

**The Co-ordinated  
Scheme for  
In-year  
Applications 2019-  
2020**

## **1 Introduction**

**1.1** Under the Schools Standards and Framework Act (1998) as amended by the Education Act 2002, a parent has the right to express a preference for a place at a school at any time. The Local Authority (or in the case of academies, the governing body) has a legal duty to comply with the parent's preference to admit the pupil unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. Therefore where there is a suitable vacancy the place should be allocated unless the school can demonstrate how allocating an additional pupil would prejudice the provision of efficient education, or efficient use of resources.

**1.2** Although there is no legal requirement to coordinate in year admissions, the Local Authority will continue to do so for all community and own admission authority schools that wish to participate in coordination. The In Year coordination Admissions Scheme explains this process and is reviewed annually.

**1.3** 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)

**1.4** 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.

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

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

2.1 Applicants living in Hull must use the Hull City Council's On-line service at the Hull City Council Website at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions) alternatively paper application forms are available from the School Admissions Team on 01482 300 300.

2.2 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.

2.3 Parents/carers will be asked to give up to 3 preferences of school and to give reasons why they wish their child to transfer. The form also requests additional information that will be used for any referral made to the Fair Access Panel. Parents/Carers are instructed to discuss any intention to transfer their child with the current school and will be asked to provide the name of the staff member this was discussed with and the date the discussion took place.

2.4 The Local Authority coordinates all in year applications for Hull Schools and acts as a clearing house. Any additional supporting evidence ie Baptism Certificates, must be submitted to the Admissions Team with the application.

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

### **3. Applicants living outside Hull**

3.1 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.

3.2 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.

3.3 No allocation of a school place will be made until the child is resident in the Hull area or can evidence being able to take up a place within 10 school days unless the application is for children of UK service personnel with a confirmed posting to the area.

### **4 Numbers on roll**

4.1 All schools and academies are required to communicate the availability of places to the Local Authority and the admissions team will update the numbers on roll in each year group on a weekly basis.

4.2 The admissions team will use the number on roll data to advise parents of possible vacancies at a school. However, as the in year process allows parents and schools a period of 10 school days to place a pupil on roll after allocation the numbers on roll are only used as a guide to possible vacancies.

4.3 All in year applications will be forwarded to the preferred school and confirmation of any vacancies in the required year group will be sought. The school will be required to confirm within 5 school days whether there is a vacancy in the year group or whether the school is full in the required year group.

4.4 Where a vacancy exists the school are required to offer a place to pupil unless the application is to be referred by the school to the fair access panel. If the school wish the application to be referred to the panel they will notify the school admissions team within 5 school days.

### **5.1 Allocation**

5.1.1 A child's eligibility for a place at any school will be determined in line with the School Admissions Code 2014, by reference to the school's admission number, the published arrangements and the Fair Access Protocol

5.1.2 If you are requesting a transfer of secondary school the admissions team will contact the child's current school for additional information about the child's subject options, attainment levels, additional SEN support being provided, issues with behaviour and any

social care involvement. This information will be used by the receiving school to ensure a smooth transition only. Where a vacancy exists a place must be offered (see paragraph 1.1).

## **5.2 Applicants resident in Hull.**

5.2.1 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.

5.2.2 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.

5.2.3 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.

5.2.4 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.

5.2.5 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.

## **5.3 Applicants resident outside of Hull**

5.3.1 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.

5.3.2 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

## **6 Notifying applicants**

6.1 Applicants resident in Hull will be notified of the school place they have been allocated in writing by Hull City Council's School Admissions Team. If the school place allocated is at an academy, 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.

6.2 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.

6.3 The school admissions team will notify all applicants of the outcome of their application by letter. A copy of the allocation letter will also be sent to the allocated school via the administration staff of the school.

6.4 Parents will be required to contact the school within 10 school days to make arrangements for the admission of the child.

6.5 If the parent refuses the allocated school and there are no other schools available in area the application may be referred to the Fair Access Panel. If the panel are required to allocate a school due to a child being out of education for an extended period, details of the refusal will be made clear to the panel.

## **7 Admission to the school**

7.1 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 as soon as possible (preferably within 5 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.

7.2 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.

7.3 If the school are unable to contact the parent by telephone they will visit the home address. If the family are no longer at the address and the child is not on a school roll a referral will be made to the CME officer and the place may be withdrawn.

7.4 If the school are unable to contact the parent to arrange admission within 10 schools days they must notify the School Admissions team. School places that cannot be taken up within a 10 days (or at a later date agreed by the headteacher) the place may be withdrawn.

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

8.1.1 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 i.e. received during school holiday period or referred to the Fair Access Panel.(Parents will be notified by the admissions team if this is the case).

8.1.2 Applications that are received with all necessary documentation and that are fully completed are processed on average within 15 school days.

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

8.1.4 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.

8.1.5 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.

8.1.6 Other admission authorities and local authorities are expected to respond within 5 school days with notifications of places available for Hull resident applicants.

8.1.7 School Admissions Team notifies applicants by letter. Where no allocation can be made the letter will include guidance on appeals and appeal form. The relevant local authorities or admission authorities are also sent confirmation of places allocated.

## **8.2 Applicants resident outside of Hull**

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

8.2.2 The School Admissions Team contact the schools requested on the In Year Transfer Form and verify with the school the availability of places within 5-7 days. This is dependent on the admission authority responding to the request from the admissions team promptly.

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

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

## **9 Waiting Lists**

9.1 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.

9.2 Schools that are their own admission authority may choose to keep their own waiting lists. All waiting lists must be maintained in the order of the oversubscription criteria.

9.3 If places become available during the school year they must be offered to the pupil at the top of the waiting list. (Allocations to pupils through successful appeal or via Fair Access Protocols can be made regardless of the pupil's place on the waiting list)

## **10 Fair Access**

10.1 All Local Authorities must have a Fair Access Protocol (FAP) agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place.

10.2 All schools may be asked to admit above their published admission number. Schools allocated a pupil through Fair Access must admit them even if there are other pupils currently on the waiting list for a place at the school.

10.3 The admissions team will process the application in line with the published Fair Access Protocol. Parents will be notified by the admissions team that their application will be taken to the next Fair Access Panel for allocation.

10.5 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.

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