

**THE BOROUGH OF POOLE
CO-ORDINATED ADMISSION ARRANGEMENTS
FOR SECONDARY TRANSFER SEPTEMBER 2008/9**

1 Transfer to Secondary School

- 1.1. Poole Local Authority (LA) will distribute a letter to all parents with children attending a Poole middle or combined school at the beginning of June 2007 informing them of the process for their child's transfer to secondary school in September 2008. The letter will inform the parents of the changes to the process.
- 1.2. The LA will prepare the Borough information booklet and an application form. The application form will be distributed to all parents of children due to transfer to secondary school in 2008 who attend Borough middle and combined schools during the first week of the Autumn term. Additionally, on the Borough of Poole website there will be 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.
- 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 LA via the pupil's current middle/combined school, with any additional supporting evidence, by the published closing date of midday on Friday 19 October 2007.
- 1.4. Parents must complete either an on-line application or the application form to be considered for a school place, failure to complete one of these two options 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 first, second and third preferences have been allocated.
- 1.5. Parents expressing a preference for St Edward's RC/CE VA School can obtain the supplementary evidence form (green form) from the school. This completed form must be sent to the LA with the completed application form by the published closing date. Parents completing on line application forms must forward supporting evidence direct to the LA by the published closing date. These forms will be sent to St Edward's RC/CE VA School in batches on a weekly basis.
- 1.6. Parents wishing to change their preference after the published closing date will be advised that this will be considered as a late application.
- 1.7. Parents who live outside of the Poole LA who wish to apply for a Poole school will need to complete their home LA application form and return it to that LA. The LA will electronically exchange information with other LAs by Wednesday 14 November 2007.

- 1.8. The LA will send information to foundation and aided schools by transferring electronically a list of all their preferences by Wednesday 21 November 2007 at the latest. Schools who receive application forms in error must record the date of receipt and forward them with any supporting evidence to the LA where the parent lives.
- 1.9. The foundation and aided schools will return information to the LA by transferring electronically a list of pupils in the order to be considered and their qualifying criteria that applies to each individual applicant by 25 January 2008 at the latest.
- 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 at their highest available preference. If a place cannot be offered at any of the three preferred schools the LA will allocate a place for the child at the school nearest to the home address.
- 1.11. The LA will inform neighbouring LAs electronically of the list of offers to be made to pupils resident outside of the Borough of Poole, by Friday 15 February 2008, to ensure that only one offer of a place is made.
- 1.12. The LA will inform electronically the foundation and voluntary aided schools of the details of places offered by Friday 29 February 2008.
- 1.13. The LA will prepare offer and refusal letters on behalf of the other admission authorities and post to parents on 3 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 24 March 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.
- 1.14. 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 accordance 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. 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.
- 1.15. 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 either to Legal and Democratic Services (Community schools) or the Clerk to the Governing Body (Foundation or Voluntary Aided schools) within 14 days.
- 1.16. The LA, neighbouring LAs and Voluntary Aided and Foundation schools will inform each other within 3 working days of the results of any appeal hearings, since these may have an impact upon another admission authority's allocation.

- 1.17. 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 from the beginning of April until the beginning of the Autumn term

2. IN YEAR ADMISSIONS

Applications for school places outside the normal admission cycle

- 2.1 Parents completing the in year common application form must send any supporting evidence with the form to the LA. Parents completing an on-line form must forward any supporting evidence to the LA.
- 2.2 The LA will send the information above to the relevant admission authority. The admission authority will inform the LA if they can offer a place or not and the LA will send out the offer or refusal letter. This is to ensure consistency with the admission and transfer schemes for all three phases, and hence clarity for parents.
- 2.3 The admission authority will inform the LA of the results of any appeal hearings, since the LA has a duty to ensure that every pupil has a school place.

3. TIMETABLE

- 3.1. The admission to secondary school timetable is set out in Appendix A and this will apply to:
 - The normal admission round.
 - Late applications received between the closing date and the offer date.
 - Late applications received between the offer date and the start of term.

SECONDARY TRANSFER SEPTEMBER 2008

CO-ORDINATED TIMETABLE

June 2007

- Letter sent to parents of all pupils in Year 6 at Poole middle and combined schools advising them of the transfer to secondary school process.

September 2007

- Information Booklet (Parents' Guide to Schools in Poole) to be made available for parents to collect from middle and combined schools.
- Application form sent to parents via Poole middle and combined schools during the first week of the Autumn term.

October 2007

- Closing date for applications midday on Friday 19 October 2007.
- The School Admissions Team will collect all outstanding forms from schools after midday on 19 October 2007

November 2007

- The LA will exchange information with other LAs by Wednesday 14 November 2007.
- The LA to send a list of applications to Foundation and Aided schools by Wednesday 21 November 2007.
- Poole High School's expressly academic group testing.
- Parkstone and Poole Grammar schools' testing.

January – February 2008

- By 25 January 2008 at the latest foundation and aided schools to send electronically, lists of pupils in the order to be considered, together with the relevant policy criteria that applies to each individual applicant.
- LA applies agreed scheme for all admission authorities.
- Neighbouring LAs exchange electronically details of offers to be made to their residents by 15 February 2008.
- LA to inform foundation and VA schools of the places offered on 29 February 2008

March 2008

- 3 March 2008 offer and refusal letters posted to parents.
- Parents to accept offer of a place by 24 March 2008.
- Parents informed in the offer letter that failure to accept a place by 24 March 2008 will result in the LA withdrawing the place where schools are full to PAN or oversubscribed.
- LA to liaise with foundation and 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 2008 – September 2008

- LA to inform community schools of places offered by 11 April 2008.
- On going processing of late applications as they are received until the start of term in September.
- Appeals.