

**The Co-ordinated  
Scheme for  
In-year  
Applications  
2018-2019**

## **1 Introduction**

**1.1** For the purposes of this scheme, an in-year application is any application for a school place;

- a) in a year group other than the normal year of admission to the school (Reception year at a primary school, year 7 at a secondary school)
- b). is submitted outside the normal admissions round (applications received from 1 September in the year of admission)

## **2 Making an in-year application**

### **2.1 Applicants living in Hull**

2.1.1 Applicants living in Hull must use the Hull City Council's On-line service or In-Year Transfer Form to express up to 3 preferences of schools whether the school is in Hull or in other local authority areas.

2.1.2 Applications for a school in another local authority area, with any supporting information submitted will be forwarded to the school's maintaining authority. Any applications received directly at a school must be forwarded to the Hull City Council's School Admissions Team.

2.1.3 The child's current school will be advised of the transfer request and may be asked to provide additional information.

### **2.2 Applicants living outside Hull**

2.2.1 Applicants living outside Hull who want their child to attend a school within Hull, should apply using the In Year Transfer form provided by their home local authority. The applicant's home local authority will then forward the application and any supporting documents to Hull City Council's School Admissions Team.

2.2.2 Any applications submitted to the School Admissions Team by an applicant who lives outside Hull will be forwarded to the applicant's home local authority. Where the home authority does not co-ordinate in year applications the Hull Admissions Team will process the application.

2.2.3 No allocation of a school place will be made until the child is resident in the Hull area unless the application is for children of UK service personnel with a confirmed posting to the area.

2.2.4. Applicants will only be allowed to make one transfer to a given school in a given year group unless there is a significant and material change in their circumstances which directly relates to their reasons for wanting their child to go to a particular school.

### **3 Allocating a school place**

3.1 A child's eligibility for a place at a school will be determined by reference to the school's admission arrangements and the Fair Access Protocol in line with the School Admissions Code.

#### **3.2 Applicants resident in Hull.**

**3.2.1** Places will be allocated at schools in the following ways under the Scheme, depending on the number of schools at which a child is eligible for a place. In allocating places, preferences for places at schools within Hull City Council and places at schools in other local authorities will be taken into account. If a child is eligible for a place at the school named as their parents' first preference, eligibility for places at schools named as a lower preference will not be considered.

3.2.2 If a child can be offered a place at just one school named on the In-Year Transfer Form, the child will be allocated a place at that school.

3.2.3 If the child can be offered a place at more than one school named on the In-Year Transfer Form, the child will be allocated a place at the school the applicant named as their highest preference.

3.2.4 If the child cannot be offered a place at any of the schools named on the In-Year Transfer Form and the child is on roll at a school, the parent will be offered the right of appeal. If the application was made following a house move proof of residency may be required.

3.2.5 If the child cannot be offered a place at any of the schools named on the In-Year Transfer Form and the child is not on roll at a school, the parents will be contacted and asked if they wish to make an application for the child at another school. If the child is without a school place for 2 months, the application will be referred to the Fair Access Panel for an allocation of school to be made.

#### **3.3 Applicants resident outside of Hull**

3.3.1 Details about an applicant's eligibility for places at schools will be sent to the applicant's home local authority. Eligibility for a place at a school will be determined by reference to the school's published admission arrangements and the Fair Access Protocol. The applicant's home local authority will then determine which school place the applicant's child will be allocated using the coordinated scheme in operation in that authority. The applicant's home authority will then notify Hull City Council's School Admissions Team of any places allocated or not required.

3.3.2 Where the applicant's home local authority does not co-ordinate in year transfers, the Hull Admissions Team will process the application as set out in 3.2

### **3.4 Notifying applicants**

3.4.1 Applicants resident in Hull will be notified of the school place they have been allocated by Hull City Council's School Admissions Team. If the school place allocated is at a voluntary aided school, academy, trust or free school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority.

3.4.2 Applicants will be asked to let the School Admissions Team know within two weeks if they do not want their child to take up the school place allocated.

### **3.5 Notifying the Headteacher of community school and the governing body of voluntary aided, trust schools, free schools or academies**

3.5.1 If the applicant has been allocated a place at a Hull school, the governing body of a voluntary aided, trust school, free school or academy, or the Headteacher of a community will be sent the details of the child who has been allocated a place at their school via the administration staff of the school.

### **3.6 Admission to the school**

3.6.1 Admission will normally take place in accordance with the following timings unless there are special circumstances which will be at the head teacher's discretion:

a). If the child is not on roll at a school or their current school is not within a reasonable travelling distance of the child's home, the child must be admitted to the allocated school within 10 school days unless there are special circumstances which will be at the head teacher's discretion .

b) If the child is currently on the roll of a school and attending, the place at the allocated school will normally be taken up within 10 school days of the date of the letter notifying the applicants that a school place has been allocated.

3.6.2 Where the allocated school cannot arrange for the pupil to go on roll within 10 days, or where they have been unable to contact the parent to arrange a start date, the school will notify the Admissions Team.

### **3.7 Timetable for processing an in-year application**

3.7.1 All in-year applications will normally be dealt with in accordance with the following timetable. Special circumstances relating to an individual case may mean that the timetable below cannot be followed. If a case is referred to the Fair Access Panel then this may occur. Parents will be notified by the admissions team if this is the case.

Where applications are received or processed during school holiday periods, applications may take considerably longer to process. Occasionally a head teacher of a community school or the governing body of a voluntary aided, trust school, free school or academy may request that an application be considered under Fair Access procedures.

The Fair Access Panel meet on a monthly bases and any application that must be referred to the panel will be taken to the first available meeting.

### **3.8 Applicants resident in Hull**

3.8.1 Application received with all necessary documentation.

3.8.2 Applications are reviewed and additional information from the current school may be requested. Applications that meet the fair access protocol are removed from the normal process. These applications are presented to the next fair access panel meeting and allocations made in line with the fair access protocol.

3.8.3 The child's current school is notified of the transfer request . Applications requesting places at schools in Hull are determined. Details of applications naming schools maintained by other local authorities are forwarded to the relevant local authority.

3.8.4 The School Admissions Team contact the Hull schools requested on the In Year Transfer Form in preference order and verify with the school the availability of places.

3.8.5 Other admission authorities and local authorities respond with notifications of places available for Hull resident applicants.

3.8.6 School Admissions Team notifies applicants and the relevant local authorities of places allocated.

### **3.9 Applicants resident outside of Hull**

3.9.1 Notification received from another local authority of an application for a place at a school maintained by Hull City Council.

3.9.2 The School Admissions Team contact the schools requested on the In Year Transfer Form and verify with the school the availability of places.

3.9.3 Response sent notifying the local authority of the availability of places in Hull Schools.

3.9.4 The local authority processing the application notifies the School Admissions Team of any school places allocated or no longer required.

## **4 Waiting Lists**

4.1 Waiting lists will be maintained for the normal year of admission to a school until the end of the autumn term. Waiting lists will be maintained for any other year group where an applicant has lodged an appeal or has made a written request to the admissions team to be placed on a waiting list.

## **5 Fair Access**

5.1.1. Additional information will be collected by the admissions team for applications where application meets the criteria for the Fair Access Panel. The admission team will submit the application and any additional information received to the panel.

5.1.2 Parents will be notified by the admissions team that their application will be taken to the next Fair Access Panel for allocation.

5.1.3 The admissions team will write to the parents following the fair access panel meeting to advise the parent/carer of the outcome and/or allocated school.