



**Doncaster**  
Metropolitan Borough Council

# **Qualifying Co-ordinated Admissions Scheme For Primary Schools In Doncaster**

**2017 - 2018**  
(V1)

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# Qualifying Co-ordinated Admissions Scheme For Primary Schools In Doncaster

## Introduction

- 1 This scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

## Interpretation

- 2 In this scheme –

“the LA” means Doncaster Metropolitan Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“admission authority” in relation to a community school means the LA, in relation to a VA school means the governing body of that school and in the case of an academy it will be the academy trust;

“school” means a community or voluntary aided school which is maintained by the LA or an academy (but not a special school);

“appropriate school” means a primary school providing primary education;

“the specified year” means the school year beginning at or about the beginning of **September 2017**;

“academy” are defined in Section 1A of the Academies Act 2010;

“VA schools” means such of the schools as are voluntary-aided schools;

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“in-year transfer” means an application for a place in a year group other than the first year of primary education or junior school, or any application for admission to the first year that is received on or after **31 August 2017**; and

“resident” for the purposes of the year of entry applications received by the closing date, resident means the area of the local authority where a person is ordinarily resident on **15 January 2017** i.e. they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. At all other times this relates to the address at the time of application.

## **The Scheme**

- 3** Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils (other than for those pupils with a statement, or proposed statement, of Special Educational Needs) to primary schools in the LA area and to the primary schools of those other LAs who have agreed to co-ordinate their admission arrangements with Doncaster LA (“the scheme”).
- 4** The scheme referred to below shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 2.
- 5** The scheme shall apply to every primary school in the LA area (except special schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 6.
- 6** For Year of Entry applications, the LA will co-ordinate with those LAs who have agreed to co-ordinate their admission arrangements in Schedule 5
- 7** For In-Year applications the LA will only co-ordinate applications made for Doncaster Schools.

## **SCHEDULE 1**

### **PART I - THE SCHEME**

- 1** Parents will be invited to make their applications online. A standard form known as the Common Application Form (CAF) will be available to parents on request.
- 2** The online application process or CAF must be used as a means of expressing up to three preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
  - a) to be admitted to a school within the LA area (including VA schools and academies);
  - b) to be admitted to a school located in another LA’s area (including VA schools and academies).

- 3 The online application process or CAF will –
  - a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
  - b) invite parents to give their reasons for each preference.
  - c) specify the closing date and where it must be returned to.
- 4 The LA will make appropriate arrangements to ensure:
  - a) parents to apply on line for a school place;
  - b) that the CAF is available on request from the LA, from all primary and secondary schools in the LA area, online; and
  - c) that details of the co-ordinated admissions scheme are available online.
- 5 The LA, with the co-operation of Doncaster schools, will take all reasonable steps to ensure that every parent resident in the LA area who has a child due to commence in a reception class of an infant school, or year 3 of a Junior school, in the specified year receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed on the online application form or CAF are valid applications and will be considered in accordance with the published admission arrangements for the respective school.

### **Equal Preferences**

- 8 This scheme shall be classed as an 'Equal Preference Scheme'. All applications will be considered against published admission criteria, but without any reference to how the school applied for has been ranked by parents. If an individual child can be offered a place at more than one school, a place will be offered at the highest ranked school at which a place was available.

### **Supplementary Information Forms (SIF)**

- 9 An admission authority can require parents who wish to nominate, or have nominated, their school on the online application process or CAF, to provide additional information on a supplementary information form (SIF) only where the additional information is required for them to apply their oversubscription criteria to the application. Where a SIF is required it must be returned to the school.
- 10 A SIF it will not be regarded as a valid application unless the parent has also completed an online application process or CAF and the school is nominated on it. Under the requirements of the scheme, parents will not be under any obligation to complete an individual SIF.

### **Testing**

- 11 No Doncaster primary schools operate admission arrangements that include criteria for selection by ability or aptitude. Where a parent applies for a school in another LA which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, that admission authority should

ensure that parents are informed of the outcome of entry tests before they make their applications for other schools.

### **Processing of Common Application Forms**

- 12** The closing date for applications is **15 January 2017**. The default position is for parents to apply online. Any completed CAFs received by schools must be immediately forwarded to the LA.

### **Determining offers in response to the Common Application Form**

- 13** The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to an online application form or CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the online application process or CAF where-
- (a) it is acting in its separate capacity as an admission authority, or
  - (b) where it has been asked to act on behalf of another admission authority, or
  - (c) an applicant is eligible for a place at more than one school, or
  - (d) an applicant is not eligible for a place at any school that the parent has nominated, in which case the LA will allocate a place in accordance with the provisions set out below.
- 14** **By 3 February 2017**, the LA will have provided other LAs with all relevant details of every preference expressed for a place in a primary school maintained by them by a parent resident in Doncaster, and will have received from other LAs all relevant details of every preference expressed for a place in a Doncaster primary school by a parent resident in their area.
- 15** **By 3 February 2017**, the LA will have provided the admission authority for each Doncaster primary school with all relevant details of every preference expressed by a parent for a place at their school.
- “All relevant details” will include any SIF required in support of the application by the admission authority and received by the above date.
- 16** **By 10 March 2017** the admission authority of each Doncaster primary school will have considered all preferences expressed for a place at the school in accordance with the published admission arrangements for the school, and have provided the LA with a list of children ranked according to the school’s oversubscription criteria (published as part of the admissions arrangements) and confirmed those children eligible to a place.
- 17** **By 29 March 2017** the LA will have exchanged potential offers with neighbouring authorities.
- 18** **By 29 March 2017** The LA will have matched each ranked list against the ranked lists of all other schools in Doncaster and:
- Where the child is eligible for a place at only one of the schools preferred on the online application form or CAF, that place will be allocated to the child.
  - Where the child is eligible for a place at more than one school listed on the online application form or CAF, a place will be allocated at the school ranked highest by the parents on the online application form or CAF and,

- Where a child has not been allocated a place at all of the schools preferred on his/her online application from or CAF, a place will be allocated at a school determined in accordance with the provisions of Schedule 4.
- The LA will inform other LAs of the children of parents resident in their area who are eligible for a place in a Doncaster primary school and of those children not eligible together with the reasons for the unsuccessful preference.

**19** **By 18 April 2017**, the LA will inform Doncaster primary schools of the pupils to be offered places at their schools.

**20** **On 18 April 2017** parents will be sent a letter notifying them that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- If a place is not offered at any preferred school listed on the online application from or CAF – the reasons for the refusal;
- Information about the statutory right of appeal against any decisions made;
- Contact details to lodge appeals as necessary.

The letter will not inform parents of places still available at other schools.

**21** **2 May 2017**: the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

## **PART II - LATE APPLICATIONS**

**22** The closing date for applications in the normal admissions round is **15 January 2017**. All applications received after **15 January 2017 and by 18 April 2017** will be sent offer/refusal letters no later than **29 April 2017**.

Applications received after **18 April 2017 and by 28 April 2017** will be sent offer/refusal letters no later than **31 May 2017**.

Applications received after **29 April 2017** and up to **31 August 2017** will be processed on an on going basis.

Applications received after **31 August 2017** will be dealt with as in-year transfers.

**23** **By 3 July 2017** for the junior transfer group, the LA will offer a place to any Doncaster child it is aware of, for whom it has not received an application, in accordance with Schedule 4.

## **PART III – WAITING LISTS**

**24** Unless otherwise indicated in the individual admission arrangements, a waiting list will be held for any school for which a place has been refused until the end of the autumn term in the admission year.

#### **PART IV – IN-YEAR TRANSFERS**

- 25** Applications received from **1 September 2017** onwards for admission into any year group are classed as in-year transfers.
- 26** The LA will be co-ordinating all applications for in-year transfers within Doncaster.
- 27** Applications for admission to any secondary school in Doncaster must be made on the Doncaster In-Year Transfer Form.
- 28** Applications for Doncaster secondary schools from parents resident in other local authorities should be made on the Doncaster In-Year Transfer Form.
- 29** Where a place is not available at the requested school(s) Doncaster LA will allocate a place in accordance with the provisions of Schedule 4.
- 30** A single offer of a place will be made by the Doncaster LA in respect of applications for Doncaster Schools.

#### **PART V – IN YEAR FAIR ACCESS PROTOCOL**

- 31** All admission authorities within Doncaster are part of the In Year Fair Access Protocol. In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements.

#### **PART VI – FALSE INFORMATION**

- 32** Where an offer of a place made under the scheme is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 33** In determining whether to withdraw the offer of the place, account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 34** Where a place, or an offer has been withdrawn the application will be reconsidered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.



## **SCHEDULE 2**

### **CO-ORDINATED SCHEME TIMETABLE**

- 16 January 2017** Closing date for the online application form or CAFs to be returned to the LA (or feeder schools for forwarding to the LA).
- 6 February 2017** By this date:  
A transfer/receipt of applications from/to neighbouring LAs will be undertaken.
- 6 February 2017** Details of applications for places at Doncaster VA schools will be sent to the respective Governing Bodies.
- 10 March 2017** By this date:  
Doncaster VA schools will have provided the LA with ranked lists of applicants according to the Governing Bodies admission arrangements.
- 17 March 2017** By this date:  
The LA will match the ranked lists of all the schools to identify potential offer of places in accordance with paragraph 16 of Schedule 1.  
  
By this date:  
The LA will have exchanged potential offers with neighbouring LAs.
- 29 March 2017** The LA will inform other LAs of the outcome of all parental preferences for places in Doncaster primary schools from their residents together with reasons for any unsuccessful preferences.
- 18 April 2017** By this date:  
In accordance with paragraph 16 of Schedule 1, the LA will allocate a place to any pupil not eligible to a place at all preferred schools on the online application form or CAF.
- 18 April 2017** Notifications sent to parents.
- 2 May 2017** Last date for offers to be accepted by parents.

## SCHEDULE 3

### IN-YEAR TRANSFERS CO-ORDINATED SCHEME TIMETABLE

#### 1. Application Requested

**Within 2 Working Days of Request**

Application Form sent



#### 2. Application Received - Determination of Eligibility

##### Option A – Community/Other Schools for whom the LA is determining Eligibility

**Within 7 School Days**

School Contacted to determine availability of places

##### Option B – Other Doncaster Schools

**Within 2 School Days\***

Preference Information sent to Admission Authority (AA)

**Within 10 School Days of Receipt of Form\***

Determination made by AA and LA notified

\*Subject to agreement schools may be contacted by telephone for a determination.



#### 3. Following Receipt by LA of Determination

**Within 7 School Days of Determination**

Decision Letter sent to Parents by LA



#### 4. Following Offer

**Within 10 Days of Letter**

Place Accepted by Parents (if required)

## **SCHEDULE 4**

### **ALLOCATION OF ALTERNATIVE PLACES DETERMINATION OF NEAREST APPROPRIATE SCHOOL**

- 1** For the purposes of Schedule 1, outside of the normal admissions round for reception, the Local Authority will allocate places as follows where a pupil has not secured a place at a requested school or schools.
- 2** If there are vacancies, a place will be given first at a pupil's catchment area school.
- 3** If after allocating places in accordance with paragraph 2 above, there remain pupils to which no school has been allocated then, consideration will be given to allocating a place at the nearest Doncaster school with a vacancy to the pupil's home address. This will be determined by measuring the distance, by road, from the point of the front entrance of the pupil's home address - to the entrance nearest to the reception point of the school. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
- 4** In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purposes of morning registration.
- 5** At each stage above, if there are insufficient places, the schools admission policy will determine which child(ren) should be allocated places.
- 6** In all instances, a parent will be offered the right to an independent appeal and be able to apply for an alternative school. There will be no compulsion for the parent to accept the allocated place.

## **SCHEDULE 5**

### **LOCAL AUTHORITIES WHO HAVE AGREED TO CO-ORDINATE THEIR YEAR OF ENTRY ADMISSION ARRANGEMENTS WITH DONCASTER LA**

Barnsley	North East Lincolnshire	Rotherham
East Riding of Yorkshire	North Yorkshire	Sheffield
Lincolnshire	Nottinghamshire	Wakefield
North Lincolnshire		

## SCHEDULE 6

### Community Schools: Admissions Authority – Doncaster LA

Askern Littlemoor Infant	Bessacarr Primary	Plover Primary
Askern Moss Road Infant	Carcroft Primary	Sandringham Primary
Mexborough Pitt Street Infant (Amalgamated with Doncaster Road Junior - 04/01/16)	Conisbrough Balby Street Primary	Scawsby Rosedale Primary
Norton Infant	Denaby Main Primary	Scawthorpe Castle Hills Primary
Rossington Toredale Infant	Edenthorpe Hall Primary	Scawthorpe Sunnyfields Primary
Scawsby Saltersgate Infant	Edlington Victoria Primary	Stainforth Kirton Lane Primary
Sprotbrough Orchard Infant	Hatchell Wood Primary	Stirling Primary
Askern Spa Junior	Hatfield Sheep Dip Lane Primary	Thorne Brooke Primary
Copley Junior	Hawthorn Primary	Thorne Green Top Primary
Morley Place Junior	Hayfield Lane Primary	Thorne King Edward Primary
Norton Junior	Hexthorpe Primary	Marshland Primary
Adwick Primary School	Hill Top Primary	Tickhill Estfeld Primary
Scawsby Saltersgate Junior	Intake Primary	Toll Bar Primary
Arksey Primary	Kingfisher Primary	Town Field Primary
Armthorpe Southfield Primary	Kirkby Avenue Primary	Wadworth Primary
Armthorpe Tranmoor Primary	Lakeside Primary	Warmsworth Primary
Balby Central Primary	Long Toft Primary	Waverley Primary
Barnburgh Primary	Mallard Primary	West Road Primary, Moorends
Bawtry Mayflower Primary	Mexborough Highwoods Primary	Windhill Primary
Bentley High Street Primary	Owston Park Primary	Woodfield Primary
Bentley New Village Primary	Park Primary	Woodlands Primary

### Voluntary Aided & Academies: Admission Authority Governing Body/Trustees

All Saints CofE Primary, Hooton Pagnell	Highfields Primary	Shaw Wood Primary
Auckley School	Holy Family RC Primary	St Alban's RC Primary
Barnby Dun Primary	Kirk Sandal Infant	St Francis Xavier RC Primary
Branton St Wilfrid's CofE Primary	Kirk Sandal Junior	St Joseph & St Teresa's RC Primary
Canon Popham CofE Primary and Nursery	Mexborough St John the Baptist CofE Primary	St Joseph's RC Primary
Carr Lodge Academy	Our Lady Of Mount Carmel RC Primary	St Mary's RC Primary
Castle Academy	Our Lady Of Perpetual Help RC Primary	St Oswald's CofE Primary
Conisbrough Ivanhoe Primary	Our Lady Of Sorrows RC Primary	St Peter's RC Primary
Dunsville Primary	Pheasant Bank Academy	Tickhill St Mary's CofE Primary
Grange Lane Infant	Rossington St Michael's CofE Primary	Travis St Lawrence CofE Primary
Hatfield Crookesbroom Primary	Richmond Hill Primary	Willow Primary
Hatfield Woodhouse Primary	Rowena Academy	Montagu Primary