



**DETERMINED IN-YEAR
ADMISSION ARRANGEMENTS
FOR ALL
SCHOOLS MAINTAINED BY CAMBRIDGESHIRE LOCAL
AUTHORITY (LA)
AND
ACADEMY SCHOOLS
FOR THE ACADEMIC YEAR 2017/2018
27th February 2017**

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CONSULTATION IN-YEAR ADMISSION ARRANGEMENTS 2017/2018

Introduction

The School Admissions Code which came into force in December 2014 states that there is no requirement for local authorities to co-ordinate In Year applications for the offer year 2013/14 and all subsequent years for own admission authority schools, but they must provide in the composite prospectus how in year applications can be made and will be dealt with.

Cambridgeshire Local Authority (LA) currently provides an in-year co-ordination service to all schools free of charge.

This document provides information and guidance about how an application received by the LA Admissions Team will be processed.

This document also brings together locally agreed protocols already in place in relation to the in-year admission of children to state-funded schools in Cambridgeshire. These are set out in the appendices at the end of this document.

SECTION 1 – Statutory Requirements

The School Admission Code is issued under Section 84 of the School Standards and Framework Act 1998. The School Admissions Code came into force on December 2014 and applies to admissions to all maintained schools in England. It imposes mandatory requirements on all admission authorities.

Academies are required by their funding agreements to comply with the School Admissions Code and the law relating to admissions.

Point 2.21 of The School Admissions Code requires that,

“Local authorities **must**, on request, provide information to a parent about the places still available in all schools within the area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.”

Point 2.22 of The School Admissions Code requires that;

“Own admission authority schools, who choose not to use the LA Admissions In Year Service, **must**, on receipt of an In Year application, notify the LA of both the application and its outcome in order to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right of appeal against the refusal of a place.”

The governing body or trust of those voluntary aided and foundation schools and academies, which have chosen not to use the LA Admissions Team service, will be responsible for considering and determining all applications in which their school is named in accordance with this scheme and the SAC and in accordance with the School Admissions Code. They must also ensure that their arrangements for managing in-year applications are published on their school’s website.

Please note: A Guide is available from the LA Admissions Team to assist the governing body or trust in this function.

SECTION 2 – Elements of the Scheme

For entry in the 2017/2018 academic year, the LA Admissions Team will manage **all** In Year applications for school places at all community and voluntary controlled schools within Cambridgeshire and for those own admission authority schools, for whom the governing body or trust has requested this service.

This document explains how those applications will be processed.

1. Application Forms

In accordance with the School Admissions Code the LA will provide an application form to be used by all parents with school age children who move into or within Cambridgeshire and require a school place outside of the normal transfer round.

Parents of children with a statement of Special Educational Need (SEN) or Education Health Care Plan (EHCP) should refer to Appendix 2 for more information as to how their application will be processed.

Application forms can be downloaded from the Council's website, www.cambridgeshire.gov.uk/admissions, by contacting the LA Admissions Team or from the school at which they are seeking a place.

School places cannot be allocated on the basis of intended future changes of address unless the house move has been confirmed by sight of a solicitor's letter stating contracts have been exchanged and providing the latest date by which completion, is expected to take place, or a signed tenancy agreement.

Please note: Applications for school places will not be considered more than 6 teaching weeks before the date that the place is required.

Exemption to the above requirement is provided to UK service personnel (UK Armed Forces) by point 2.18 of the School Admissions Code.

2. Requirement on Schools

In order to be able to meet parental expectations and the requirements of the School Admissions Code regarding In Year applications excellent communication between all schools and the LA Admissions Team will be essential.

To support this, the following will be required:

2.1 Class Organisation Charts

On a monthly basis, where required, schools will be asked to confirm the vacancies which the Admissions Team holds for their school. An email will be sent to all schools with the information that the team holds and schools should update this as necessary to reflect the current situation at the school. When responding to this request, schools will be encouraged to send any leaver information.

Schools' proposed class organisation charts for the new academic year should be sent to the LA Admissions Team no later than the 30 June in to assist in the allocation of In Year school places for the Autumn Term. These must accurately reflect the numbers of children in each year group and the way in which classes will be organised within the school.

In order to accurately reflect pupil movement which may have occurred during the summer holidays, schools will be requested to send an updated class organisation chart by the end of the third full week of the Autumn Term of the new academic year, and to provide updated numbers on request.

2.2 Applications for the school

Applications for community and voluntary controlled schools and own admission authority schools which have chosen to use the LA Admissions Team service will be processed by the LA Admissions Team.

Applications for own admission authority schools which have chosen to manage their own in-year applications will be scanned and emailed to a named contact at the school/academy by the LA Admissions Team.

2.3 Children leaving the school

Children must only be withdrawn from the school roll in accordance with the "Guidance for Headteachers on Pupil Registration" issued in September 2011.

In cases where schools have followed this guidance, they must inform the LA Admissions Team immediately of the child leaving. This should be done by email to admissions@cambridgeshire.gov.uk. The information in the email should be as follows:-

- subject heading – name of the school;
- confirmation that the procedures within the "Guidance for Headteachers on Pupil Registration" have been followed;
- the child/children's name and year group;
- details of where they will now be receiving education, i.e. the name of the school they will now be attending.

3. Requirements on LA Admissions Team

3.1 Class Organisation Charts

In order to meet the requirements of the Code regarding availability of places the LA Admissions Team will maintain the class organisation charts for schools based on information received both in terms of children to be offered a place, and children who have left the school. Please see point 2.1 above.

3.2 Reserve Lists

Reserve Lists will be held by the LA Admissions Team for all year groups for all community and voluntary controlled schools, and for schools for whom the governing body has arranged for the LA Admissions Team to determine applications on their behalf.

Ranking of applications received for an oversubscribed school will be carried out by the LA Admissions Team for all schools, unless religious criteria forms a part of the over-subscription criteria and a SIF has been completed. In these circumstances details of the child applying will be sent to the governing body/admissions committee to rank against their published criteria.

Own admission authority schools who choose not to sign to a Service Level Agreement with the LA Admissions Team will need to maintain their own reserve lists in those cases where they have published information that they will hold such a list.

SECTION 3 - Application Process

The table below shows how applications managed by the LA Admissions Team will be processed

<p>On receipt of an application form the LA Admissions Team will date stamp it and enter all details from the application form onto the ONE database within 2 school days of the date of receipt. Where any information or documentation is missing the applicant will be written to and application will be placed on hold until the items are received.</p>
<p>Where Part 2 of the application has not been completed the Team will forward this to the previous school, where appropriate, for completion. Where this is a Cambridgeshire school, Part 2 must be completed and returned within 3 school days of receipt.</p> <p>There is no obligation on other LA schools to complete Part 2. Where the Part 2 has not been returned by another LA school within 3 school days the LA Admissions Team will begin processing the application without it.</p>
<p>The LA Admissions Team will email the first preference school to request confirmation of availability of places in the year group requested.</p> <p>Schools should confirm availability within 3 school days.</p> <p>Where a place is confirmed as available the Team will write to the parent to advise that a place is available and how the applicant can make arrangements for the admission of their child.</p>
<p>If a place is not available the application will be ranked and the child's name will then be added to the school's reserve list.</p>
<p>Where not able to offer a place at the first preference school the Team will process second and third preferences.</p> <p>Where the second and third preferences are for schools for which the Team manages applications the Team will proceed as above.</p> <p>Where the second or third preference school manages their own applications the application will be sent to the school for determination. When the LA Admissions Team responds to the application the parent will be advised that they will receive a response direct from school.</p> <p>Where a place cannot be offered at a preferred school the LA Admissions Team will determine whether, based on the information available at the time of application if it should be considered in accordance with the Cambridgeshire Fair Access Protocol (FAP), see section 4 below. Where the application is not to be considered under the FAP a place will be offered at the next nearest alternative school with a place available.</p> <p>The Team will aim to issue an offer letter no later than 10 school days of receipt of application. "20 school days during peak periods"</p>

SECTION 4 - Fair Access Protocol and In Year Admissions

4.1 The School Admissions Code

Point 3.9 of The School Admissions Code requires that;

“Each local authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority **must** ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from another school, or who have challenging behaviour.”

Point 3.10 of The School Admissions Code requires that;

“The operation of Fair Access Protocols is outside the arrangements of co-ordination (at point of entry) and is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements”

Point 3.12 of The School Admissions Code requires that;

“... a looked after child, a previously looked after child, or a child with a statement of special educational needs naming the school in question, **must** be admitted”

All admissions made in accordance with this document will not be considered as Fair Access admissions, unless they have been identified as such following the process outlined above.

It is acknowledged that, children admitted “in year” under the protocols outlined in appendices 1 and 3 may require significant support when joining a new school.

As stated in point 3.12 of the School Admissions Code, these children must be admitted. However, their admission will be reflected in management information presented to, and considered by, the Fair Access Panel, when making decisions about the admission of children who are being placed in accordance with the Cambridgeshire Fair Access Protocol.

Full details of the proposed Cambridgeshire Fair Access Protocol can be found in a separate document entitled, “Fair Access Protocol 2016 – 2017.”

4.2 Procedure for Referral and Consideration by Officer Panel of Fair Access and Mid- Phase Transfer Cases submitted by Admission Officer

The Admission Officer will identify the criterion under which they feel the case should be considered as a Fair Access case recording this on the Application Record Sheet. The completed sheet will then be considered by the Team Leader Admissions.

Where it is considered appropriate for the case to be heard by the Panel, the Team Leader Admissions will pass the form back to the Admissions Officer to seek any further information required prior to the meeting. This might include the following;

- Information obtained in discussion with the child, where appropriate;
- Information obtained in discussion with the family;
- Information from the current school;
- Information obtained in discussion with officers from the locality team or any other service or specialist team who have been working with or have knowledge of the family;
- Information from the preferred school/governing body as to why it is not appropriate to admit the child to the school;
- Suitable alternative provisions and transport costing in preparation for the Panel Hearing.

SECTION 5 – Co-ordination with Other LAs

There is no longer a legal requirement for local authorities to co-ordinate applications across county borders. The following procedures will apply.

5.1 Cambridgeshire resident moving to another LA area

Where a Cambridgeshire child is moving to another LA area, the LA Admissions Team will advise the parent that they need to apply to that authority using that LA's application form.

5.2 Applying for a place in a Cambridgeshire school from other LA areas

The LA In-Year Admissions Team will accept applications for places in Cambridgeshire schools for children outside the LA area where the child is able to access the school within the travel timescales in the home to school transport policy.

SECTION 6 - Contact

Admissions Team

Email: admissions@cambridgeshire.gov.uk

Tel: 03450 451370

Children Looked After Admission requirements

Regulations made under the School Standards and Framework Act 1998 require admission authorities to give Looked After Children (LAC) and Previously Looked After Children (those who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order) highest priority in their admission arrangements. This will ensure that they are guaranteed admission to preferred schools at the normal time of entry.

Outside the normal admissions round, local authorities may direct other admission authorities for any maintained school to admit a child in their care to the school best suited to his or her needs. Such action must be taken in the best interests of the child. Before giving a direction, the LA must consult the admission authority for the school they propose to specify in the direction. The admission authority then has seven days to inform the LA whether it is willing to admit the child without being directed to do so.

If, following the consultation, the LA decides to issue the direction it must first inform the admission authority, the governing body or trust (if the governing body is not the admission authority), the head teacher and, if the school is in another LA's, the maintaining LA. If the admission authority (or the governing body or trust if it is not the admission authority and only in relation to a LAC who has previously been excluded from at least two schools) considers that admission of the child would seriously prejudice the provision of efficient education or efficient use of resources, the admission authority has seven days in which to refer the case to the Schools' Adjudicator. The Adjudicator may either uphold the direction or, if the LA that looks after the child agrees, determine that another school in England must admit the child. The Adjudicator's decision is binding.

In case of the Academies an LA can approach the Secretary of the State to give directions to admit a LAC child.

Applications for school places for LAC are treated as a priority and completed before all other applications.

In addition;

Parents

Applications are accepted from any adult who has parental responsibility for the child. This is usually a social worker acting as corporate parent.

Priority

LAC are given top priority in the oversubscription criteria at all schools. This is a legal requirement. The only exception to this is for faith schools, where schools must give priority to LAC of faith above other children of faith and then must give priority to other LAC above other children.

In Year applications

All in-year applications for LAC, and for a period of 6 months after the date of an Adoption Order, must be made through the LA Admissions team, who will then coordinate with The Head of the Virtual School in order to determine a place for the child.

Where an application is made by Cambridgeshire County Council (as corporate parent) for a school place, consideration will be given to the most appropriate school and take into account various factors, including Ofsted rating and travel distance.

Once a school has been identified, and the place agreed with the school and offered by the LA Admissions Team, the Admissions Team Leader will inform the Head of the Virtual School. The Head of the Virtual School will then contact the school to discuss the admission of the child, and ensure that the appropriate strategies are in place to support the admission to the school.

The placement will be recorded for management information purposes only.

Where an application is made by another LA for a place in a Cambridgeshire school, The Head of the Virtual School will be informed that given the opportunity to identify any concerns or issues this may create.

If there are any transport costs associated with travel to school, these are considered at the point of placement and funded through the LAC transport budget.

Process for the admission of children with an Education Health and Care Plan (EHCP) or a Statement of Special Educational Need (SEN)s transferring into Cambridgeshire where the previous Statement names another Local Authority (LA) school/independent Provision

The LA works in accordance with the Department for Education Special Educational Needs Code of Practice (COP) paragraph 8:113:

'When the responsibility for a child with special educational needs changes from the LA maintaining the Statement (the old authority) to another authority (new authority) the old authority must transfer the Statement of Special Educational Needs to the new authority. Upon the transfer of the Statement the new authority becomes responsible for maintaining the Statement and for providing the special educational provision specified in the Statement.'

When a parent/carer of a child with a Statement of Special Educational Needs decides to move from another LA to Cambridgeshire they should contact the Statutory Assessment and Resources Team (START) to advise them of their intention to move into the county giving details of their child's special educational needs. START will ask the parent/carer for specific details regarding the child's needs and will contact their current LA for copies of the Statement of Special Educational Needs and associated paperwork.

When a mainstream school is named in Part 4 of the Statement:-

If the Statement issued by the old authority names a maintained local mainstream school in Part 4, START will ascertain the parents/carers preference of school. START will then formally consult with the local mainstream school and parents preference of school if not their local school. Once a place has been confirmed START will arrange the provision outlined in Part 3 of the Statement to the school offered. The Admissions Team will receive confirmation of the placement.

When a LA maintained special school is named in Part 4 of the Statement:-

If the Statement issued by the old authority names a LA special school in Part 4, START will formally consult with the local area special school for consideration. Once a school place has been identified parents will be asked to arrange a visit to the school. Following the visit, the school, parents and the LA will liaise and by agreement will confirm the offer of a school place. It will be important for Cambridgeshire LA to consider the needs of the child against the criteria for admission to an area special school/specialist provision, as LAs have very different criteria and thresholds for placing in special schools. In these instances the papers will be submitted to the County Resourcing Panel for consideration.

When an independent or non-maintained special school or a boarding school is named in Part 4 of the Statement:

If the Statement issued by the old authority names an independent or non-maintained special school or boarding school in Part 4, Cambridgeshire LA will continue to maintain the school placement until such time that an Annual Review has taken place and the Statement has been formally amended. Any change of placement would be considered by the County Resourcing Panel.

When a parent/carer expresses a preference for a type of provision that is different to that named in Part 4:

If the parent/carer is requesting a change in the type of provision to the type of provision named in Part 4, this will need to be discussed in detail with START. START will then arrange for the paperwork to be considered by the County Resourcing Panel Following the move to Cambridgeshire a Transfer In Notice is issued which confirms that Cambridgeshire LA have adopted the Statement issued by the previous LA. It would then be the responsibility of Cambridgeshire LA to arrange the provision outlined in the Statement.

The COP paragraph 8:115 states that: 'The new authority, on the transfer of the Statement, brings forward the arrangements for the review of the statement, and may conduct a new assessment regardless of when the previous assessment took place. The new authority must tell the parents, within six weeks of the date of transfer, when they will review the Statement and whether they propose to make an assessment under section 323.

Protocol for a Change of Placement for a Child/Young Person with a Statement of Special Educational Need (SEN)

1. Purpose

A child/young person with a Statement cannot be subject to a Managed Move as described in appendix 4.

The following sets out the protocol for changing the placement named in a child's Statement of Special Educational Needs (Statement) when it is agreed that the current setting can no longer meet the child's needs. This should be considered as an exceptional situation and every effort taken to resolve difficulties so that the child can remain within the setting. While a change of setting is being agreed responsibility for the full time education of the child remains with the current setting.

2. Annual or Emergency Review

If a headteacher is seeking an exit strategy an Annual Review **must** be called and the SEN Casework Officer (CO) invited. It may not be possible at short notice for a CO to attend the meeting but every effort to re-arrange appointments will be made. The review must consider all the issues relating to the situation and ensure that the Statement has been implemented and all possible strategies and managed solutions explored. Having completed this and, if there is still concern that the current setting cannot meet the child's needs, the review needs to document that there is a recommendation for an alternative placement. Responsibility for the full time education of the child remains with the current setting until enrolment at a new setting is agreed and confirmed.

The review documentation will be received by the Statutory Assessment and Resources Team (START) and forwarded to the next available County Resourcing Panel (CRP) for consideration. If parents were not at the review meeting the school and CO should liaise with parents/carers about the outcome of the meeting. CRP will consider all relevant documentation and decide on the next steps. These may include recommending additional resources in the current setting, a specialist placement or a move to another mainstream school.

3. Process when the recommendation is that a move to another mainstream school is required

When the recommendation of the CRP is for a change in placement, the CO will write to parents advising them of the recommendation from CRP that a move to another school is required. START will ascertain whether the parents/carers have a preference of mainstream school placement. START will then formally consult with the nearest mainstream school and the parents/carers preference of school (if not their local school). The school will then have 15 days in which to respond to the request. If the school confirm that they are able to meet the child/young person's needs as outlined in their Statement or the Local Authority do not receive a response to the consultation, arrangements will be made for the school to be named in Part 4 of the Statement.

Should the school raise concerns regarding the proposed admission START will consider each case on an individual basis.

It must be remembered that the child's name remains on roll at their current setting until advised by the CO to remove the name from their roll.

The Local Authority must provide the parent/carer choice of maintained school, mainstream or special, for a child with a Statement provided it can be clearly identified that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the Statement;
- the child's attendance is not incompatible with the efficient education of other children in the school; and
- the placement is an efficient use of the Local Authority's resources.

Local Protocol on Overadmission Checklist

Child : D.O.B.
 Over admitting school : Application Date:

From the start of each Academic Year overadmissions may be made for applications as follows:	Condition met?
1. in all circumstances, and all year groups, where the “exceptions” to Infant Class Size Legislation would apply (2.63 of the School Admissions Code);	
2. for any child where the admission has been made under the Fair Access Protocol or is a Looked After or previously Looked After child;	
3. for any child where there are other compelling reasons to admit to that particular school and no other (there are no children on the reserve list and if they are they would be at the top without any others in the same criterion);	
4. for an out of catchment child, where the catchment area school is unable to accommodate and there is no reasonable alternative (can be legitimate exception to ICS, but usually only in Y2);	
5. for an out of catchment child whose older sibling was allocated a place at the school due to oversubscription at the catchment area school ¹ ;	
6. for an out of catchment child whose sibling attends the school, where ALL the following conditions are met:	
<ul style="list-style-type: none"> • the overadmission will not result in the total number of children exceeding the net capacity of the school; and • the overadmission will not result in the school being unable to take the next catchment area child who applies for that year group; and • the overadmission will not result in the school being able to accommodate all catchment area children the following September; and • the headteacher and governing body of the catchment area school have no objection to the overadmission; and • the headteacher and governing body of the preference school support the overadmission; and • there is no concern about the school’s ability to meet infant class size legislation, either at the time or in the future; and • class sizes in KS2 are not expected to exceed 32 for a mixed year group class or 34 for a single year group class. 	
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¹ The older sibling must have applied on time and still be in attendance at the school at the time of admission of the younger.

Mid Phase Transfer Request – in cases where the family are not moving house

Following receipt of an in year application where a change of school is being requested but where the child has not moved home addresses the following process should be followed:

