

HULL CITY COUNCIL

Children and Family Service

Coordinated Admissions Scheme for entry into Primary Schools in Hull for the academic year 2027/2028

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Qualifying coordinated admissions scheme for primary schools in the area of Hull City Council

Introduction

1. This scheme is made under Section 88M of the School Standards and Framework Act 1998 and in accordance with The Education Act 2011 and in accordance with The School Admissions (Admissions Arrangements and Coordination of AdmissionArrangements) (England) Regulations 2012.

The Scheme

2. This scheme complies with the requirements of the School Admissions Code 2021 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:
 - each applicant only receives one offer of a school place.
 - each applicant is offered the highest ranked preference school that is available; and
 - a single offer is made for all applicants on the same day
5. The admission of children with an Education, Health and Care plan are covered by different admission regulations. Where a mainstream school has been named, a place will be allocated for these children before considering other applications.

SCHEDULE 1

PART I

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. Hull City Council will put in place procedures that, as far as possible, ensure that parents/carers living in Hull will be aware of the application process prior to making an application. Applicants will be required to declare they have agreement with all who have parental responsibility for the child are in agreement with the application and that they have read the guide for parents and carers prior to submitting an 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 advised to submit a single common application form. The LA will then hold the applications until the applicants are either in agreement or until one applicant can show the legal right to have their preferences(s) considered over the preferences(s) of the other applicant. Whilst applications are on hold, any available school places may have to be offered to other applicants. If no agreement is reached the LA or another local authority may be required to allocate a place at a school, often the closest school to the child's known residence, with spaces available.

Applications should be made on-line using the parent portal or a paper form can be requested from the Admissions Team. Any paper application forms must be returned to the School Admissions Team. Any application forms received by a school or academy must be forwarded to the admissions team as soon as possible.

2. The CAF must be used as a means of expressing up to three preferences by applicants resident within Hull wishing to express a preference for their child
 - to be admitted to a school within the council area (including trust, voluntary aided and academies);
 - to be admitted to a school located in another council's area (including trust, voluntary aided, voluntary controlled and academies).
3. The CAF will –
 - invite the applicant 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.
 - invite parents to give their reasons for each preference.
 - Allow applicants to put their preferences in rank order.
 - Provide any other details that are required to process their application e.g. permanent home address where the child is normally resident
 - Paper CAFs will specify where the form must be returned

4. The council will make appropriate arrangements to ensure:
 - that the CAF is made available to all parents, who reside within Hull.
 - that the parents booklet “A Guide to Primary School Admissions in Hull” is available on the Hull City Council website.
 - 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.
 - that schools that require a Supplementary Information Form in order to rank their applications are listed on the LA’s website and in the parental guide.
5. Applicants are advised to –
 - consider their ‘catchment’ school when expressing their preferences.
 - 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 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;
 - inform the LA if they wish to home educate their child from Reception; and
 - inform the LA if they intend to enrol their child in an independent school from Reception
 - inform the LA if they wish to delay entry for a summer born child or seek a place for their child out of chronological year group before the closing date for applications in the chronological year the child is due to start school for the first time.
 - check the LA or schools’ website to check whether a supplementary form is required
 - Ensure any medical or supporting evidence, evidence of a house move or Baptism Certificate is submitted to the LA.
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.
8. Where the school provides a supplementary form, it will not be regarded as a valid application. The parent must also complete either a Hull City Council CAF or, if resident in another area, their home areas CAF, and the school must be named as a preference. Where supplementary forms are received directly by an academy school 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 a schools’ supplementary form where it is not strictly required for the governing body to apply the schools’ oversubscription criteria.

Processing of CAFs

9. Completed CAFs must be submitted online or returned to the LA by **Friday 15 January 2027**. 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).

Determining offers in response to the CAF

10. 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-

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- 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.

11. No later than **Tuesday 16 February 2027** 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 to apply their oversubscription criteria.
12. By **Friday 26 February 2027** admissions authorities will provide the LA with a list of ranked pupils using the schools' published admissions criteria.
13. By the **Wednesday 17 March 2027** 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.

14. By Wednesday 24 March 2027 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.

15. By Wednesday 7 April 2027 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.

16. On Friday 16 April 2027 parents will be sent a letter by email or post 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.

Every effort will be made to ensure that the letters and emails are sent out on **Friday 16 April 2026**. However, the Council cannot accept responsibility for any technical problems or mail delivery problems which delay the delivery of a letter or email.

17. No later than **Monday 19 April 2027** 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.
18. **Tuesday 27 April 2027** will be the deadline for applicants to accept the place offered or request to be removed from any waiting list. If they do not respond by this date, it will be assumed that they have accepted the place.
19. Applicants must submit any appeal for a school place on or before **Monday 17 May 2027**

Waiting Lists

20. A waiting list will be compiled for all oversubscribed schools by **Thursday 22 April 2027** and kept until at least **Friday 31 December 2027**.
21. 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
22. 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 or by completion of a Change of Preference Form, from the original applicant to the LA, who will communicate this to admissions authority for the school.
23. 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.
24. 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.
25. 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 II

Late Applications

26. The Closing date for applications in the normal admissions round is **Friday 15 January 2027**. Admission Authorities may decide to accept late applications after this date and treat them as 'on-time' applications if the lateness is unavoidable in the opinion of the admissions authority and this is accompanied by a satisfactory reason provided at the time of application. Each application will be considered and included in the offers of primary school places made on national offer day. Applications considered not to be unavoidable will be ranked after those applications that were received before the deadline date. Where the late application is received before **Tuesday 16 February 2027** a school place will be offered on **Friday 16 April 2027**.
27. Applications received after **Tuesday 16 February 2027** and prior to **Tuesday 27 April 2027** will be offered a school place on **Friday 7 May 2027**, as part of the second allocation.
28. Applications received after **Friday 7 May 2027** and before **Wednesday 1 September 2027**, 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.
29. Changes of preference after the closing date for applications on **Friday 15 January 2027** 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.
30. Changes of address received before **Tuesday 16 February 2027** 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

Multiple offers

31. Where a situation arises where an applicant receives more than one offer, for example where a place is offered on appeal or from a waiting list after the second round of allocations if the applicants do not respond to indicate which offer they would like to accept within a reasonable time of the allocation, then the place offered at the lower preference school will be withdrawn. In all cases the school admissions team will contact the applicant to state a deadline by which confirmation must be received before withdrawal of any offers made.

Part III

False Information

32. 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.
33. 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.
34. 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

Applications out of Chronological Year Group

35. Applicants for children born between 1 April and 31 August (Summer Born Children) who wish to apply for their child to be admitted into a reception class in **September 2028** should submit their application before **Friday 15 January 2027**. The CAF should be submitted with a letter from the applicant and evidence to support the delayed entry request.
36. The Local Authority will provide details of the application for entry out of normal chronological year group to the admission authorities of the preferred school(s) by **Friday 22 January 2027**. The admission authorities for the requested school(s) should notify the Admissions Team of the outcome of the request to delay entry before **Tuesday 16 February 2027**.
37. Where the admission authority has approved the request for an application out of chronological year group the applicant will be required to complete a Summer Born Delayed 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.
38. The child will not automatically be added to the transfer group for the following year and the applicant will be responsible for completing a new CAF before the published closing date for applications for the following academic year. The admission authority will rank a delayed entry application in line with their published admission arrangements. Late applications will be processed in line with Part II of the coordinated scheme

PART V

In year Admissions

- 39.** 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.
- 40.** The council will ensure that all in year admissions are dealt with in accordance with the coordinated scheme for in year admissions.

SCHEDULE 2

Coordinated scheme timetable

Thursday 1 October 2026	Date by which the online CAF will be available for all Hull applicants who have a child due to start in reception class in academic year 2026/2027
Friday 15 January 2027	Closing date for applications
Tuesday 16 February 2027	Last date to exchange information between other LA's and other admission authorities in Hull
Friday 26 February 2027	Last date for admission authorities to provide the Local Authority with a list of ranked pupils
Wednesday 17 March 2027	Last date for LAs to send first round of allocation information identifying potential offers to other LA's
Wednesday 24 March 2027	LAs to inform each of the of places this wish to accept and those they do not and repeat process until no more offers can be made.
Wednesday 7 April 2027	Final date for offers between LAs to be resolved
Friday 16 April 2027	Notification sent to applicants of their allocated school
Monday 19 April 2027	Last date to inform schools of the pupils to be offered places including those who are their own admission authorities.
Tuesday 27 April 2027	Last date for parents to decline a place and be removed from any waiting list. Last date for late applications and changes of preference to be considered in the second round of allocations
Friday 7 May 2027	Second round of allocations completed
Monday 17 May 2027	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.

SCHEDULE 4

Admission authorities of Hull primary schools covered by the 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
East Park 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
Maybury Primary	Mersey Primary
Mountbatten Primary	Neasden Primary
Newington Academy	Newland St John's Primary
Oldfleet Primary	Parkstone Primary
Paisley Primary	Pearson Primary
Priory Primary	Rokeby Primary
Sidmouth Primary	Southcoates Primary
Spring Cottage Primary	St Anthony's Catholic Primary
St Charles Catholic Primary	St George's Primary
St James' CofE Primary	St Mary Queen of Martyrs Catholic Primary
St Nicholas' Primary	St Richard's Catholic Primary
St Thomas More Catholic Primary	St Vincent's Catholic Primary
Stepney Primary	Stockwell Academy
Stoneferry Primary	Sutton Park Primary
Thanet Primary	The Green Way Academy
The Parks Primary	Thoresby Primary
Thorpepark Academy	Victoria Dock Primary
Wansbeck Primary	Westcott Primary
Wheeler Primary	Wold Academy
Woodland Primary	

Voluntary Controlled Schools

St Andrew's Primary

SCHEDULE 4

Councils who fully co-ordinate with Hull City Council;

East Riding of Yorkshire Council

North Lincolnshire Council

North East Lincolnshire Council

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 2024;

“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 2024;

“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.