

Lincolnshire County Council

Co-ordinated admissions scheme for admission to Primary, Infant and Junior Schools

2021 – 2022 academic year

Contents	Page
Introduction	page 2
Applications	page 2
Supplementary forms	page 2
Expression of preference	page 3
Late applications	page 3
Applications from children in a school nursery	page 4
Junior School Applications	page 4
Processing Applications	page 4
The Admissions Cycle	page 4
Accepting offers	page 7
Appeals	page 7
Reserve lists	page 8
Parental disputes	page 8
Withdrawing offers	page 8
Multiple offers	page 9
Requests for admission outside the normal age group	page 9
Applications from service personnel and returning crown servants	page 10
Applications from overseas	page 10
In-Year Admissions	page 11

Introduction

This Scheme is formulated under Section 88 of the Standards and Framework Act 1998 and in accordance with the School Admissions Code (2014).

The Local Authority is responsible for co-ordinating admissions to Primary and Junior schools and therefore must formulate a scheme which;

- is agreed by all of the appropriate schools in the LA area;
- ensures that parents and schools are aware of the timescales of applications, offers and acceptances of school places in Lincolnshire.
- ensures that every parent/carer of a child resident in the LA area, who has submitted an application by the deadline outlined in this scheme, receives **one offer** of a school place on national offer day.
- indicates how a place will be allocated if none of the parental preferences can be met.
- indicates how late applications or applications to other year groups will be processed to ensure that places which become vacant are allocated effectively.

This scheme aims to minimise demands on all parties. Co-ordination in line with this scheme does not affect the right of individual admission authorities to set and operate their own admission arrangements but they will need to comply with the timescales below as far as possible to enable the LA to co-ordinate these admissions.

Applications

Lincolnshire County Council (LCC) will put in place procedures that, as far as possible, ensure that all parents/carers living in Lincolnshire will be aware of the application process prior to making an application. Applicants will be required to declare that they have read the guide for parents and carers prior to submitting an application.

Parents/carers who live in the Lincolnshire **must** submit an application to Lincolnshire County Council if they require a place for their child in any state school as part of a routine admissions round, including schools in other local authorities, academies and free schools. Parent/carers living in another local authority area must apply to that authority.

All applications must be made online via the parent portal, by phone or on a paper application form. Schools must not accept applications directly from parents at any stage of the coordinated process.

Supplementary forms

Where, as part of its admission arrangements, a school considers additional information not captured by the Common Application Form (CAF) for example regarding religion, pupil premium or medical support schools will have a Supplementary Information Form (SIF) to capture the additional information.

Parents/carers may choose to complete this form to support their application but this does not constitute an application so parents must still submit an application to their Local Authority to apply for a school place. The supplementary form will be available from the school and available from the schools website. It should be submitted directly to the school concerned. Parent/Carers must still submit an application to the Local Authority to apply for a school place.

Expression of Preference

Parents will be asked to name up to **three** preferred schools on their application form and to rank them in the order they would like them to be offered. Parents can list schools outside of Lincolnshire on their application and Lincolnshire LA will co-ordinate on their behalf with other LA's to ensure that the highest preference possible is met.

Schools must offer places to applicants in accordance with their admissions policy without reference to where the applicant has placed the school on the application form, therefore the preference number is not provided to the schools. The information about where the child has placed the school on their application form is used by the LA to ensure that any applicant is only allocated one offer of a school place in the event that more than one school can offer a place. There is no priority given to children who list a school first on their application form. Operation of first preference first arrangements is prohibited by the School Admissions Code (2014).

The LA will allocate a place at the highest ranked school that is able to offer the child a place. If it is not possible to offer a parent one of their preferred schools, the admissions team will offer a place in the nearest Lincolnshire school to the child's home address with vacancies at the time of the allocation if the child resides in Lincolnshire and the LA has a responsibility with regard to the child's education.

Late applications

Applications between 16 January – 12 February

These will be accepted as 'on time' and ranked alongside other applicants. An offer will be made on 16 April 2021. If a parent attempts to revise an application after this date the change of detail will not be taken into account until the second round of allocations.

Applications made between 13 February – 17 May

Parents who make a first application to the LA and those parents who make a revised application between 16 April and 17 May will receive an offer by 28 May.

Revised applications are made when a parent has received an offer of a school place but want to apply for a place at a different school(s) or when their details have changed since the application was made and this will have a bearing on consideration of the oversubscription criteria. These applications will be treated on an equal basis with any late applications or applicants on a reserve list.

Applications made after 17 May

These will be processed after 28 May and offers will be sent out on at least a weekly basis until the end of the admissions round.

Applications for children at a school nursery

Attending a school nursery or playgroup does not guarantee a place at a school. Parents must apply for a place in Reception in line with the timescales in this scheme.

Applications to junior schools at the start of Year 3

Infant to junior transfer will be managed following the same timetable and processes as the intake to reception.

All parents seeking places for their children at a junior school must apply under the coordinated timetable below, irrespective of whether their child currently attends an infant or a primary school. This is because there is no automatic transfer to the junior schools.

Parents of children in year 2 at an infant school may also request a place in year 3 of a primary school as part of the co-ordinated round and hold the place until September. This is because these children must leave the infant school at the end of year 2 and need to secure an alternative school. These applications will be processed in line with the co-ordinated timescales and if there are places in the preferred primary school they will be allocated. Details on how to apply for primary schools as part of the co-ordinated round will be available on the Lincolnshire County Council website.

Processing applications

The LA uses electronic communication with other LAs, admission Authorities and schools to coordinate admissions. Access to application data will be available to schools online through this system and schools use it to rank applications according to their oversubscription criteria and communicate with the LA's admissions team. Deadlines for receipt of information are detailed below.

Annual Cycle

Deadline Dates 2019/20	Summary of Action	Details of action
1 October 2019	Consultation on changes to admission policies for all admission authorities can begin.	Admission authorities publish any changes to their admission arrangements on their website and consult with all relevant parties. Own admission authority schools may choose to follow the LAs consultation dates as

Deadline Dates 2019/20	Summary of Action	Details of action
		below and submit their proposed arrangements to the LA to publish and publicise on their behalf.
4 November 2019	Local Authority to begin consultation on changes to admission policies and co-ordinated schemes.	Any proposed changes to the LAs admission arrangements for Community and Voluntary Controlled Schools are placed on the School Admission consultation website. Consultation lasts for at least six weeks. The scheme is available for consultation. It is agreed by all admission authorities it is adopted. If not, referred to the Secretary of State.
31 January 2020	Consultations on any changes to the policy of any admission authority are completed.	Admission authorities complete consultation on any proposed changes to their policies.
By 28 February 2020	Admission policies are formally determined.	Admission authorities determine an admissions policy for the 2021/2022 school year, considering responses to consultation if appropriate. The LA notifies the Secretary of State that agreement has been reached on a coordinated scheme. Schools place appeals timetable on their website.
By 15 March 2020	Admissions authorities must send their determined admissions arrangements to the LA and place on their website. LA places a notice on its website indicating where all admission arrangements can be found.	Objections to a schools determined arrangements can be made to the Schools Adjudicator up until 15 May 2020.
4 September 2020	Composite prospectus published on website with all other relevant information	Parents can attend open days to look around schools
16 November 2020	Application process opens for primary, infant and junior applications and information and guidance is made available to parents via schools and early years providers	LA ensures all relevant documentation is distributed. LA advertises the availability of information including the application process.

Deadline Dates 2019/20	Summary of Action	Details of action
15 January 2021	National closing date for applications.	This is the national closing date but Lincolnshire County Council allows parents to apply until 12 February. The admissions portal may not be available for short periods whilst the team process applications but applications can be made by paper form if necessary.
1 February 2021	LA ensures all application data is available to Lincolnshire schools.	Schools access applications to their school and begin ranking. Schools can access information about Lincolnshire applicants as soon as they are added to the system or after the LA has downloaded the online applications.
8- 26 February 2021	Co-ordination of applications with other LA's.	LAs exchange relevant application details with other LA's
12 February 2021	Late applications can be accepted up to this date. The system is closed and no further changes can be accepted for any reason.	Any application received by this date will be co-ordinated alongside the other applicants. Anyone who applies after this date will have to do so on a paper form or by telephone. Parents are notified that their application is late and will be processed by 28 May.
26 February 2021	Schools complete ranking their applications against their oversubscription criteria.	Schools rank all applications against their oversubscription criteria online via electronic system and confirm to LA that this is complete.
8 March 2021	LA co-ordinate requests and exchange information with other LA's about places that can be offered in their schools.	LA locks database and does the first allocation run. Where pupils have more than one offer, the LA allocates the school the parents have ranked highest and fills any vacancy with the pupil ranked next by the school.
8-31 March 2021	LA continues to co-ordinate between LA's to ensure children receive one offer of a school place.	LA will send second round of data by no later than 26 March. LA allocates schools to pupils living in Lincolnshire who have not been offered places in any of their preferred schools.
5 April 2021	LA finalises allocations ready for notification to schools and parents.	LA makes final adjustments after receiving information from other LA's
15 April 2021	Schools informed of final allocations.	Schools check final allocations through the electronic system.
16 April 2021	National offer day Parents can lodge appeals.	LA posts offers to parents and releases offers online to those who applied online. Parents will be able to lodge appeals online and via paper form.

Deadline Dates 2019/20	Summary of Action	Details of action
17 April 2021	Parents can submit new applications or revised application online.	Admission authorities and schools start to process late and revised applications. No offer will be made until after the deadline of the second round.
3 May 2021	LAs exchange offer responses with other LA's	LAs adjust ranked list to take account of any refusals
17 May 2021	Administrative deadline of 20 school days for receipt of appeals to ensure all appeals for the same school are heard on the same day	Appeals must be heard within 40 school days of this date.
By 17 May 2021	Deadline for late and revised applications to be received to be processed within next offer round.	All late and revised applications received for Lincolnshire schools by this date will be notified of their offer result in week commencing 24 May. LA will co-ordinate late and revised applications with other LA's but cannot guarantee the response time.
By 28 May 2021	Late and revised application offers will be sent to parents. Waiting list data is available	Lincolnshire will inform parents of the outcome of their revised applications. Parents can find out their child's position on the waiting list of a school.
18 May - 31 August 2021	Applications processed and offers made on at least a weekly basis until end of formal co-ordinated cycle.	Any applications received after 31 st August will be processed as mid-year admissions in accordance with the process below. Waiting lists are passed to schools.
31 December 2021	Waiting lists must be held for Reception until this date.	Some schools may hold these lists longer. Contact the school for more information.

Accepting offers

Parents do not need to take further action after national offer day to accept the offer made. Acceptance is assumed and parents need only take action if they wish to decline the offer, for example if moving out of the county or attending independent school. Where offers are made after the second round of allocations, parents should contact the school admissions team to indicate which offer they would like to accept. More information is contained in the 'multiple offers' section below.

Appeals

In all cases where a place is refused parents will be advised of their right to appeal. Appeals should be lodged before the deadline above to ensure that they are heard with other children who have also been refused for that school and will be heard within 40 school days of that deadline. Appeals can still be lodged after this date but it cannot be guaranteed that these will be heard alongside other applicants for the same school or in some cases, by the end of the school term. Admissions authorities will clearly display on their website the process by which a parent can appeal for a school place.

All other admission authorities must notify the school admission team of any places allocated on appeal at their school(s) so that the LA can co-ordinate admissions effectively.

Reserve Lists

After the initial allocation of places, schools operate a waiting list, which LCC call a reserve list. You will automatically be added to the schools reserve list if you have been refused admission as part of the normal admissions round. The list is held in accordance with the schools oversubscription criteria.

Children will be added to the waiting list alongside any children who submit a revised application or apply late. Details of a child's position on the list will be available after the second round of allocations as it will not be accurate before that date as late applicants and changes of circumstances will not have been added.

When a place becomes available after the second round of allocations, the place will be allocated from the reserve list. Reserve lists will be held by the School Admissions Team until 31 August 2021, then they will be passed to the schools who will hold them until at least December 2021. Some schools may hold the lists longer. You should contact the school for more information.

Parental Disputes

When completing the application a parent must indicate that they have parental responsibility for the child and that this application is made in agreement with all parties with parental responsibility. If one or more application is received for a child and there is dispute about the address, preferences or preference order on the application, the applications will be withdrawn until all parties agree. Parents will not be able to exercise their right of appeal until an application has been processed. The child will be reported to the inclusion and attendance team as a child missing education if no application is accepted by the 31 August of the admitting year.

Withdrawing Offers

An admissions authority reserves the right to withdraw an offer of a school place where the place has been obtained on the basis of fraudulent or

intentionally misleading information and this has denied another child a place. A place can also be withdrawn if it is not accepted within a reasonable time. In all cases where a place is being withdrawn due to lack of response from parent, the admissions authority will contact the parent detailing a date on which the place will be withdrawn if not accepted. In all cases, following an offer of a school place, the decision to withdraw the place will be made by the admissions authority concerned.

Multiple Offers

Where a situation arises where a parent receives more than one offer, (for example where a place is offered on appeal or from a waiting list after the second round of allocations), if parents do not respond to indicate which offer they would like to accept within a reasonable time of the allocation then the place offered at the lower preference school will be withdrawn. In all cases the school admissions team will contact parents to state a deadline by which confirmation must be received before withdrawing any offers made.

Admission of children outside of their normal age group

Parents can seek a place outside of their normal age group for example if a child is gifted and talented, has experienced ill health or summer born children.

Lincolnshire County Council will co-ordinate these requests but the decision whether to agree the request lies with the admissions authority. These schools must make decisions in line with their admissions arrangements and the School Admissions Code (2014). In all cases, an agreement to allow a request does not guarantee a place as the school must consider the application alongside others applying in that admissions round.

Early transfer

Those applying to attend school earlier than their age related cohort should do so within the timescales outlined in this document for their preferred cohort providing any supporting evidence they wish to be considered. If this is agreed and a place is offered, parents can decide whether to accept the place or reapply in the next round with their age related cohort.

Late Transfer

Those requesting to enter a school later than other applicants of their chronological age, including summer born children requesting to start reception at compulsory school **age should apply with their chronological age group** detailing their request and providing any supporting evidence they wish to be considered.

Parents will be informed of the outcome of their application on or before national offer day and a place will be offered at a school. Parents must then decide whether to withdraw their application for their chronological year.

If a school agrees to the request, this will entitle parents to reapply in the preferred year group. If schools do not agree, parents may decide to withdraw their application and apply for a place in their intended cohort through the mid-year system.

If a parent is entitled to reapply this does not guarantee a place at the school. If no school who has agreed to the out of cohort request is able to offer a place, the school admissions team will offer a place at the closest school to the child's home address with places available in the chronological age group. Therefore it would be for parents to revise their application, in the same way as detailed in this document, if they wish for alternative schools to consider the request.

In all cases where a place is refused, parents will be advised of their right of appeal. If a school does not agree to the request but offers a place in another year group the parent does not have a right to appeal.

Applications from UK service personnel and returning crown servants

This applies if the parent is a serving member of the armed forces or is a crown servant returning from abroad.

Applications will be coordinated through Lincolnshire LA if the family has either;

- A confirmed posting order or official letter with a unit address or quartering address within Lincolnshire.
- A confirmed posting order to the UK and confirmed address in Lincolnshire to which they are returning before the end of October of the admitting year.

Consideration of the address accepted for implementing the oversubscription criteria may differ as the policy of each school will be followed.

If the move is not due to an official posting then the application should be made to the child's current home LA or will be considered in line with the 'children from overseas' section below.

If none of the schools listed on the application form can offer a place, Lincolnshire County Council will offer the closest Lincolnshire school to the address accepted on the application form if the accepted address is in Lincolnshire. If the address accepted is outside of Lincolnshire, no alternative school will be offered as it is for the child's home LA to offer an alternative placement.

In order to remove disadvantage to families of service personnel who apply after the initial allocation of places has occurred (Late applicants), the school admissions team will approach the schools listed on the application to consider whether the school wish to offer a place to the child even if the published admissions number has been met. These decisions will be made by

the individual admissions authorities concerned in line with their admissions procedures for forces applicants and will be clearly communicated to parents. In all cases, if a place is refused, parents will be notified of their right of appeal.

Children from overseas

The admissions team will process applications from overseas applicants in line with European Law and Home Office rules for non EEA nationals. Lincolnshire County Council will accept an application for routine admissions within the same timescales above. The address used for the purposes of a schools oversubscription criteria will be their current overseas address. The school admissions team will not allocate an alternative school if parental preference cannot be met.

In-year applications

Lincolnshire County Council operates non-statutory coordination of these applications. Those who would like a school place in Lincolnshire may apply on the LCC website using the parent portal or obtain a paper form from 01522 782030. Those who would like places in schools outside of Lincolnshire should apply to the LA in which the school is situated.

All Lincolnshire schools may choose to accept applications directly from parents. If the school do refuse or accept a child directly, they must provide the details of the child to the Local Authority. If a school is contacted by the parent/carer and they are unable to offer a place, the parent/carer must be advised to contact the school admission team, who will co-ordinate a central mid-year admission application.

If Lincolnshire have a duty to educate the child and they are not attending a school within a reasonable distance of their home, then the admissions team will allocate a place at the closest school with spaces available if none of the parental preferences can be met. It is for the parent to provide information which establishes the duty to educate the child. Information about what is required to establish this duty will be clearly communicated to parents.