

THE BOROUGH OF POOLE

CO-ORDINATED ADMISSION ARRANGEMENTS FOR ADMISSION TO RECEPTION YEAR AND TRANSFER TO MIDDLE SCHOOL SEPTEMBER 2008/9

- 1. PROCESS FOR NORMAL ADMISSIONS ROUND TO FIRST AND COMBINED SCHOOLS (YEAR R)**
- 1.1 Poole Local Authority (LA) will prepare the Borough information booklet and an application form and make them available to all parents within the Authority via first, combined and primary schools. Additionally, on the Borough of Poole website there will be information on how to apply for a school place and an opportunity for parents to make an application on-line
- 1.2 The parents of pupils who live in other LAs will need to contact Poole LA for the common application form if they wish to express a preference for a school in Poole. If parents apply for a Poole school on a form from a neighbouring LA, the form will be accepted and if necessary, parents will be contacted to ensure that all relevant information is included. The date of the application will be considered to be when the original form was received. If a parent sends the application form to a neighbouring authority (Bournemouth and Dorset) in error there is an agreement that the authority will record the date of receipt and send it direct to Poole LA.
- 1.3 Parents will be asked to complete an application, which will ask them to nominate up to three schools in order of preference and give their reasons for applying if they wish to do so. This form must be returned to the School Admissions Team in Children & Young People's Services with any supporting evidence by the published closing date of midday on Friday 11 January 2008.
- 1.4 Parents must complete either an on-line application or the application form to be considered for a school place (in circumstances where parents complete the form for a neighbouring LA in error, this will be accepted, see 1.2 above). failure to complete an application may result in a parent not being offered a place for their child.
- 1.5 Any application form received after the closing date will be considered as late. The co-ordinated scheme gives priority to all applicants who apply on time and late applications will only be considered once all the on time applications have been processed. The LA will process all late applications on a weekly basis until the beginning of the Autumn term.
- 1.6 Parents expressing a preference for voluntary aided or voluntary controlled schools on denominational grounds must send the completed supporting evidence form, which will be available from these schools, with their application form to the School Admissions Team in Children & Young People's Services by the published closing date. Parents completing an on-line application form must forward supporting evidence direct to the LA by the published closing date.

- 1.7 The LA will send by courier copies of the supporting evidence forms to the VA schools on a weekly basis.
- 1.8 The LA will exchange information with the other admission authorities within the Borough of Poole by transferring electronically a list of all applications for those schools by Friday 25 January 2008.
- 1.9 The other admission authorities will exchange information by transferring electronically a list of the pupils in the order to be considered with details of the qualifying criteria for each individual applicant to the LA no later than Friday 8 February 2008.
- 1.10 The LA will apply the agreed equal preference scheme for all admission authorities and if a place can be offered at more than one school the parent will receive an offer of a place at their highest available preference.
- 1.11 The LA will prepare offer and refusal letters on behalf of the other admission authorities and post to parents on Friday 14 March 2008. Parents will be informed in the offer letter that where a school is at or above the Published Admission Number (PAN) failure to accept the offer of a place by Friday 4 April 2008 will result in the LA withdrawing the place. The place will then be offered to the next applicant due to be offered the place according to the published policy and criteria.
- 1.12 The admission authorities that operate a waiting list due to over subscription will invite the parents to have the child's name added to the waiting list. This invitation will be included in the refusal letters. The waiting lists will be kept in line with the published admissions policy of each individual admission authority. When places become available, the place will be offered according to the published policy and criteria of the individual admission authority. For community schools only, parents will be asked annually if they wish their child's name to remain on the waiting list for the next academic year.
- 1.13 Where an applicant is not offered a place at their preferred school(s) the LA will advise parents in writing of their right of appeal. When parents request an appeal form, they will be asked to return the form to Legal and Democratic Services (community schools) or the Clerk to the Governing Body (voluntary aided schools) within 14 days.
- 1.14 The LA and the other admission authorities will inform each other within 3 working days of the result of any appeal hearings, since these may have an impact upon another admission authority's allocation.

2. PROCESS FOR NORMAL ADMISSIONS ROUND TO MIDDLE SCHOOLS

- 2.1 The LA will prepare the Borough's information booklet and an application form. The applications form will be distributed to all parents of children who attend Borough first schools during the first week of the Autumn term. Additionally, on the Borough of Poole website there will information indicating how to apply for a school place and an opportunity to make an application on-line. Copies of the

Parents' booklet will be available for collection at all first and combined schools by those parents who wish to obtain a copy.

- 2.2 The parents of pupils who live in other LAs will need to contact Poole LA for the information and the application form if they wish to express a preference for a school in Poole. If parents apply for a Poole school on a form from a neighbouring LA, the form will be accepted and if necessary, parents will be contacted to ensure that all relevant information is included. The date of the application will be considered to be when the original form was received. If a parent sends the application form to a school or neighbouring authority (Bournemouth and Dorset) in error there is an agreement that the school or authority will record the date of receipt and send it direct to Poole LA.
- 2.3 Parents will be asked to complete an application, which will ask them to nominate up to three schools in order of preference and give their reasons for applying if they wish to do so. This form must be returned via the child's first school to the School Admissions Team in Children & Young People's Services with any supporting evidence by the published closing date of midday on Friday 11 January 2008. Parents who apply on-line must send any supporting evidence to the Admissions Team by the closing date.
- 2.4 Parents must complete either an on-line application or the application to be considered for a school place (in circumstances where parents complete the form from a neighbouring LA in error, this will be accepted, see 2.2 above). Failure to complete an application will result in a parent being offered a school place at the school nearest to their home address that has places available after all the on time and late applications have been allocated.
- 2.5 Parents expressing a preference for the voluntary controlled middle school on denominational grounds must send the completed supporting evidence form which will be available from either the school or the School Admissions Team in Children & Young People's Services by the published closing date. Parents who apply on-line must send any supporting evidence to the Admissions Team by the closing date.
- 2.6 Any application form received after the closing date will be considered as late. The co-ordinated scheme gives priority to all applicants who apply on time and late applications will only be considered once all the on time applications have been processed. The LA will process all late applications on a weekly basis until the beginning of the Autumn term.
- 2.7 The LA will apply the agreed equal preference scheme for all admission authorities and if a place can be offered at more than one school the parent will receive an offer of a place at their highest available preference.
- 2.8 The LA will prepare offer and refusal letters and post to parents on Friday 14 March 2008. Parents will be informed in the offer letters that where is a school is at or above the Published Admission Number (PAN) that failure to accept the offer of a place by Friday 4 April 2008 will result in the LA withdrawing the

place, which will then be offered to the next applicant due to be offered the place according to the published policy and criteria.

- 2.9 Where an applicant is not offered a place at their preferred school(s) the LA will advise parents in writing of their right of appeal. When parents request an appeal form, they will be asked to return the form to Legal and Democratic Services within 14 days.
- 2.10 The Borough of Poole admission authority operates a waiting list due to over subscription; an invitation to have the child's name added to the waiting list will be sent out with the refusal letter. Parents will be asked annually if they wish their child's name to remain on the waiting list for the next academic year.
- 2.11 The admission to year R and transfer to middle school timetable set out in Appendix A will apply to:
- The normal admission round
 - Late applications received between the closing dates and the offer dates
 - Late applications received between the offer dates and the start of term

3. IN YEAR ADMISSIONS (OUTSIDE THE NORMAL ADMISSIONS CYCLE)

- 3.1 Parents completing the in year application form must send any supporting evidence with the form to the School Admissions Team in Children & Young People's Services. Parents completing an on-line form must forward any supporting evidence to the School Admissions Team.

**PRIMARY SEPTEMBER 2008
TIMETABLE FOR CO-ORDINATED ARRANGEMENTS**

September - October 2007

- Information Booklet (Parents' Guide to Schools in Poole) to be made available for parents to collect from first, primary and combined schools.
- The common application form to be distributed to parents via first, combined and primary schools. On-line applications can be made.

October 2007 – January 2008

- First schools to log all transfer to middle school forms as they arrive and send them to Children & Young People's Services in the courier on a weekly basis.
- Year R application forms should be sent direct to Children & Young People's Services by parents/carers.
- LA to send supporting evidence forms to VA schools on a weekly basis.

January 2008

- Closing date for applications by midday Friday 11 January 2008.
- The School Admissions Team will collect all outstanding transfer to middle school application forms from schools after midday on Friday 11 January 2008.
- LA to send electronically to other admission authorities a list of applications by Friday 25 January 2008.
- LA to send final batch of supporting evidence forms to VA schools by Friday 25 January 2008.

February 2008

- Other admission authorities to inform Poole LA electronically with a list of applicants in the order to be considered with the relevant policy criteria. This information to be received by Friday 8 February 2008.

March - April 2008

- LA to prepare offer and refusal letters to be posted on notification date Friday 14 March 2008.
- Parents to accept offer of place by Friday 4 April 2008.
- Parents informed in the offer letter that failure to accept a place by Friday 4 April 2008 will result in the LA withdrawing the place where the school is full to PAN or oversubscribed.
- LA to liaise with VA schools to re-offer any available places in accordance with published policy and criteria.
- LA to re-offer any available places in accordance with the published policy and criteria (community schools).

April – September 2008

- Ongoing processing of late applications as they are received until the start of term in September.
- Appeals.