



KING JAMES I ACADEMY

Admission Policy

Date adopted by Governors: September 2016

Date of Next Review: September 2017

2017/18 Co-ordinated Admission Scheme - Secondary

This scheme is made by Durham County Council (Durham LA) under The School Admissions (Admission Arrangements and the Coordination of Admission Arrangements) (England) Regulations 2014.

A separate scheme exists in relation to primary schools.

Interpretation

1. In this scheme:

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“School” means a Community, Voluntary Controlled, Foundation, or Voluntary Aided school, an Academy or UTC.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, the Governing Body of the school in respect of a Voluntary Aided school or Foundation School and the relevant Trust for an Academy or UTC.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s age, ability and any special educational needs, in the view of the Authority.

2. The scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.

3. The Scheme will apply for the admission arrangements for the school year commencing September 2017.

4. The Scheme will apply to every secondary school in the LA area (except special schools).

Part 1 - The Scheme

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a secondary school in County Durham or to a school or schools in another LA area for the academic year 2017/2018.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a maintained secondary school , academy or UTC within the LA area (including Voluntary Aided schools and Foundation schools);
 - (b) to be admitted to a maintained secondary school, acadmye or UTC located in another LA's area (including Voluntary Aided schools and Foundation schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority, or on behalf of the admission authority of a Voluntary Aided school, Foundation school Academy or UTC, was able to offer a place. Annex 1 lists those Governing Bodies/Trusts which are the Admission Authority for schools/Academies/UTC to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the child's home that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided or Foundation Schools and relevant Trust for Academies/UTC, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and on its website. The facility to apply online will also be made available via the LA's website.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Application Forms

9. Completed common application forms should be returned to the LA by 31 October 2016.
10. Completed common application forms which are received for very good reason after the closing date will be accepted and treated as an on time application provided they are received before 6 February 2017, the date the allocation procedures begin. Examples of very good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just move into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham transferring to secondary education in September 2017 who applies for a place at a maintained school/Academy/UTC.
12. The LA will determine the potential offer of a place for Community and Voluntary Controlled secondary schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools, Foundation schools or Academies/UTC, or schools in another Local Authority area, the relevant Admission Authority will inform Durham LA of the potential offer of a place*. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 21 November 2016, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the application form, **excluding parental preference information***.
14. By 9 January 2017, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot*. The LA will then match this ranked list against the ranked lists of the other schools nominated.
15. By 6 February 2017, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.
16. No later than 6 February 2017 the LA will inform other LAs of places in County Durham Schools/Academies/UTC to be offered to their residents and on 1 March 2017 the LA will inform its secondary/Academies schools/UTC of the pupils to be offered places at their schools/Academies/UTC.

17. On 1 March 2017, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or
 - (b) the nearest suitable school with places available
18. The LA's letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish. The letter will include contact details for the LA and those nominated Voluntary Aided and Foundation Schools and Academies/UTC where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Trust*. The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder letter 2 weeks after the offer date (1 March 2017) allowing a further 7 days to respond to the request that they confirm their acceptance of the place.
20. On 22 March 2017 the LA will reallocate any places that may have become available since 1 March 2017 strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
 1. those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 March 2017 and who have confirmed that they still wish to be offered a place at the higher ranked school
 2. those who have not been offered any school place because their applications were received late i.e. after 6 February 2016 (see paragraph 23) and those who have been offered a school place but who now wish to apply for a place at an alternative school
21. From 23 March 2017, parents may ask for their child's name to be kept on a waiting list for an over subscribed school to be offered places if they become available after that date. The waiting lists for all schools/Academies/UTC will be maintained by the relevant admission authority* and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year.

Part 2 - Late Applications

22. Applications received after the closing date of 31 October 2016 and prior to 6 February 2017, will be considered and, as far as possible, will be offered a school place on 1 March 2017. Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 6 February 2017, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 7 February 2017 and 21 March 2017 the LA will, on the 22 March 2017, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available.

24. For applications received between 22 March 2017 (the re-allocation day) and 31 August 2017 inclusive, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority*, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

Part 3 - In-Year Admissions

25. Applications received after 1 September 2017 will be treated as in-year admissions.
26. For the period 1 September 2017 until 18 September 2017 inclusive, transfers from one school to another of pupils who were offered a school place in the normal admissions round will be processed upon receipt of a request to transfer, without reference to the procedures outlined in paragraphs 27, 28, 29, 30 and 33 of this Scheme. Specifically, the LA will, upon request, provide information about the places still available in all maintained schools within the area. All relevant admission authorities will consider any request that is made (making reference to any waiting lists that are in operation) and then notify the LA, if appropriate, of the outcome*. Parents whose applications are refused will be offered a right of appeal.
27. The common In Year application form will request details from the current school and parent including reason for transfer and will specify where it must be returned. Governing Bodies of Aided and Foundation Schools and Academies/UTC, as the Admissions Authority, must notify the relevant LA of any application made to them in error whether or not the parent lives in County Durham.
28. For parents of children who live in another Local Authority area who have applied for an In Year place in a County Durham School – the Home Authority (LA) must contact the Maintaining Authority (Durham) to ascertain the availability of a place. The Home Authority (LA) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Durham).
29. The LA will make an offer of a place in respect of completed In Year application forms for children living in County Durham. For parents of children who have applied for an In Year school place in another LA area – the Home Authority (Durham) must contact the Maintaining Authority (Other LA) to confirm the availability of a place. The Home Authority (Durham) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Other LA).
30. Secondary In Year Admissions will be administered by the Pupil Casework Team, Children and Adult's Services, who will advise parents of availability of places, send out In Year application forms and confirm an offer of a place to parents (if resident in County Durham), school and, if appropriate, other Local Authority.
31. The LA will inform parents who have not been offered a place into the school of their choice that they have the right to appeal if they so wish. The letter will include contact details for the LA and those Voluntary Aided or Foundation schools or Academies, where they could not be offered a place so they can if they wish lodge an appeal.

Appeals for Voluntary Aided and Foundation Schools or Academies/UTC (where appropriate) must be submitted to the relevant Governing Body/Trust*.

32. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference on the In Year Application Form. The waiting list for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided schools and Foundation schools and the relevant Trust for Academies/UTC*) and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year. Any offer of a school place will always be made by the Local Authority.
33. The In Year Admission protocols must be followed (ANNEX 2 and 3).

Part 3 - In-Year Admissions

34. Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group. The admission authority will make a decision on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.

Schedule 2

Timetable for Admissions to Secondary Schools/Academies/UTC September 2017

12 September 2016	Parents Guide to School Admissions and Common Application Form are made available to parents
31 October 2016	Closing date for return of forms to the LA
21 November 2016	LA sends copies of Application Forms to all admission authorities* and neighbouring LAs.
9 January 2017	to all admission authorities* and the relevant Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(On-going exchange of information between admission authorities)
6 February 2017	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
1 March 2017	LA makes offer to parents and informs schools of the pupils to be offered places at their schools.
15 March 2017	Deadline for parents to accept the offer of a school place.
22 March 2017	Any places that become available since 1 March are reallocated to parents.
23 March 2017	Waiting lists are established and begin to operate

*Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority

ANNEX 1

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this scheme applies:

- St Bede's RCVA Comprehensive, Peterlee
- St Leonard's RC Comprehensive

The Governing Body of the Foundation Schools listed below are the Admissions Authorities to which this scheme applies:

- Greenfield School Community College
- Whitworth Park School and Sixth Form College

The Trusts of the Academies/UTC listed below are the Admissions Authorities to which this scheme applies:

- North Durham Academy
- The Academy at Shotton Hall
- The Hermitage Academy
- Park View School
- Teesdale School
- King James I Academy
- Consett Academy
- Staindrop School, an Academy
- St John's Catholic School and Sixth Form College, a Catholic Academy
- Framwellgate School, Durham
- St Bede's Catholic School and Sixth Form Centre, Lanchester
- Woodham Academy
- Easington Academy
- Parkside Academy
- UTC South Durham

IN YEAR TRANSFERS BETWEEN SECONDARY SCHOOLS

The LA and Durham secondary schools have had an agreed protocol regarding In Year transfer of pupils since September 2002. This is to ensure best advice is given to parents, careful consideration of the issues and effective management of the process is undertaken.

The protocol requires that a LA/Head Teacher/Parent Conference will be convened at the current school for such pupils by any party. This is to be held within 15 working days of the concern arising. The purpose is to provide the parent with Best Advice including consideration of what added value there would be in effecting a transfer and focusing on resolving underlying issues.

A leaflet for parents "Why Change Schools?", available from the Pupil Casework Team, Children and Adult Services, County Hall, Durham, DH1 5UJ is designed to assist the parent in considering the best interests of the pupil and it sets out requirements about school attendance during the process of decision-making.

This in year transfer Protocol does not apply to children with a Statement of Special Educational Needs or an Education Health and Care Plan, as the statutory SEN process and requirements apply.

In Year Secondary School Transfers - Funding

The LA arranges for the transfer of funding (AWPU), for the remainder of the year, from the previous school to the receiving school, on a pro rata basis.

**Transfer between Local Secondary Schools
LA/School Protocol agreed 2002**

1. Clarity regarding availability of places:
 - Head Teachers must always inform the LA about any potential student movement i.e. admissions or transfers both in and out-County. This will ensure the LA has accurate data regarding the availability of places.
 - The LA advises about admissions in accordance with admission criteria.
2. More detail to be requested by the LA on the Transfer form from the current school and parent for example:
 - Behaviour
 - Exclusions
 - Attendance
 - PSPs
 - Other agency involvement (tick list)
 - Court order/Bail?
 - Courses currently being followed and exam boards if applicable
 - Assessment data.
3. Parents who request a place in a County Durham School as a result of a house move will receive notification of an offer of a place and confirmation of the offer will also be sent to the school.
4. Only the LA will issue transfer request forms to parents.
5. A "Why Change Schools?" information leaflet for parents has been produced by the LA and held in schools to be given to parents making enquiries. This includes:
 - Issues re the best interest of child
 - Confirmation that until the transfer is completed the pupil remains on the roll of the donor school and should be attending that school.
6. A LA/Head Teacher/Parent Conference will be convened at the current school for those pupils if requested by any party. To be held within 15 working days of concern arising. The purpose is to provide the parent with Best Advice including consideration of what added value there would be in effecting a transfer and focusing on resolving underlying issues.
7. In cases of continued difficulty the LA/schools will discuss whether or not any further action might be appropriate.

2017/18 Oversubscription Criteria for Community Secondary Schools

When there are more requests for places than those available, the following criteria will be used to allocate places strictly in order of priority:

1. **Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence.child arrangement, or special guardianship order**.**

A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. **Medical Reasons**

Children with very exceptional medical factors directly related to school placement.

3. **Sibling Links**

Children who have sibling** already attending the school and who is expected to be on roll at the school at the time of admission.

4. **Applicants to their nearest school**

Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route***

5. **All other applicants**

Tie-breaker

Where the school is oversubscribed within any of the above categories the following tiebreakers will be applied:

a) For those children who have applied for a place at the nearest school to their home address (category 4), priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school¹

b) For those children (category 5), priority will be given to those children who live nearest to the school applied for. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LA's system of random allocation will apply.

In the unlikely event of the school being oversubscribed within categories 1,2 or 3 tiebreaker (b) will apply.

Footnote¹: 'School' means any maintained secondary school or a DFE maintained Academy in County Durham. Distance will be measured by the shortest walking route. Those parents who live in County Durham and have children in year 6 in primary schools maintained by Durham County Council will be provided with information for them to find out which school is nearest to their home address according to the official measuring system. The same information will be provided for any other applicant on request.

*An adoption order is an order under section 12 of the Adoption Act 1972 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of

the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of pupils attending another community and voluntary controlled school with which they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority's Admission Brochure.

In assessing home to school distance the LA uses a Geographic information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point* of the child's house, or in the case of a flat from the centre point**** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point**** of the child's house to the closest point on the nearest route on the ITN/UPN.

****In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

2017/18 Admission to Sixth Forms – Community Secondary Schools

Applications for Year 12

Some County Durham secondary schools offer sixth form of study for students. The majority of the sixth form students transfer from Year 11, but places are available for external students.

The entry requirements for sixth forms are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students. Details of specific entry requirements and courses available may be obtained from the school. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the Governing Body of the school determines this.

Entry requirements and oversubscription criteria:

- Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements* for the course available and then,
- All other students of the relevant age who satisfy the school's entry requirements* for the course available.

Where the school is oversubscribed within either category (1) the following will be applied, strictly in order of priority:

- a) **Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence.child arrangement, or special guardianship order**.**
A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- b) Students who will have a sibling*** at the secondary school during the coming academic year.
- c) All other students.
- d) Distance from home to school measured by the shortest walking route****, with those living nearest the school receiving priority. Otherwise if only one final place can be offered and two applicants live equidistant from the school, the LS's system of random allocation will apply.

Where the school is oversubscribed within category (2) the above criteria will be applied, strictly in order of priority with the exception that, after b), the following will apply: all other students who previously attended in Year 11, a maintained school or academy with 11-16 provision only.

Applicants refused admission to a sixth form are entitled to an appeal to an independent appeals panel.

*The entry requirements are:

- To study 4 or more AS optional subjects in Year 12 the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above (including Maths and/or English as appropriate) and achieve the individual specific subject or course academic entry requirements.

- To study fewer than 4 AS subjects and/or level 3 vocational courses the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above and achieve the individual specific subject or course academic entry requirement
- To study a Level 2 vocational course the student must have achieved at least 4 GCSEs (or equivalent) at Grade D or above and meet the individual specific subject or course academic entry requirement.

**An adoption order is an order under section 12 of the Adoption Act 1972 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

***Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner. Some schools give priority to siblings of pupils attending another community and voluntary controlled school with which they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority's Admission Brochure.

****In assessing home to school distance the LA uses a Geographic information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (itn) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point***** of the child's house, or in the case of a flat from the centre point***** of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point***** of the child's house to the closest point on the nearest route on the ITN/UPN.

*****In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.