



**Doncaster**  
Metropolitan Borough Council

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

**2018 - 2019**  
(V1)

# CONTENTS

	<b>Page No.</b>
<b>Introduction</b>	2
<b>Interpretation</b>	2
<b>The Scheme</b>	3
<b>Schedule 1:</b>	4
Part I: The Scheme	4
Testing	5
Processing Common Applications Forms	5
Determining Offers In Response To The Common Application Forms	5
Part II: Late Applications	7
Part III: Waiting Lists	7
Part IV: In-year Transfers	7
Part V: In Year Fair Access Protocol	8
Part VI: Doncaster Armed Forces Community Covenant	8
Part VII: False Information	8
<b>Schedule 2</b>	8
Determination Of Nearest Appropriate School	8
<b>Schedule 3</b>	9
Co-ordinated Scheme Timetable – Year Of Entry	9
<b>Schedule 4</b>	10
Co-ordinated Scheme Timetable – In Year Transfers	10
<b>Schedule 5</b>	11
Admission Authorities Of Doncaster Secondary Schools Covered By The Scheme	11
<b>Schedule 6</b>	11
Local Authorities Who Have Agreed To Co-ordinate Their Admission Arrangements With Doncaster LA	11

# Qualifying Co-ordinated Admissions Scheme For Secondary 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;

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

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

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“admission authority” in relation to an academy refers to the academy trust;

“school” refers to an academy (but not a special school);

“appropriate school” means a secondary school or academy providing secondary education;

“the specified year” means the school year beginning at or about the beginning of **September 2018**;

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

“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 secondary education, or any application for admission to the first year that is received on or after **31 August 2018**; 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 **30 November 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 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 secondary schools in the LA area and to the secondary 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 3.
- 5** The scheme shall apply to every secondary 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 an academy within the LA area;
  - b) to be admitted to a school located in another LA's area (including community, VA, foundation 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.
- 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 will have a child in their last year of primary education in the school year prior to the specified year, receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed through 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 through 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 the 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 secondary 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 **31 October 2017**. The default position is for parents to apply online. Any 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 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 through 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 4 December 2017**, the LA will have provided other LAs with all relevant details of every preference expressed for a place in a secondary 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 secondary school by a parent resident in their area.

The LA will also have provided the relevant admission authority for each Doncaster secondary 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.

**15** **By 15 December 2017** the admission authority of each Doncaster secondary 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.

**16** **By 15 January 2018** 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,

The LA will inform other LAs of the children of parents resident in their area who are eligible for a place in a Doncaster secondary school and of those children not eligible together with the reasons for the unsuccessful preference.

**17** **By 26 January 2018** the LA will, as a consequence of information received from other LAs regarding children of parents resident in Doncaster eligible to a place in a secondary school maintained by those LAs, have again carried out the actions identified above and, **by 9 February 2018**, have informed other LAs of the consequences of doing so.

**18** **By 16 February 2018**, following any consequential amendments arising from the actions carried out in accordance with the above, the LA will make no further changes to the ranked list of each Doncaster secondary school and will offer to the parent the place at the school allocated to their child at that date.

Where a child has not been allocated a place at all of the schools preferred on his/her online application form or CAF, a place will be allocated at a school determined in accordance with the provisions of Schedule 2.

The LA will also have informed Doncaster secondary schools of the pupils to be offered places at their schools.

**19** **On 1 March 2018** parents will be sent a letter notifying 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 form 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.

**20** **15 March 2018:** the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

## PART II - LATE APPLICATIONS

- 21** The closing date for applications in the normal admissions round is **31 October 2017**. Where paper CAFs are received after this and by no later than **30 November 2017**, these will be included in the offers of secondary school places made on national offer day.

All other applications received between **1 December 2017 and 28 February 2018** inclusive will be sent offer/refusal letters by the LA no later than **29 March 2018**.

Applications received between **1 March 2018 and 29 March 2018** inclusive will be sent offer/refusal letters no later than **27 April 2018**.

Applications received after **29 March 2018** and up to **31 August 2018** will be processed by the LA on an ongoing basis.

Applications received after **31 August 2018** will be dealt with as in-year transfers.

- 22** **By 6 July 2018** 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 2.

## PART III – WAITING LISTS

- 23** 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

- 24** Applications received from **1 September 2018** onwards for admission into any year group are classed as in-year transfers.
- 25** The LA will be co-ordinating all applications for in-year transfers within Doncaster.
- 26** Applications for admission to any secondary school in Doncaster must be made on the Doncaster In-Year Transfer Form.
- 27** Applications for Doncaster secondary schools from parents resident in other local authorities should be made on the Doncaster In-Year Transfer Form.
- 28** Where a place is not available at the requested school(s) Doncaster LA will allocate a place in accordance with the provisions of Schedule 2.
- 29** 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

- 30** 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 – DONCASTER ARMED FORCES COMMUNITY COVENANT**

- 31** To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
- 32** Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

## **PART VII – FALSE INFORMATION**

- 33** 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.
- 34** 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.
- 35** 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**

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

- 1** For the purposes of Schedule 1 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 3

### CO-ORDINATED SCHEME TIMETABLE

- 31 October 2017:** Closing date for online applications or CAFs to be returned to the LA or via the child's current Doncaster school.
- 4 December 2017:** By this date:  
A final transfer/receipt of applications from/to neighbouring LAs will be undertaken.
- Copies of applications for places at Doncaster VA schools and Academies will be sent to the respective schools.
- 15 December 2017:** By this date:  
Doncaster VA schools and Academies will have provided the LA with ranked lists of applicants according to their admission arrangements.
- 15 January 2018:** By this date:  
The LA will match the ranked lists of all the schools to identify potential offer of places in accordance with Schedule 1.  
The LA will inform other LAs of the outcome of all parental preferences for places in Doncaster secondary schools from their residents together with reasons for any unsuccessful preferences.
- 26 January 2018:** By this date:  
Having received from neighbouring LAs potential offers of places at schools in their area (together with reasons for any unsuccessful preferences) the LA will again match the ranked lists of all the schools to identify potential offer of places in accordance with Schedule 1.
- 9 February 2018:** By this date:  
The LA will notify neighbouring LAs of those potential offers they intend to notify to parents and of those they will not be notifying (with reasons).
- 6-16 February 2018:** The LA will notify neighbouring LAs of any consequential potential offers that can now be offered to applicants resident in their areas.
- 16 February 2018:** By this date:  
The LA will, for the final time, match the ranked lists of all the schools to identify the final offer of places in accordance with Schedule 1.
- 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 through the online application process or on the CAF.
- 1 March 2018:** Notifications sent to parents.
- 15 March 2018:** Last date for offers to be accepted by parents as required by the published admission arrangements for the school.

## SCHEDULE 4

### 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 – 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 5

### ADMISSION AUTHORITIES OF DONCASTER SECONDARY SCHOOLS COVERED BY THE SCHEME

#### Academies and Free Schools

##### Admissions Authority: The Governing Body/Trustees

Armthorpe Academy	Hayfield School
Ash Hill Academy	Hungerhill School
Balby Carr Community Academy	Mexborough Academy
Campsmount Technology College	Outwood Academy, Adwick
Danum Academy	Ridgewood School
De Warenne Academy	Rossington All Saints Academy
Don Valley Academy & Performing Arts College	Sir Thomas Wharton Community College
Hall Cross Academy	The McAuley Catholic High School
XP School	Trinity Academy
XP East School (To Open 01/09/17)	

## SCHEDULE 6

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

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

### Further Information

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Secondary School Booklet, available as follows:-

Telephone: 01302 735988

Address: Education Services: School Admissions, Attendance and Pupil Welfare, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)