



**HULL CITY COUNCIL**

**Children and Young People's Service**

**Co-ordinated Admissions Scheme for Secondary Schools in  
the area of Hull City Council  
for the academic year 2018/19**

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**Qualifying co-ordinated admissions scheme for secondary schools in the area of Hull City Council**

## **Introduction**

1. This scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with The Education Act 2011 which requires local authorities to determine co-ordinated admissions schemes for Secondary Schools.

## **The Scheme**

2. Pursuant to section 89B of the School Standards and Framework Act 1998, and in accordance with The Education Act 2011, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to secondary schools in the council area and to secondary schools of those other councils who have agreed to fully co-ordinate their admission arrangements with Hull City Council (“the scheme”).
3. The scheme referred to in paragraph 2 shall be determined in accordance with the provisions set out in schedule one and processed in accordance with the timetable set out in schedule two.
4. The scheme shall apply to every secondary school in the council area (except special schools and fee paying schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in schedule three and the councils who have agreed to fully co-ordinate their admission arrangements in schedule four.

# SCHEDULE 1

## Part 1

### THE SCHEME FOR HULL CITY COUNCIL

1. Hull City Council will have a Common Application Form (CAF) for all parents of pupils who reside within Hull and whose child is due to transfer to secondary school. This can be completed as either a paper form or online application. Only one CAF can be processed for any given child. If more than one form is received for the same child and the preferences expressed are different on each form, the applicants will be required to submit a single common application form. No school will be allocated to the child until a single form is submitted.
2. The CAF must be used as a means of expressing up to three preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by parents resident within Hull wishing to express a preference for their child
  - a) to be admitted to a school within the council area (including voluntary aided, trust schools, free schools and academies);
  - b) to be admitted to a school located in another council's area (including voluntary aided, voluntary controlled, trust schools and academies).
3. The CAF will –
  - a) invite the parent to express up to three preferences by completing the CAF either online or a paper form, including, where relevant, any schools outside the council'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.
  - d) will give information on how to obtain an application for selection by aptitude where required.
4. The council will make appropriate arrangements to ensure:
  - a) that the CAF is distributed to all parents, who reside within Hull.
  - b) that the CAF is accompanied by all relevant information which will explain the co ordinated admissions scheme.

- c) the CAF and parents booklet “A guide to secondary school admissions in Hull” available on the Hull City Council website.
  - d) information contained in the council’s booklet “A guide to secondary school admissions in Hull” will explain that the parent will receive no more than one offer of a school place and how that place will be allocated.
  - e) that parents will be provided with a supplementary Information Form for schools that require additional information in order to rank their applications.
5. All preferences expressed on the CAF are valid applications. The governing body of a voluntary aided school can require parents, who have named their school as a preference on the CAF, to provide additional information on a supplementary form. This is only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be returned to the council so that the relevant forms can be passed to the school/s.
  6. This scheme shall be classed as an ‘equal preference scheme’. All applications will be considered against the published admission criteria, but without any reference to how the school applied for has been ranked by parents. If a 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.
  7. Where a school provides a supplementary form or aptitude form it will not be regarded as a valid application unless the parent has also completed either the Hull City Council CAF or, if resident in another area, their home area’s common application form, and the school is nominated on it. Where supplementary forms or aptitude forms are received directly by voluntary aided or academy schools the school must inform the council immediately so it can verify whether a CAF or neighbouring area’s CAF has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school’s supplementary or aptitude form where this is not strictly required for the governing body to apply their oversubscription criteria.
  8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude conform with the timing requirements of the scheme as set out in Schedule Two.
  9. There are currently three secondary schools in Hull that undertake a selection test of any kind as part of the school’s admission arrangements. These are: Hull

Trinity House Academy (ability), St Mary's College (sporting aptitude) Sirius Academy West (aptitude). Where a parent applies for a school which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, the council would expect the admission authority for the school:

- To make clear to the parent that they are required to express a preference on the CAF from their home council

#### Processing of CAFs

10. Completed CAFs must be submitted online or returned to the LA by **31 October 2017**. Parents can return the completed CAF to their child's current primary school (if the child is attending a Hull School), or directly to Hull City Council (the address will be included on the CAF).

#### Determining offers in response to the CAF

11. The council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
  - a) it is acting in its separate capacity as an admission authority, or
  - b) an applicant is eligible for a place at more than one school, or
  - c) an applicant is not eligible for a place at any school that the parent has nominated.

The council will allocate places in accordance with the provisions set out in paragraph 14 of this schedule.

12. No later than **5 December 2017** the LA will have exchanged information with other councils and other admissions authorities within Hull, forwarding them all relevant details from the CAF and any supplementary information received by this date, which schools require in order to apply their oversubscription criteria.
13. By **15 January 2018** admission authorities will provide the LA with a list of ranked pupils using the schools published admissions criteria.
14. By the **22 January 2018** The council will:
  - Complete a provisional list of offers for Hull schools
  - Where the child is eligible for a place at only one of the schools named on the CAF, that place will be provisionally allocated.

- Where the child is eligible for a place at two or more of the schools named on the CAF a place will be provisionally allocated at the school ranked the highest.
  - Notify other councils of places that can or cannot be offered to their pupils who have applied for a Hull School.
  - Receive notification from other councils of places they can or cannot offer to Hull pupils who have applied for a place at a school within their authority.
15. By **5 February 2018** the council will take into account places that can and cannot be offered from other councils and:
- Inform other councils of provisional offers we wish to accept and those we do not.
  - Receive from other councils provisional offers for Hull schools they wish to accept and those they do not.
  - Hull LA will then determine whether any more provisional offers can be made and notify other councils accordingly
  - Other councils to determine whether any more provisional offers can be offered to Hull pupils and notify Hull LA accordingly.

This process will be repeated after receiving confirmation that offers are to be accepted or declined until no more offers can be made.

16. By **16 February 2018** the councils will have resolved all offers of places.
- All councils will have exchanged final offers of places for schools within their authority.
  - Where a child is not eligible for a place at any school named on the CAF a place will be provisionally allocated at the next nearest school with a place available.
17. 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;
  - Where a child has been refused a place at a school ranked higher on the CAF than the one at which a place has been offered, the reasons why the child is not being offered that place;
  - Information about their statutory right of appeal against the decisions to refuse places;
  - Contact details for the relevant council for community schools and those voluntary aided, trust schools, free schools or academies where they were not offered a place, so that they can lodge an appeal with the relevant council or governing body responsible;
  - Where a child has been refused a place at a school ranked higher on the CAF than the one at which a place has been offered, the child's name will be added to the waiting list of the school. A waiting list will be maintained until

- the end of the autumn term for the intake year for every school which is oversubscribed.
- Where a child, residing in Hull has been refused a place at all of their preferences, the local authority will allocate a place at the nearest school in accordance with Schedule Three.

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

18. No later than **6 March 2018** the council will inform all secondary schools, including those who are their own admissions authority, of all the pupils to be offered places at their school. The council will also provide a list of Hull primary schools showing the destination secondary school of each of their pupils who is a Hull resident.
19. **15 March 2018** will be the deadline for parents to decline a place and request to be removed from any waiting lists they may be ranked in.
20. Parents must submit any appeal for a school place on or before **30 March 2018**.

## Part II

### Late Applications

21. The closing date for applications in the normal admissions round is **31 October 2017**. Where applications are received after this date and up to **5 January 2018**, and the lateness has been unavoidable in the opinion of the admissions authority, (e.g. parents move into the area) each application will be considered and included in the offers of secondary school places made on national offer day. Applications considered not to be unavoidable will be considered late applications and will be ranked after those applications that were received before the deadline date. Where the late application is received before **5 January 2018** a school place will be offered on **1 March 2018** where possible.
22. As far as is reasonably practicable applications received after **5 January 2018** and prior to **1 March 2018** will be offered a school place on **29 March 2018**, as part of the second allocation.
23. There will be a reallocation of places on **29 March 2018** where the LA will allocate places that have become available since **1 March 2018**. Late applications will be included in this reallocation. Applications received after **15 March 2018** and before **1 September 2018**, will be processed in order of the date received and an offer/refusal letter sent as appropriate.
24. Changes of preference after the closing date for applications on **31 October 2017** will be considered as a late application as set out in paragraph 21 unless

the change is considered to be unavoidable in the opinion of the admissions authority, (e.g. parents move into the area).

25. Changes of address received before **5 January 2018** can be considered under the review procedure where evidence of the new address and change of residence is provided. Where evidence is received after **5 January 2018** and before **15 March 2018** the new address can be considered in the reallocation of places on **29 March 2018**.

### **No CAF received**

26. Before **29 March 2018** the LA will allocate places to any Hull child of whom it is aware, or from whom it has not received an application under the scheme. A place will be offered at the nearest school with a vacancy as defined in Schedule Three.

### **Part III**

#### False Information

27. Where, under the scheme, the offer of a place 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.
28. 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.
29. 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.

### **Part IV**

#### Year 10 Applications for UTC

30. Parents of children in year 9 may request a place in year 10 a University Technical College (UTC). The normal point of entry at The Ron Dearing UTC is in year 10. Applications will be processed in line with the Year 7 transfer arrangements set out in this scheme and places offered for September 2018. Deadline and offer dates may vary to those set for the Year 7 transfer arrangements.

## Part V

### In year Admissions

31. Parents requesting places after **31 August 2018** of the normal entry year are classed as in year admissions. Parents requesting places for other than the normal year are classed as in year admissions.
32. The procedures for in year admissions are covered under a separate coordinated scheme.

## Part VI

### Admission of children outside their normal age group

33. Parents of gifted and talented children, or those who have experienced problems or missed part of a year (for example due to ill health), can seek places outside their normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case. These applications are considered by schools along with all other applications for the preferred cohort and following the same timetable. Schools may refuse an out of cohort place. In some cases schools may agree to admit the child out of cohort, but the child may still not gain a place because they do not rank highly enough on application of the oversubscription criteria.

Parents will receive the outcome of their application on national offer day along with all other applicants for that cohort. If no preferred school can offer a place parents may have to make an in year application for the date of birth cohort. The home local authority will make sure that parents are informed of their statutory right to appeal. This does not apply if parents are offered a place at the school in another year group. Parents resident in other local authority areas should note that in Hull it is always the preferred school that makes the decision to accept a child out of the normal curriculum year group.

## **SCHEDULE TWO**

### **Co-ordinated scheme timetable**

**14 July 2017**

Inform other Local Authorities of Y5 pupils who reside within their administration area and received details of Hull pupils attending their primary schools

**8 September 2017**

Date by which information will be issued to all Hull pupils either via schools or posted to home address if they attend a primary school outside the authority

**31 October 2017**

Closing date for applications

**5 December 2017**

Last date to exchange information between other LAs and other admission authorities within Hull

**15 January 2018**

Date by which other admission authorities provide the council with their list of ranked pupils

**22 January 2018**

Last date for LAs to send first round of allocation information identifying potential offers

**5 February 2018**

Councils to inform each other of places they wish to accept and those we do not and process until no more offers can be made.

**16 February 2017**

Final date for offers between LAs to be resolved

**1 March 2018**

Notification sent to parents of their allocated school by post

**15 March 2018**

Last date for places to be declined by parents

**29 March 2018**

Second allocation date

**30 March 2018**

Date by which appeals should be returned to be heard in June.

## **SCHEDULE 3**

### **Determination of the next nearest school**

The “next nearest school” means

- The nearest school will be a school within Hull. This will be determined by measuring the shortest available walking route
- The shortest available route is measured by using the public road network from the pupil’s home to the main school entrance as determined by the council. The distance will be measured will using Routefinder, a computer mapping system, to make measurements.
- The admission policy for the school will determine which pupils should be allocated a place where there are insufficient places.

## **SCHEDULE 4**

### **Admission authorities of Hull secondary schools covered by the scheme**

#### **Community secondary Schools in Hull:**

The local authority is the admission authority

#### **Newland School for Girls**

#### **Trust schools:**

The governing body of each school is the admission authority

#### **Kelvin Hall School**

#### **Academies**

The Academy Trust of each school is the admission authority

#### **Archbishop Sentamu Academy**

#### **Hull Trinity House Academy**

#### **Malet Lambert School**

#### **Kingswood Academy**

#### **Sirius Academy North**

#### **Sirius Academy West**

#### **The Marvell Academy**

#### **Winifred Holtby School**

#### **Free School**

The Academy Trust of each school is the admission authority

#### **The Boulevard Academy**

#### **Voluntary Aided Schools**

The governing body of each school is the admission authority

#### **St Mary's RC College**

## **Glossary**

In this scheme:

“the LA” means Hull City Council acting in their capacity as local authority;

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

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

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

“school” means a community, voluntary controlled school, trust school, free school or academy (but not a special school) which is maintained by the council;

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

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

“academy” has the same meaning as in section 482 of the Education Act 1996;

“admission authority” in relation to a community or voluntary controlled school means the council and, in relation to a Trust or VA school. In relation to an academy this means means the Academy Trust;

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

“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;

“late applications” means any application for a place in the first year of secondary education that is received after the closing date and up to the start of the academic year 2017;

“in year” means any request for places after the start of the specified year for all year groups; and

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