

**CO-ORDINATED ADMISSION SCHEME FOR
MID-TERM TRANSFERS 2018-19**

Revised December 2016

Definition:

- All Leicestershire mid-term transfers from Autumn Term 2011 onward will continue to be co-ordinated through the Local Authority using a common application form.

1. Introduction

- 1.1 From the 2010-2011 academic year, local authorities must have in place a co-ordinated scheme for 'mid-term' or 'casual' applications across all year-groups as outlined in the School Admissions Code 2010. The scheme must cover all maintained schools (but not special schools) in its area. The purpose of this co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within the LA who has applied for a school place part way through a year receives an offer of one place.
- 1.2 The duty to comply with parental preference is not affected by co-ordinated admission arrangements, except where more than one place could be offered. Nor do co-ordinated scheme affect the rights and duties of governing bodies of own schools which act as their own admissions authority (e.g. voluntary aided and foundation schools) to set and apply their own admission arrangements and oversubscription criteria.
- 1.3 Only the home local authority can make offers for 'mid-term' school places.

2. Main obligations imposed by the regulations

School Admissions Code December 2014 applies.

- 2.1 The common application form must allow parents to express at least 3 preferences, which may be for schools within or beyond their home local authority area, and the reasons for their preferences.
- 2.2 Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme.
- 2.3 Local authorities must pass information on applications to other local authorities about applications to schools in their area. The maintaining local authority must inform the home local authority if it intends to offer a place, by the dates specified in the scheme.

- 2.4 The maintaining local authority must tell the home local authority if it could offer a place. The home local authority may take account of this in deciding whether or not to offer the parent a place at a school in its own area, but must explain its intentions clearly to parents in its composite prospectus.
- 2.5 Offers of places must be sent on the first available offer date when this is not possible it will be the next working day in the year during which a child will be admitted to school by the home local authority. Schools must not contact parents about the outcome of their application until after these offers have been received. Only the local authority can make an offer.
- 2.6 Parents who cannot be offered one of their preferred schools must, if there are places available, be informed of where places exist at other school(s).
- 2.7 While there is no requirement to co-ordinate fully across borders, it is good practice for local authorities to eliminate multiple offers of places across borders and many local authorities already co-ordinate in this way. Regulations provide that where a place can potentially be offered at schools in two or more local authority areas, and the local authorities concerned agree, only one offer of a place is made. Where they do so, schemes must specify which local authority will make the offer of a single place. However, it is still possible that some parents who have applied for schools within their own local authority and elsewhere may receive an offer from each local authority.
- 2.8 Schemes must continue to ensure that places which become available are reallocated effectively.

3. Administration of the Scheme

NB¹ For all dates mentioned below, if the date is not a working/school day (depending on school holidays), then close of business on the next working day applies.

NB² Leicestershire schools which receive direct applications in error must inform Leicestershire LA whether or not the parent lives in the area so that the home LA can ensure that the parent has received an application form.

- 3.1 Leicestershire LA's common mid-term co-ordinated admission application form invites those parents resident in Leicestershire wishing to transfer part way through an academic year to name up to three preferred school(s). The preferences parents make must name the schools in ranked order and regardless of whether they are Community, VA, Academy, Studio, Free, Trust or Foundation schools. Although parents rank their preferences, all preferences will be treated as equal by admissions authorities in applying their own admissions policies. Ranking only applies when more than one school can be allocated as a means to decide which school should be offered, i.e. the school with the highest ranking by the parent which can offer a place will be the school offered.

- 3.2 Leicestershire residents who wish to apply for a school within the area of another local authority should do so by applying through Leicestershire's common application form. Non-Leicestershire residents who wish to apply for a place in Leicestershire should use their home authority's common application form or may, if they wish, apply direct to Leicestershire using Leicestershire's online admission form.
- 3.3 Applications for VA, Academy, Studio, Free, Trust or Foundations schools in Leicestershire will be forwarded to the individual admitting authorities. Any additional information (if required) will be requested directly by that admissions authority i.e. religious commitment. VA, Academy, Studio, Free, Trust, Foundation schools are expected to, where possible, process forms within 10 working/school days (depending on school holidays). In addition they are required (para 3.22) of the Code to communicate the availability of places to the LA when requested. Once the admitting authority has made their decision they will inform the LA who will in turn inform the applicant of the decision
- 3.4 Leicestershire LA applies its own admissions criteria to requests for places in Leicestershire community, voluntary controlled and academy schools who have adopted Leicestershire's admissions policy, whether applications have come direct from parents resident in Leicestershire or those who are resident in other authorities.
- 3.5 Where a child qualifies for more than one offer of a place, the highest ranking school expressed will be offered. For applicants living in other local authorities, Leicestershire will notify the home LA whether or not it is able to offer a place in line with any preferences made.
- 3.6 Where Leicestershire LA receives requests from other local authorities it will apply its own criteria and inform the other authority of its decision.
- 3.7 If Leicestershire LA is made aware that another LA will be making an offer of a place in a school which is higher up the parent's order of ranking than the school to be offered by Leicestershire LA, then Leicestershire LA will not make an offer for a place in a Leicestershire school.
- 3.8 If any Leicestershire child looks like remaining unplaced, Leicestershire LA considers how to place them in schools within its area, having regard to any reasons expressed by the parent for their unsuccessful preferences.
- 3.9 For those schools where Leicestershire is the admitting authority and for those schools who have adopted Leicestershire's admissions policy, the requirement is to maintain an oversubscription waiting list (OSL) for a minimum of the Autumn Term in the academic year of admission, ranked in the same order as the published oversubscription criteria.
- 4.1 In Leicestershire each admitting authority will be expected to maintain its own OSL in accordance to its criteria for a minimum of one term.

4. 'Mid-Term Scheme Timetable (All schools)

Notable timeframes identified below:

- Leicestershire will aim to process all applications within 10 working or school days (depending on school holidays) from the date the application has been received by the LA.
- Leicestershire will aim to offer places where possible on a daily basis by 4 pm, where this is not possible it will move to the next available offer date.
- Wherever possible Leicestershire will aim to initially process an application within 10 working/school days (subject to Fair Access protocol).

