

COORDINATED ADMISSIONS SCHEME FOR IN-YEAR ENTRY TO SCHOOLS IN HULL FOR THE ACADEMIC YEAR 2025/26

Contents

1. INTRODUCTION	1
2. MAKING AN IN-YEAR APPLICATION – APPLICANTS LIVING IN HULL	2
3. MAKING AN IN-YEAR APPLICATION - APPLICANTS LIVING OUTSIDE HULL	2
4. NUMBERS ON ROLL.....	3
5. ALLOCATION	3
6. NOTIFYING APPLICANTS	5
7. ADMISSION TO THE SCHOOL.....	5
8. TIMETABLE FOR PROCESSING AN IN-YEAR APPLICATION	6
9. IF A PLACE IS NOT TAKEN UP AFTER ALLOCATION	7
10. APPEALS	8
11. WAITING LISTS	8
12. FAIR ACCESS	9

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.
- 1.5. Schools will make offers of school places in line with the School Admissions Code 2021, The School Admissions Appeal Code 2022, the

schools published and determined admission arrangements and the coordinated scheme for in-year transfer applications 2021-2022.

- 1.6. Schools must confirm by 1 August each year if they do not wish the LA to coordinate in year applications on their behalf.

2. MAKING AN IN-YEAR APPLICATION – 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 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 provide up to 3 preferences of school and to give reasons why they wish their child to transfer. The form also requests additional information that may be used for a referral 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 in year applications for Hull Schools with the exception of Kingswood Academy and acts as a clearing house. Any additional supporting evidence i.e., 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.
- 2.6. Applications for Children Looked After will be authorised by the Virtual School before being sent to the School Admissions Team. The Hull Admissions Team will coordinate applications for all Hull Children Looked After regardless of placement address.

3. MAKING AN IN-YEAR APPLICATION - APPLICANTS LIVING OUTSIDE HULL

- 3.1. Applicants living outside Hull who require a Hull school, 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. Where the home local authority does not coordinate in year transfers an application can be made to the Hull Admissions Team
- 3.2. Any applications submitted to the School Admissions Team by an applicant who lives outside the Hull boundary 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. Applications will only be considered once a child resides within the Hull boundary, or can evidence being able to take up a place within 10 school days. The exception is children of UK service personnel with a confirmed posting to the area.
- 3.4. No application for a pupil who is outside of the UK will be processed until the pupil has moved into the UK. Once in the UK applications will be processed as is 3.1 to 3.3.

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 or on request.
- 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. When a request is received requiring which year groups have a vacancy this information must be provided as soon as possible and within a maximum of 2 days.
- 4.4. 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.
- 4.5. 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. ALLOCATION

- 5.1. A child's eligibility for a place at any school will be determined in line with the School Admissions Code 2021, by reference to the school's admission number, the published arrangements and the Fair Access Protocol
- 5.1.1. On receipt of a request to transfer 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 and not to determine whether a place can be offered. Where a vacancy exists, a place must be offered in line with the admissions code (see paragraph 1.1).

5.2. Applicants resident in Hull:

- 5.2.1. School places are offered by the Admission Authority of the school not the Local Authority. This is based on the number of pupils on roll, reference to the school's published admission arrangements and the Fair Access Protocol. If the application was made following a house move proof of residency may be required.
- 5.2.2. 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, parental preferences for schools within Hull and in other local authority areas 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.
- 5.2.3. 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.
- 5.2.4. 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.
- 5.2.5. If the child cannot be offered a place at any of the schools named on the In-Year Transfer Form and the child is on roll at a school, the parent will be offered the right of appeal.
- 5.2.6. 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 4 weeks and is a local authority resident, 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. Applications are made to the residents' home authority.
- 5.3.2. If a school in Hull is requested, the home authority will advise Hull School Admissions of the application details and reason for the transfer request.
- 5.3.3. Details regarding an applicant's eligibility for places at schools will be sent to the applicant's home local authority by Hull Admissions after eligibility for a place at a school is determined by the school who are the admission authority. This is based on the number of pupils on roll, reference to the school's published admission arrangements and the Fair Access Protocol.

- 5.3.4. 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.
- 5.3.5. The applicant's home authority will then notify Hull City Council's School Admissions Team of any places allocated or not required.
- 5.3.6. 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, text, email or letter 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 Children Missing Education. The Children Missing Education officer will advise if or when the place may be withdrawn.
- 7.4. Following various contact attempts and home visits, if the school are unable to contact the parent to arrange admission within 10 schools days, they must notify the School Admissions team. When the pupil is currently on the roll of another school and the allocated school place cannot be taken up within 10 days (or at a later date agreed by the Headteacher) the place may be withdrawn. Where the pupil is not on a school roll the allocated school must contact the Admissions Team for advice.

8. 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 within 15 school days.
- 8.1.3. All applications are reviewed and additional information from the current school may be requested. The school is requested to respond within 3 school days to avoid any delay in process the application.
- 8.1.4. Applications for Hull residents that meet the requirements for a referral to the Fair Access Panel are presented to the next panel meeting and allocations made in line with the Fair Access Protocol.
- 8.1.5. 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.
- 8.1.6. 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.
- 8.1.7. Other admission authorities and local authorities are expected to respond within 3 school days with notifications of places available for Hull resident applicants.

- 8.1.8. 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 and verify with the school the availability of places within 3-5 days. A response is sent notifying the local authority of the availability of places.
- 8.2.3. Hull School Admissions Team, notify the relevant Local Authority of the outcome of the application within 1-2 days of confirmation being received from the school.
- 8.2.4. The local authority processing the application notifies the School Admissions Team of any school places allocated or no longer required as soon as possible.

9. IF A PLACE IS NOT TAKEN UP AFTER ALLOCATION

- 9.1 This section is in relation to when a place is allocated by the Fair Access Panel but is not taken up by the parent/carer.
- 9.2 Following allocation by the Fair Access Panel, contact is required between the allocated school and the parent/carer to arrange a start date. The pupil should be put on role of the allocated school once the start date is agreed.
- 9.3 Following allocation by Fair Access Panel, the allocated school must use their best endeavours to engage the parent/carer to secure the school place for the pupil. This should involve phone calls, a minimum of an email and/or letter and also a home visit to attempt to suitably engage. Following unsuccessful contact (including start date is not agreed or taken up), the case must be referred to the Education Welfare Service.
- 9.4 Until being placed on role with the allocated school, the pupil would remain in their current educational setting. This may be the current school they are still on role at, or Electively Home Educated.
- 9.5 Legislation prescribes that a parent/carer is responsible for ensuring their child accesses 'full-time education either by regular attendance at a school or otherwise' (Section 7 Education Act 1996). Therefore, it is the responsibility of the parent for ensuring that their child attends the school they are on role at. If the parent/carer chooses not to take up the allocated place and alternative arrangements for suitable full-time education are made, the parent/carer must inform the Admissions Team of this change.

- 9.6 If contact is not made with the school allocated through Fair Access Panel, and the parent/carer do not comply with contact from the allocated school to arrange a start date, the allocated school will refer the case to the Education Welfare Service. In this circumstance, the local authority will be required to consider legal proceeding.
- 9.7 Should a parent not ensure full-time attendance at the school their child is on role, then the local authority are required by law to follow a range of legal interventions (Section 437 Education Act 1996), which may be via Attendance Contracts, School Attendance Orders, Parenting Orders or Attendance Prosecution through the Magistrates Court.
- 9.8 Should the above not happen, the child will be considered missing in education and the case will follow the Child Missing Education process.

10. APPEALS

- 10.1. Where there is no vacancy in the required year group the parent must be offered the right of appeal against the decision not to admit. The admissions team will notify the parent in writing that a place cannot be offered, provide an appeal form and appeal guidance.
- 10.2. When refusing a place, the school must give a reason for the refusal of a place. When there is a vacancy but the school refuse to offer a place, they must give a clear reason for the refusal and how allocating an additional pupil would prejudice the provision of efficient education or efficient use of resources. The reason given will be notified to the parent in the letter of appeal sent by the admissions team.
- 10.3. Parents will be notified that if they wish to lodge an appeal, the appeal form must be returned within 20 school days. Where a school arranges their own appeals, the admissions team will forward the completed appeal form to the school within 3 working days of receipt.
- 10.4. Parents will be notified in writing that if they do not wish to take up the offer of the right to appeal and they do not confirm in writing that they wish to remain on the waiting list for the school, the admissions team will assume that the transfer is no longer required, and the application will be marked as no longer required.

11. WAITING LISTS

- 11.1. Waiting lists will be maintained for the normal year of admission to a school until the end of the autumn term for all Hull Schools. 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.
- 11.2. Parents who withdraw an appeal must notify the admissions team in writing if they wish to remain on the waiting list for the school. If no

confirmation is received the application will be marked as no longer required.

- 11.3. Schools that are maintain their own waiting lists must keep them in the order of the oversubscription criteria published in the admission arrangements.
- 11.4. 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)
- 11.5. Schools in other authorities may not keep a waiting list. Applicants should check with the admission authority for any school outside of Hull if they require additional information regarding this.

12. FAIR ACCESS

- 12.1. 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 living within the Local Authority boundary, 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.
- 12.2. 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.
- 12.3. The admissions team will process an application to be referred to the panel 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.
- 12.4. 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.