



**HULL CITY COUNCIL**

**Children and Young People's Service**

**Coordinated Admissions Scheme for entry into  
Primary Schools in Hull  
for the academic year 2020/2021**

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**Qualifying co-ordinated admissions scheme for primary 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 primary schools.

## **The Scheme**

2. This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.

This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of Hull area.

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 applies to all state-funded primary and infant schools in the Hull area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
  - a) each applicant only receives one offer of a school place;
  - b) each applicant is offered the highest ranked preference school that is available; and
  - c) a single offer is made for all applicants on the same day

# 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 start in the reception year group for the specified year. This can be completed as either an online application or a paper form. 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. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
2. The CAF must be used as a means of expressing up to three preferences 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 trust, voluntary aided and academies);
  - b) to be admitted to a school located in another council's area (including trust, voluntary aided, voluntary controlled 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.
4. The council will make appropriate arrangements to ensure:
  - a) that the CAF is made available to all parents, who reside within Hull.
  - b) that the parents booklet "A Guide to Primary School Admissions in Hull" is available on the Hull City Council website.
  - c) that information contained in the booklet "A Guide to Primary 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.

5. Applicants are advised to –
  - a) consider their ‘catchment’ school when expressing their preferences.
  - b) consider the implications of home to school transport when expressing their preferences. The Home to School Transport Policy is made available to applicants online at [www.hull.gov.uk/hometoschool](http://www.hull.gov.uk/hometoschool) and upon request from the School Admissions team. Applicants from outside the Hull area are advised to contact the Local Authority in which they are resident regarding transport;
  - c) inform the LA if they wish to home educate their child from Reception; and
  - d) inform the LA if they intend to enrol their child in an independent school from Reception
6. All preferences expressed on the CAF are valid applications
7. 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.

#### Processing of CAFs

8. Completed CAFs must be submitted online or returned to the LA by **15 January 2020**. Parents can return the completed CAF to their child’s current primary school nursery (if the child is attending a Hull School), to their child’s private nursery or directly to Hull City Council (the address will be included on the CAF).

#### Coordinating Applications

9. The council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. Each admissions authority operating within the scheme will have published and determined their own admissions policy for their school(s). All preferences expressed for a school will be determined in line with the relevant admissions policy. 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 10 of this schedule.

10. No later than **14 February 2020** 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.
11. By **28 February 2020** admissions authorities will provide the LA with a list of ranked pupils using the schools published admissions criteria.
12. By the **16 March 2020** 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.
13. By **25 March 2020** 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.

14. By **8 April 2020** 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.
- 15.** On **16 April 2020** parents will be sent an email/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;

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

Every effort will be made to ensure that the letters and emails are sent out on 16 April 2019. However, the Council cannot accept responsibility for any technical problems or mail delivery problems which delay the delivery of a letter or email.

- 16.** No later than **21 April 2020** the council will inform all primary schools, including those who are their own admissions authority, of all the pupils to be offered places at their school.
- 17.** **1 May 2020** will be the deadline for parents to accept the place offered or request to remain on a waiting list. If they do not respond by this date it will be assumed that they have accepted the place.
- 18.** Parents must submit any appeal for a school place on or before **22 May 2020**

#### Waiting Lists

- 19.** A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2020.
- 20.** Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances

21. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to admissions authority for the school.
22. Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
23. Should a place become available whilst the waiting list is in operation, the admissions authority for each school shall make a place available to the applicant on the top of the waiting list on the day the place became available.
24. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

## PART TWO

### Late applications

25. The closing date for applications in the normal admissions round is **15 January 2020**. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application. After **28 February 2020**, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination. Late applications received between the closing date for applications and **28 February 2020** may be applied a lower priority when determining to whom places can be offered. Where the late application is received before **28 February 2020** a school place will be offered on **16 April 2020** where possible.
26. Applications received after **28 February 2020** and prior to **1 May 2020** will be offered a school place on **15 May 2020**, as part of the second allocation.
27. Applications received after **1 May 2020** and before **1 September 2020**, will be processed in order of the date received and an offer/refusal letter sent as appropriate. Late applications received after the first day of the school year may be

considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme

28. Changes of preference after the closing date for applications on **15 January 2020** will be considered as a late application as set out in paragraphs 25 and 26 unless the change is considered to be unavoidable in the opinion of the admissions authority, (e.g. parents move into the area).
29. Changes of address received before **28 February 2020** can be considered where evidence of the new address and change of residence is provided. Any amendments received after this date will not be considered until the second round of allocations.

### Part III

#### False Information

30. 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.
31. 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.
32. 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

#### Summer Born Children

33. Parents/carers of summer born children who wish to apply for their child to be admitted into a reception class in September 2021 should submit application before **15 January 2020**. The CAF should be submitted with a letter from the parent/carer and evidence to support the deferred entry request.
34. The council will provide details of the application for entry out of normal chronological year group to the admission authority by **24 January 2020**. The admission authority for the requested school(s) should notify the council of the outcome of the application before the **21 February 2020**.

35. Where the admission authority has approved the summer born application the parents will be required to complete a Summer Born Deferred Entry form. On receipt of this form the council will withdraw the application from the transfer group and enter an offset on the pupil record.
36. The child will not automatically be added to the transfer group for the following year and parents will be responsible for completing a new CAF before the published closing date for applications

## **PART V**

Applications received after 1 September 2020

37. Parents requesting places for other than the normal entry to primary school are classed as in year admissions. Applications must be made through the home authority where the family resides.
38. The council will ensure that all in year admissions are dealt with in accordance with the coordinated scheme for in year admissions.

# **SCHEDULE TWO**

## **Co-ordinated scheme timetable**

**1 October 2019**

Date by which CAF's will be available for all Hull pupils who are due to start in reception year 2017/18, either via schools, nursery schools, early years providers or customer service centres

**15 January 2020**

Closing date for applications

**14 February 2020**

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

**28 February 2020**

Last date for admission authorities to provide the council with a list of ranked pupils

**16 March 2020**

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

**25 March 2020**

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.

**8 April 2020**

Final date for offers between LAs to be resolved

**16 April 2020**

Notification sent to parents of their allocated school by post

**21 April 2020**

Last date to inform schools of the pupils to be offered places, including those who are their own admission authority

**1 May 2020**

Last date for parents to decline a place and be removed from the waiting list

**15 May 2020**

Second allocation date

**22 May 2019**

Date by which appeal requests should be submitted to be heard in July.

## 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.

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## **SCHEDULE 4**

### **Admission authorities of Hull primary schools covered by the scheme \***

#### **Community primary schools in Hull:**

The local authority is the admission authority of:

Cavendish Primary

Gillshill Primary

Victoria Dock Primary

#### **Foundation Trust Schools;**

Oldfleet Primary

**\* Please note: some schools may convert to an academy after publication of this scheme**

#### **Academy primary schools in Hull:**

Adelaide Primary

Ainthorpe Primary

Alderman Cogan's CofE Primary

Appleton Primary

Bellfield Primary

Biggin Hill Primary

Bricknell Primary

Broadacre Primary

Buckingham Primary

Bude Park Primary

Chiltern Primary

Christopher Pickering Primary

Cleeve Primary

Clifton Primary

Collingwood Primary

Craven Primary

Dorchester Primary

Eastfield Primary

Endike Primary

Endsleigh Holy Child Catholic Primary

Estcourt Primary

Francis Askew Primary

Griffin Primary

Hall Road Primary

Highlands Primary

Ings Primary

Kingswood Parks Primary

Longhill Primary

Marfleet Primary

Mersey Primary

Neasden Primary

Newland St John's Primary

Paisley Primary

Priory Primary

Sidmouth Primary

Spring Cottage Primary

St Charles Catholic Primary

St James' CofE Primary

St Nicholas' Primary

St Thomas More Catholic Primary

Stepney Primary

Stoneferry Primary

Thanet Primary

The Parks Primary

Thorpepark Academy

Westcott Primary

Wold Academy

Maybury Primary

Mountbatten Primary

Newington Academy

Parkstone Primary

Pearson Primary

Rokeby Primary

Southcoates Primary

St Anthony's Catholic Primary

St George's Primary

St Mary Queen of Martyrs Catholic Primary

St Richard's Catholic Primary

St Vincent's Catholic Primary

Stockwell Academy

Sutton Park Primary

The Green Way Academy

Thoresby Primary

Wansbeck Primary

Wheeler Primary

Woodland Primary

### **Voluntary Aided**

St Andrew's CofE Primary

## **SCHEDULE 4**

Councils who fully co-ordinate with Hull City Council;

East Riding of Yorkshire Council

North Lincolnshire Council

North East Lincolnshire Council

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## 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;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) 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 primary school providing primary 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 VA school, or trust school means the governing body of that school. In relation to an academy this means the Academy Trust.

“the specified year” means the school year beginning at or about the beginning of September 2018;

“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 primary education that is received after the closing date and up to the start of the academic year 2018;

“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.