LA will send offers to parents on 19 April 2022 offering a place at the allocated school. Parents/carers should confirm rejection of a place within two weeks only if they do not wish to accept the place offered. Non confirmation of a rejection will be deemed to be an acceptance of the offer made.

For those that have had an application refused, parents will have a right of appeal to an independent panel.

Parents/carers who submitted their applications online will be able to access the outcome of their applications via the internet from 19 April 2022 and should receive an email informing them of the outcome of their application.

- 7.6.2 If an offer of a place is declined the LA will reallocate the place from the waiting list, in accordance with the parental rankings and the school's admission policy.
- 7.6.3 For pupils who, through the allocation process, have not been offered a place at any of their preferred schools the LA will allocate and offer a place at the nearest school that have places available.
- 7.6.4 The LA will inform schools and other LAs where necessary, of the allocations made.

7.7 ***Co-ordinated arrangements between the national offer date and September 2022:***

- 7.7.1 Where necessary the LA will hold waiting lists for all schools until the end of August 2022 and continue to allocate places from the waiting lists if spaces become available.

After this point, the LA will hand over the waiting lists for foundation, VA schools and Academies to individual schools. The LA will continue to hold the waiting lists for community and VC schools until the end of the autumn term (31 December 2022) and offer places as appropriate from these lists. Thereafter, parents will have the opportunity to register their continued interest in a place.

- 7.7.2 From the national offer day (19 April 2022) up to the end of August 2022 the LA will continue to co-ordinate admission arrangements for potential Year R pupils and make all offers to Essex residents on behalf of Essex junior schools. All new applications will continue to be made on the paper common application form. The online system will be unavailable for new applications following the closing date of 15 January 2022.
- 7.7.3 The offer of a revised school place will continue to be made by the LA on behalf of the school. If schools are contacted directly by a parent, then it should be made clear to the parent that offers can only come from the LA. Schools must not make offers directly.

8. Appeals:

- 8.1 Parents will have the right of appeal for a place at a school that they had put as a preference and for which they had not been allocated a place, even where that preference was of a lower rank than the place offered.
- 8.2 The appeal would be against the admission authority and not the LA, unless relating to a community or VC school. The LA will provide the admission authority at that time with details of the preference expressed by parents.

CONSULTATION



Essex County Council
Co-ordinated Scheme for

Secondary Admissions

Academic Year 2022-2023

**Incorporating admission to Year 7
(secondary schools and academies) and
Secondary In-Year Admissions**

Author: Admissions, Applications and Awards

Date: 6 November 2020

Version: 1.1

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1.0	21 October 2020	Draft Consultation Document	Simon Harrington-Whitnall
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1. Introduction:

The School Admissions Regulations (Admission Arrangements and Co-ordination of Admission Arrangements) (England) require LAs to formulate a 'qualifying scheme' each year to co-ordinate admissions to all secondary schools and Academies in their area for the following academic year.

The LA is required to adopt a scheme for admissions in the academic year 2022-2023 by no later than 28 February 2021. If a scheme is not secured by that date, the Secretary of State can impose a scheme.

For the purposes of this document going forward, where the word 'school' or 'schools' is used it refers to both maintained schools and Academies.

2. Statutory requirements of the Scheme:

A 'qualifying scheme' shall

- 2.1 Ensure that in relation to any application made during the normal admission round, so far as is reasonably practicable, each parent in the area of an LA shall receive a single offer of a school place;
- 2.2 Communicate on 1 March each year a single offer of a school place by an LA to the parent of every child in their area. Where that day is not a working day, the prescribed day shall be the next working day;
- 2.3 Provide a common application form enabling a parent in an authority's area to apply for not less than three secondary schools whether in the LA's area or not, to give reasons for that application, and to rank each application relative to others;
- 2.4 Specify criteria by which the authority shall determine whether a child is to be granted or refused admission to a secondary school in their area in any case where it appears that the child is eligible to be granted admission to more than one preferred school, or is not eligible to be granted admission to any school for which an application has been made;
- 2.5 Stipulate a timetable of events;
- 2.6 Set out a procedure for determining any application made otherwise than during a normal admission round, or where it is for admission to a relevant age group, is submitted to the authority later than the date stipulated by the scheme;
- 2.7 Specify whether, in determining if a child is to be granted or refused admission to a school in their area, the home LA will have regard to any information provided by the maintaining authority as to whether the child is to be granted a place at a school in that authority's area.

3. Timetable – September 2022 co-ordinated secondary admissions:

Key Action	Scheme Date
Publication of information (composite prospectus/booklet, etc.) on ECC website	By 10 September 2021
Admissions information sent to all Essex primary and junior schools	
Secondary school applications open for ECC residents Online applications open at 9am	10 September 2021
Secondary school opens days/evenings <i>September:</i> <i>Selection tests taken by pupils that have registered for testing for grammar school places and schools testing by aptitude</i>	September / October 2021
LA notifies schools at agreed intervals of all preference expressed for the school (not preference order)	
National closing date for all secondary applications. <i>The online application system is closed after this date</i>	31 October 2021
Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late) and/or change of address	No later than 5pm on 26 November 2021
Inter-LA data exchange of applications undertaken	November 2021
Ranking lists provided to all secondary schools (including all application detail) for prioritising ALL applications against their over-subscription criteria and necessary checks, etc. <i>subject to completion of data exchange</i>	By 3 December 2021
Admission authorities will apply their own admission criteria and rank all preferences received	3 – 15 December 2021
LA to receive completed lists of applications ranked in accordance with admissions criteria from ALL admission authorities	No later 5pm on 15 December 2021
LA to receive Order of Merit lists from the CSSE	
LA to process applications with reference to allocation lists and parental preference to establish initial 'best fit' of offers.	January 2022
Inter-LA data exchange of offers undertaken	February 2022
LA to send 'final' allocation lists to all secondary schools in Essex and the CSSE <i>subject to completion of data exchange</i>	By 21 February 2022
National Offer Day Offer notification sent to ECC residents	1 March 2022
LA maintains waiting lists for all schools and fills places that become vacant	March 2022 until 31 August 2022

*Applications for admission into Year 10 (September 2022) into a Studio School or University Technology College will be handled in accordance with the above timescales

4. Terms of Reference:

4.1 Applications:

The common application form, available as an online or paper form, is the only acceptable form of application.

The availability of the application forms will be publicised on the Council's website for parents of all Essex resident children commencing education in year 6 in September 2021, including those of the relevant age being home educated according to the Local Authority.

Parents/Carers will be able to apply online.

The form will collect the basic data (pupil name, date of birth, address¹, telephone number, parent/carer details, primary school, whether the child is cared for by a local authority (or is a previously looked after child), reasons for the preferences, any sibling link including their age cohort and whether the application is being made on grounds of exceptional medical circumstances).

4.2 Supplementary Information Forms (SIFs):

Some admissions authorities (e.g. selective schools and faith schools) may have to ask parents to complete a Supplementary Information Form (SIF) to gain additional information to enable them to fully apply their admission criteria.

NB: A SIF is not an application form and must be completed in addition to the common application form (referred to above).

Schools will generally send SIFs to parents/carers when notified by the LA of a preference for the school form a parent/carer. A Sif must not request details of a parent/carer's preferences for any other school(s).

In the event of a school needing to use a SIF, a copy of the form must be sent to all statutory consultees as part of the normal consultation on admissions arrangements.

5. Scope of the Scheme:

- 5.1 The scheme applies to all admissions to maintained secondary schools (and Academies) of statutory school age pupils who are resident in the Essex County Council LA area. It does not include Post-16 (sixth form/college aged) pupils.
- 5.2 The scheme will apply to all known Essex resident pupils in Year 6 in a primary or junior school (or of the relevant age being home educated) at the start of the autumn term 2021, irrespective of whether that is their normal age group.

¹ proof of address may be requested – ideally a **copy** of a driving licence or council tax bill, otherwise two recent utility bills will be accepted.

6. Key Features of the Scheme:

- 6.1 A common application form, available online and printed in the *Secondary Education in Essex booklet* (also available online), enabling parents/carers to apply for up to six schools in preference order.
- 6.2 An online application to be submitted (or a paper application to be returned) to the LA no later than the closing dated specified in the table above.
- 6.3 Parents/carers will express a single preference for each school they wish to apply for. If schools consider applications under separate criteria (e.g. aptitude in a specialist subject) then the relevant admission authority may have to ask parents/carers to complete a SIF to establish if they wish their child to be considered under that criterion.
- 6.4 Essex LA will send offers of places to all Essex resident parents who have applied irrespective of which LA area the school is located (where a place is being offered).
- 6.5 Essex LA will communicate directly with the Consortium of Selective Schools in Essex (CSSE).
- 6.6 Foundation, voluntary aided (VA) schools and Academies will continue to be their own admission authorities and will apply their own admission criteria to all applicants. They will also continue to be responsible for organising and presenting admission appeals.
- 6.7 Essex LA will continue to co-ordinate admissions and hold waiting lists for those parents/carers unsuccessful in gaining places at any school ranked higher than the place offered until the dated specified in the table above. Schools that are their own admission authority and wish to make offers from a waiting list before this time will need to notify the LA so that the offer can be sent on their behalf.
- 6.7 The Co-ordinated Admissions Scheme will be reviewed annually.

7. Scheme for the Co-ordination of Pupil Admissions to Essex Secondary Schools 2022-2023:

- 7.1 ***Application Form:***
 - 7.1.1 The responsibility for applying for a secondary school place rest with parents/carers.

The availability of the common application form, available online and printed in the *Secondary Education in Essex booklet* (published online), will be publicised on the Council's website.

Parents/carers will be able to make applications online and refer to the Council's website of admission policy information published in the *Secondary Education in Essex booklet*.

The common application form, completed either online or on paper, will be the only acceptable forms of application.

- 7.1.2 The application form will allow parents/carers to express a preference for up to six secondary schools in order of preference (including any non-Essex schools).
- 7.1.3 The *Secondary Education in Essex* booklet will include notes of guidance explaining the operation of the co-ordinated scheme, including a timetable, and advice on completing the application form.
- 7.1.4 An online application must be submitted, or a paper application form returned, to the LA by the closing dates of 31 October 2021.
- 7.1.5 The ranked order of parental preference will remain confidential between the parent/carer and the LA (unless disclosed by parental comment in their application), and other LAs where relevant, unless the applicant decides to make an appeal (see 8.2).

7.2 **Supplementary Information Forms (SIFs):**

- 7.2.1 Admission authorities will only have a SIF if they need to collect any further information from a parent which is required to enable them to apply the school's admissions policy.

Admission authorities (the governing body for foundation and VA schools, the Academy Trust for Academies and the LA for community and VC schools) will be responsible for sending this form to parents/carers as required, generally when they receive details of the application from the LA.

These forms must be returned directly to the relevant school. A SIF must not request details of the parent/carer's ranking of the school in relation to other preferences.

- 7.2.2 Schools that require a parent to complete a SIF will be identified in the *Secondary Education in Essex* booklet.
- 7.2.3 A SIF alone does not constitute an application for a school place. Applications can only be made on the common application form (online or paper).

7.3 **Processing Applications:**

- 7.3.1 All application forms (online or paper) must be received by the LA by the closing date of 31 October 2021.

If a Governing Body receives applications directly, they must send them directly to the LA.

- 7.3.2 The LA will co-ordinate applications and the offer of places for all Essex schools, acting as a clearing house for other admissions authorities (the governing bodies of foundation and VA schools, the Academy Trust for Academies) and as the admission authority for community and VC schools.
- 7.3.3 The LA will notify schools of every preference expressed for that school together with all the applicants details (apart from the ranking of the preference unless this is required – see 7.1.5) by use of electronic lists, which will be provided to schools once between the start of the application process in September and the closing date for applications.

- 7.3.4 A full and final list of all on time applicants for a school will be sent to that school by 3 December 2021 (subject to completion of data exchanges).

The list will set out all pupil information and include details of the number of first, second, third, fourth, fifth and sixth preferences. Schools will not be advised what preference they are named for any individual applicant (see 7.1.5)

Where VA, foundation schools and Academies use straight line distance as a criterion, the LA will supply this information using a computerised GIS system.

Regular updates of late applications will also be provided.

- 7.3.5 In respect of the three CSSE selective schools within Essex, the LA will communicate directly with the Consortium.
- 7.3.6 VA, foundation schools and Academies must provide the LA with their lists of applications, ranked in accordance with their admission policy, by 15 December 2021. This list **must rank all applications** received.
- 7.3.7 The Consortium of Selective Schools will provide the LA with the Order of Merit Lists for Essex Selective Schools by 15 December 2021 in accordance with the schools' admission policies.
- 7.3.8 The LA, using preference rankings and the ranked offer data supplied by foundation, VA schools and Academies (and offer data supplied by other LAs) will match the provisional allocations of places against each parent's ranking. The following will then apply:

Where a parent's first preference can be met:

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.

Where a parent's first preference cannot be met but the second preference can be met:

A place will be allocated at the second preference school. The application for the first preference school will be placed on the waiting list. The LA will then not consider any applications for schools at third preference or below.

Where a parent's first and second preference cannot be met but the third preference can be met:

A place will be allocated at the third preference school. The application for the first and second preference schools will be placed on the waiting lists. The LA will then not consider any applications for schools at fourth preference or below.

This process will continue until all preferences are exhausted.

Where none of the parent's preferences can be met:

A place will be offered at the nearest school with spaces available. The LA will use a walking distance measurement to assess the nearest school with spaces available.

The right of a statutory appeal will be given for all preferences which have not been offered.

7.4 **Exchange of data with other LAs:**

- 7.4.1 Where Essex LA is made aware that a place is to be offered by another LA for a school with a higher ranked preference, any application for a lower ranked preference will not be actioned. If this information is not available multiple offers may occur.

The LA will use the Pan-London Co-ordinated Admissions System (PLR) to securely exchange information with other LAs, which is made up of 38 authorities in and neighbouring London, or the School to School site (S2S) to exchange information with LAs that are outside of the PLR system.

7.5 **Late Applications and changes of preferences**

- 7.5.1 Applications received after the closing date will be accepted but may be treated as late applications. This means they will be considered after all on time applications have been processed.

However, if a late application is received on or before 26 November 2021 and the LA considers the circumstances for late submission to be exceptional, the applications will be considered as on time.

- 7.5.2 Other applications submitted after the closing date will be accepted but treated as late applications. Admission authorities will be asked to rank the applicant in line with their admissions criteria and return the information to the LA within 15 working days.

Late applications will only be considered after all on time applications have been considered and the initial allocation of places has been made.

- 7.5.3 A new on time preference cannot be added after the closing date, to an application form received on time, unless in accordance with 7.5.1, the circumstances are deemed to be exceptional.

Any new application form/preference received after 26 November 2021 will be held and not considered until after the first round of offers has been made on 1 March 2022.

- 7.5.4 Changes in the order of preferences already expressed will not be accepted after the closing date, unless the reason is for a change of address. No such changes shall be permitted after 26 November 2021 until after the first round of offers has been made on 1 March 2022.

- 7.5.5 After 1 March 2022 the details of any applications received from parents who move into the area will be sent to schools as and when they are received.

Schools will be required to rank them in accordance with their admissions criteria and return the information to the LA within 15 working days (25 working days if applying for a selective or specialist place).

Names will be added to waiting lists in accordance with the admission criteria where appropriate.

7.6 ***Allocation of Places:***

- 7.6.1 The LA will send offers to parents on 1 March 2021 offering a place at the allocated school. Parents/carers should confirm rejection of a place within two weeks only if they do not wish to accept the place offered. Non confirmation of a rejection will be deemed to be an acceptance of the offer made.

For those that have had an application refused, parents will have a right of appeal to an independent panel.

Parents/carers who submitted their applications online will be able to access the outcome of their applications via the internet from 1 March 2021 and should receive an email informing them of the outcome of their application.

- 7.6.2 If an offer of a place is declined the LA will reallocate the place from the waiting list, in accordance with the parental rankings and the school's admission policy.
- 7.6.3 For pupils who, through the allocation process, have not been offered a place at any of their preferred schools the LA will allocate and offer a place at the nearest school that have places available.
- 7.6.4 The LA will inform schools and other LAs where necessary, of the allocations made.

7.7 ***Co-ordinated arrangements between the national offer date and September 2022:***

- 7.7.1 Where necessary the LA will hold waiting lists for all schools until the end of August 2022 and continue to allocate places from the waiting lists if spaces become available.

After this point, the LA will hand over the waiting lists for foundation, VA schools and Academies to individual schools. The LA will continue to hold the waiting lists for community and VC schools until the end of the autumn term and offer places as appropriate from these lists. Thereafter, parents will have the opportunity to register their continued interest in a place.

- 7.7.2 From the national offer day (1 March 2022) up to the end of August 2022 the LA will continue to co-ordinate admission arrangements for potential Year 7 pupils and make all offers to Essex residents on behalf of Essex secondary schools. All new applications will continue to be made on the paper common application form. The online system will be unavailable for new applications following the closing date of 31 October 2021.

8. **Appeals:**

- 8.1 Parents will have the right of appeal for a place at a school that they had put as a preference and for which they had not been allocated a place, even where that preference was of a lower rank than the place offered.
- 8.2 The appeal would be against the admission authority and not the LA, unless relating to a community or VC school. The LA will provide the admission authority at that time with details of the preference expressed by parents.

9. Co-ordination of pupil admissions to Year 10 of The Basildon Upper Academy 2022-2023

The following paragraphs relate to pupil admissions to Year 10 of The Basildon Upper Academy from September 2022 and should be read in conjunction with the scheme for the co-ordination of pupil admissions to secondary schools.

The timetable set out in section 3 is relevant for the Year 9 – Year 10 transfer scheme, however the application process differs as set out below.

- 9.1 Applications will not be necessary for children moving from Year 9 to Year 10 in their existing secondary school if that school caters for 11 – 16 or 11 – 18 age range as these schools are a single legal establishment and Year 10 in these cases is not a 'relevant age group'.

However, parents of children in Year 9 of The Basildon Lower Academy need to make a form of application for their child to be admitted into Year 10 of The Basildon Upper Academy, even though this is the 'partner' school, because the Academies are separate legal establishments.

- 9.2 Parents of children attending Year 9 of The Basildon Lower Academy will not have to complete the common application form. Instead, a transfer register will be available at The Basildon Upper Academy for parents to sign. Signing the register will act as a formal application.
- 9.3 Parents of children attending Year 9 of any secondary school, other than The Basildon Lower Academy, who wish to apply for a place in Year 10 of The Basildon Upper Academy will need to complete the common application form provided by the LA.
- 9.4 The Basildon Upper Academy will write to all parents of Year 9 children attending The Basildon Lower Academy in September 2021, advising them of the registration scheme. The LA will include information for parents of children attending other secondary schools in its composite prospectus.
- 9.5 The closing date for signing the transfer register or completing a common application form for a Year 10 place at The Basildon Upper Academy is 31 October 2021.
- 9.6 The LA will provide a list of all applications received via common application forms to The Basildon Upper Academy by 3 December 2021.
- 9.7 The Basildon Upper Academy will rank all applications for Year 10 received through the registration scheme or the common application form in accordance with the published admissions criteria.
- 9.8 For all applications received by the closing date from parents of Yr 9 children attending The Basildon Lower Academy, The Basildon Upper Academy will inform parents of the outcome of that application on 1 March 2022.
- 9.9 For all applications received by the closing date from parents of Yr 9 children attending other secondary schools who wish their child to transfer to Year 10 of The Basildon Upper Academy, the LA will inform parents of the outcome of their application on 1 March 2022.

- 9.10 Parents of children attending The Basildon Lower Academy can apply for a place in Year 10 at another secondary school as well as signing the transfer register at The Basildon Upper Academy.

However, as Year 10 of other secondary schools is not a relevant year group in the context of co-ordinated admissions, applications received for a Year 10 place at another secondary school will be treated as 'in year' admissions.

The LA reserves the right to inform these parents of the outcome of such an application later than 1 March 2022.

10 Applications for School Places Received In-Year (mid year):

For the purposes of secondary school admissions an in-year (otherwise known as mid-year or casual) application is defined as any application for a place in Year Groups 8-11, or an application for a Year 7 place made on or after 1 September in the academic year in which the child is to be admitted to the school.

The arrangements detailed below shall therefore apply to applications submitted on or after 1 September 2020 for children to be admitted into Year Groups 7-11 during the school year September 2021 to July 2022.

10.1 Introduction

The School Admissions Code 2014 stipulates that there is no requirement for local authorities to co-ordinate in year applications. Parents can therefore apply directly to schools for places and schools must then offer or refuse a place, informing the parent of the outcome and notifying the local authority of the same. Schools must notify the Local Authority of every in-year application they deal with, along with the outcome.

10.2 Key operational requirements

- 10.2.1 There will be a common application form, produced by the LA which will be available at all Essex schools, on the Essex County Council website and on demand from the LA's School Admissions Team, enabling parents to apply directly to the school(s) of their preference.
- 10.2.2 The application form will have notes of guidance to assist the parent and inform the parent of their right of appeal against any decision not to offer a place, as well as signposting parents to the Local Authority's School Admissions team for further advice if they need it.
- 10.2.3 Upon receipt of an application, the school will consider the application without delay and make a decision as to whether a place is to be offered or not. In most cases, a decision will be easy to make since a place should be offered unless the year group is fully subscribed to the admission number, or there are competing applications for a limited number of places.
- 10.2.4 All schools will formally determine any application received by either offering a place, or by writing to the parent to refuse a place. This should be done within 7 school days of receiving an application in most cases.

- 10.2.5 Where a place is refused, the letter must give a reason for the refusal (which will normally be that the year group is fully subscribed) and advise the parent of their statutory right of appeal, enclosing a copy of the relevant appeal form.
- 10.2.6 Schools must send a copy of any letter offering a child a place to the Local Authority's School Admissions team. The letter must include the child's name, date of birth, address and telephone number for the parent.
- 10.2.7 Likewise, schools must send the Local Authority's School Admissions team a copy of any letter refusing a child a place, along with a copy of the application form completed by the parent. Where relevant, a copy of any additional information to support the reason for refusal must be enclosed with the copy of the refusal letter that is sent to the LA e.g. where a school permitted to refuse on the basis of challenging behaviour has refused a place on this basis.
- 10.2.8 These arrangements will be reviewed annually.

10.3 Scope of the arrangements

- 10.3.1 The overall arrangements apply to all in year applications made by parents to any secondary school in Essex.

10.4 Applications sent to the Council

- 10.4.1 Where an application form is sent to the Council for a place, this will be forwarded to the relevant school(s)/academies for consideration. Schools and Academies must comply with the arrangements set out above.

10.5 Waiting lists

- 10.5.1 The minimum requirement under the Statutory Admissions Code is that a waiting list is maintained for at least 31 December in the normal year of entry.

There is no requirement to keep a waiting list at any time or for any other school year.

Admission authorities may choose to keep waiting lists for longer than one term and in other school years if they wish.

- 10.5.2 The responsibility for maintaining waiting lists (where admission authorities choose to do so) rests with individual admission authorities i.e. the LA for community and VC schools and schools themselves in the case of foundation, VA schools and Academies.

Children must be ranked on a waiting list (where one is held) in accordance with the published oversubscription criteria.

10.6 Appeals

- 10.6.1 Parents will have the right of appeal for a place at any school that they apply for where they are refused a place. Schools and Academies must inform parents of their statutory right of appeal to an independent panel in the decision letter refusing a place.
- 10.6.2 Any appeal lodged will be against the admission authority and not the LA, unless relating to a community or VC school within Essex.