

MEETING:	Cabinet
DATE:	Wednesday, 19 February 2020
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

SUPPLEMENTARY AGENDA

Items for Decision/Recommendation to Council

Children's Services Spokesperson

6. School Admissions Arrangements in the Borough (2021/22) (Cab.19.2.2020/6) (Pages 3 - 24)
7. Co-ordinated Scheme of Admissions to Community and Voluntary Controlled Schools (2021/22) (Cab.19.2.2020/7) (Pages 25 - 48)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Lamb and Platts

Cabinet Support Members:

Councillors Charlesworth, Franklin, Frost, Saunders, Sumner and Tattersall

Chair of Overview and Scrutiny Committee
Chair of Audit Committee

Sarah Norman, Chief Executive
Rachel Dickinson, Executive Director People
Matt Gladstone, Executive Director Place
Wendy Lowder, Executive Director Communities
Julia Burrows, Director Public Health
Andrew Frosdick, Executive Director Core Services
Michael Potter, Service Director Business Improvement and Communications
Neil Copley, Service Director Finance (Section 151 Officer)
Katie Rogers, Head of Communications and Marketing
Anna Marshall, Scrutiny Officer
Martin McCarthy, Service Director Governance, Members and Business Support

Corporate Communications and Marketing

Please contact Martin McCarthy on email governance@barnsley.gov.uk

12th February 2020

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

REPORT OF THE EXECUTIVE DIRECTOR (PEOPLE) TO CABINET

SCHOOL ADMISSIONS ARRANGEMENTS FOR THE SCHOOL YEAR 2021-22

1. PURPOSE OF REPORT

- 1.1 This report seeks approval for the policy for the school admission arrangements for community and voluntary controlled primary and secondary schools for the 2021-2022 school year. There are no proposed changes to the arrangements of the previous year.

2. RECOMMENDATIONS

- 2.1 **It is recommended that the proposed arrangements be approved in order to ensure compliance with legislation.**

3. INTRODUCTION

- 3.1 The Council is the admissions authority for all maintained community and voluntary controlled schools within the Borough.
- 3.3 Admission authorities determine the admission arrangements for the school(s) for which they have responsibility. A report is submitted to Cabinet on an annual basis to approve the admission arrangements for maintained community and voluntary controlled schools within the Borough for the admission year. Local Authorities must determine the admission arrangements each year even if no consultation has been required.
- 3.4 This fulfils the requirement in Section 89 of the School Standards & Framework Act 1998.
- 3.5 The determination of the admission arrangements must be finalised no later than 28th February in the determination year ie. by 28th February 2020.

4. PROPOSAL AND JUSTIFICATION

- 4.1 The draft arrangements are fully compliant with the requirements of the School Admissions legislation which sets out the statutory duties of the Local Authority.

5. CONSIDERATION OF ALTERNATIVE APPROACHES

- 5.1 Not applicable to the statutory duty to admission arrangements for admission to school

6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS

- 6.1 There are no specific area implications arising from this report. The scheme provides a consistency of approach across Barnsley and ensures compliance with appropriate legislation.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct implications arising from this report.

8. EMPLOYEE IMPLICATIONS

- 8.1 There are no direct implications arising from this report.

9. LEGAL IMPLICATIONS

- 9.1 There are no specific implications arising from this report and the scheme is fully compliant with legislation, ensuring that the Council is meeting obligations in relation to statutory requirements.

10. CUSTOMER AND DIGITAL IMPLICATIONS

- 10.1 There are no implications arising from this report.

11. COMMUNICATIONS IMPLICATIONS

- 11.1 There no implications arising from this report.

12. CONSULTATIONS

- 12.1 Formal consultation has not been required in accordance with legislation and Codes of Practice which specifies that consultation only need be undertaken every 7 years if there are no changes.

13. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

- 13.1 The proposed admission arrangements will support the Council's corporate priority of ensuring every child attends a good school and is able to achieve their potential.

14. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION

- 14.1 The proposed arrangements comply with legislation and is fair and transparent across the Borough for all service users.

15. TACKLING THE IMPACT OF POVERTY

- 15.1 Not applicable to this report.

16. TACKLING HEALTH INEQUALITIES

- 16.1 Not applicable to this report.

17. REDUCTION OF CRIME AND DISORDER

17.1 Not applicable to this report.

18. RISK MANAGEMENT ISSUES

18.1 The proposed arrangements are fully compliant with the School Admissions Code and legislation.

18.2 Failure by the Authority to comply with the requirements of the legislation would be a breach of the Authority's statutory duty. Failure to comply may result in an objection being made to the Schools Adjudicator or a complaint to the Secretary of State.

19. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES

19.1 There are no implications arising from this report.

20. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS

20.1 The arrangements are compatible with the European Convention on Human Rights and helps fulfil the right to education within the Convention.

21. CONSERVATION OF BIODIVERSITY

21.1 There are no implications arising from this report.

22. GLOSSARY

None

23. LIST OF APPENDICES

Appendix 1: Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools (2021/22)

24. BACKGROUND PAPERS

School Admissions Code 2014

Admission Arrangements for Primary and Secondary Schools 2021-2022

Section 89 of the School Standards and Framework Act 1998 as amended
Schedule 4 to the Education Act 2002

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

Admission to School - Advice to Parents Booklets 2020-2021

Background papers can be inspected by contacting the School Admissions Section, Directorate People.

If you would like to inspect background papers for this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made

Report author: Nina Sleight (Service Director: Education, Early Start and Prevention)

Financial Implications/Consultation



Joshua Amahwe (11/02/2020)

.....
(To be signed by the senior Financial Services officer where there are no financial implications)

**Admission
Arrangements
for
Community and
Voluntary Controlled
Primary and
Secondary Schools
2021-2022**

*Published by: Beverley Sadler
September 2019*



BARNSLEY
Metropolitan Borough Council

CONTENTS

	Introduction	4
A	Date of Admission to Primary and Secondary schools	5
B	Deferred Entry to Primary Schools	5
C	Summer Born Children	6
D	Admission of Children Outside their Normal Age Group	6
E	Children of UK Service Personnel	6
F	Oversubscription Criteria	7
G	Expressing a Preference for Admission to the Relevant Year Group	8
H	Single Offer of a School Place	8-9
I	Late Applications	10
J	Waiting Lists	10-11

K	False Information	11
L	Appeals again the Authority's Decision Not to Offer a Place	11
M	No Common Application Form Received for Children Resident in Barnsley	11
N	Applications for Admission to Schools Outside of the Normal Admissions Round	12-13
O	Twice Excluded Pupils	13
P	Distance Criterion : Tie Break	13-14
	Annex 1 – Community and Voluntary Controlled Schools	15
	Annex 2 – Timetable for Admission to Primary and Secondary Schools	16
	Annex 3 – Criteria for the Offer of a Single School Place in Primary and Secondary Schools	17

Introduction

Barnsley Authority is the admissions authority for all community and voluntary controlled schools within the administrative area of Barnsley and these admission arrangements only apply to these schools.

A list of schools is provided at Annex 1 with their admission numbers.

Admission to all the Authority's schools is into the Relevant Year Group which is:
Reception Year group in primary schools;
Year 7 in secondary schools.

Schools are required to admit children up to their admission number in the Relevant year group.

Attendance at a nursery unit attached to a primary school does not guarantee a place at that school.

The Authority does not operate defined communities (catchment areas) or feeder primary schools for allocating places in secondary schools.

Nothing in these arrangements relates to:

- (i) the admission to the sixth form at Penistone Grammar School;
- (ii) voluntary aided schools, trust schools, Academies
- (iii) any school which becomes their own admission authority following the determination of these admission arrangements

The Governing Bodies of these schools are the admission authority for their respective arrangements.

The time table for the normal admissions round is given at Annex 2.

Definition of the normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme;
- b) that application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) a determination relating to that application is communicated to the parent on the offer day.

¹ The scheme referred to is a scheme adopted by a local education authority to co-ordinate the admissions process. Details of the scheme to be adopted in Barnsley is contained in the document: Co-ordinated scheme for the Admission Arrangements for pupils to Primary and Secondary Schools 2021-2022.

A Date of Admission to Primary and Infant Schools

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, (compulsory school age), the School Admissions Code makes provision for all children to be admitted to school in the September following their 4th birthday.

Parents will be able to access this entitlement through one of the following options.

Option 1

Full-time in the Reception Year from 1 September following the child's 4th birthday.

Option 2

Part-time in the Reception Year from 1 September following the child's fourth birthday.

Option 3

Part-time in an early years setting.

B Deferred Entry to Primary Schools

- 1 Where the Authority offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.
- 2 There may be Spring and Summer Term admissions as a result of parents who have deferred their child's entry.
- 3 The deferred place at that school will be held for that child and will not be available to be offered to another child.
- 4 The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
- 5 Entry to a school cannot be deferred to:
 - a) the next academic year; or
 - b) beyond the beginning of the term following the child's fifth birthday.

C Summer Born Children

- 1 Parents of summer born children, (those born from 1 April to 31 August) can request that their child delays entry to Reception year group for a year.
- 2 The child would then be admitted into Reception Year group in the following year when other children in they age range are beginning Year 1.
- 3 Parents must write to the Admissions Team requesting this, and providing any information in support of their request.
- 4 A decision is taken by the Admission Authority based on the circumstances of the case and in the best interests of the child.

D Admission of Children Outside of Their Normal Age Group

- 1 Parents of gifted and talented children, summer born children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.
- 2 A determination on the exceptional circumstances will be made by the Authority based on the information provided by the parent.
- 3 Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

E Children of UK Service Personnel

- 1 For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must:
 - a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

F Oversubscription Criteria

- 1 Where the number of applications for a primary or secondary school received during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

Children who have Education Health and Care Plan which names the school are required to be admitted.

First, Looked After Children and previously Looked After Children;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

- 2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

- 3 For the sibling criterion to be applicable one of the following conditions must exist:

- a) brother and/or sister to be permanently resident at the same address;
- b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).

- 4 A 'looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social care functions at the time of making an application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

G Expressing a Preference for Admission to the Relevant Year Group

- 1 This procedure applies to admission for the Reception Year in either a primary school (age range 5-11) and to Year 7 in a secondary school.
- 2 For admission to the Reception Year Group or Year 7 parents will be invited to express three preferences for those schools at which they wish their child to receive education.
- 3 Preferences will be made via the online admissions system or on the common application form.
- 4 The application will provide three spaces in which parents can state their preferences in rank order, and give reasons for those preferences.*1
- 5 For primary applications, the common application form for admission to school during the normal admissions round will be handed in to the school ranked first on the common application form. For secondary schools the completed form will be handed in to the child's current primary school. Forms can also be submitted through the Council Website using the Online Admissions System, which is the preferred method of application recommended to parents.
- 6 Applications must be submitted by the closing dates of 31st October 2020 for secondary schools and by 15th January 2021 for primary schools.

H Single Offer of a School Place

- 1 All preferences for individual schools will be treated equally.
- 2 For each preference expressed the Authority will determine whether the child is eligible for admission.
- 3 Where a preference is expressed for a primary or secondary school which is oversubscribed the Authority will apply the priority of admission oversubscription criteria.
- 4 The Authority will make a single offer of a school place for the highest ranked preference where the child is eligible for admission to school.
(see Annex 3)

- 5 For children not resident in Barnsley, the offer of a place will be made by the Authority in which the child resides.
- 6 The Authority will only make a single offer of a school place.
- 7 The offer of a place to a parent will be communicated to the parent on the offer day of 16 April 2021 for primary schools and 1 March 2021 for secondary schools.
- 8 No acknowledgement of an offer will be required from the parent where they accept that offer of a place.
- 9 However, where a parent declines the offer of a place made to them by the Authority they must inform the Authority within 10 working days from the date of receipt of the letter.
- 10 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, an offer will be made to the parent for the nearest community or voluntary controlled school in Barnsley with places available to the child's ordinary place of residence. This may also include a voluntary aided school or academy.

For definition of 'nearest' and 'ordinary place of residence' see Section D points (1) and (2).

- 11 The offer of a place under point 10 will be done after the offers made for all other preferences to schools, and before the offer day.
- 12
 - a) Where a place has been allocated and the parent declines that place and requires a place at a school ranked lower on the original common application form, the parent must notify the Authority in writing.
 - b) Where a place has been allocated and the parent declines that place and requires a place at a school not originally named by the parent, the parent will be required to complete another application.

The allocated place will remain assigned to the child until such time as the parent accepts an offer for another school.

- 13 Where an application submitted by a parent contains fewer than three preferences it will be dealt with under the same criteria as one which contained three.
- 14 In the case where a parent fails to complete and submit an application form they will not receive a single offer of a school place on National Offer Day.

I Late Applications

- 1 Late applications received for primary schools after 15 January 2021 by the Authority will be considered after the determination of the single offer of a school place for those common application forms received by 15 January.
- 2 Late applications for secondary school received by the Authority up to 30 November 2020 will be included in the offer of places made on the offer day.
- 3 Late applications for secondary schools received after 30 November by the Authority will be considered after the determination of the single offer of a school place for those common application forms received by 30 November.

J Waiting Lists

- 1 The Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in the relevant year group.
- 2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.
- 3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.
- 4 A vacancy arises in Reception Year and Year 7 only when the number of allocations to a particular school falls below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year R or Year 7 following allocation of places will be filled from the waiting list.
- 5 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.
- 6 The waiting list is determined according to the Authority's priority of admission oversubscription criteria.
- 7 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

- 8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.
- 9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.

K False Information

- 1 Where the Authority has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.
- 3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

L Appeals Against the Authority's Decision Not to Offer A School Place

- 1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.
- 2 The right of an independent appeal applies to all preferences expressed.
- 3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 20 school days of receiving the offer letter.
- 4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.
- 5 For twice excluded pupils see section N.

M No Common Application Form Received for Children Resident in Barnsley

- 1 On 1 July 2021 the Authority will identify children for whom no common application form has been received.
- 2 These parents will be contacted to determine whether they intend to apply for a maintained school in any local education authority area.
- 3 Where parents inform the Authority that their child will be attending a school not maintained by a local education authority (private/independent) no place will be allocated to the child.
- 4 All other children not included under Part 3 will be allocated a place as follows:
 - a) where subsequently a common application form is submitted – a single offer of a school place will be made in accordance with the admission arrangements;
 - b) where no common application form is received – a place will be allocated to the child at the nearest community and voluntary controlled school in Barnsley with places available to their normal place of residence.

N Applications for Admission to Schools Outside the Normal Admissions Round

- 1 Where applications are received for admission to school following the offer day they will be dealt with as follows:
 - a) admission where the year group is below the admission number (or higher admission limit where one has been set).

The parent will be offered a place
 - b) admission where the year group is above the admission number (or higher admission limit where one has been set).
 - (i) where the Authority determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.
 - (ii) where the Authority determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.

The prejudice referred to under b(ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Authority to comply with the statutory limit on infant class sizes.

- 2 Where the admission is for Years 8-11 inclusive and the pupil is deemed to be a pupil with challenging behaviour the Authority can determine not to offer a place even though there may be places available in the appropriate year group because to do so would prejudice the provision of efficient education or the efficient use of resources.

This will be where the school to which the application is made has a particularly high concentration of pupils with challenging behaviour and where either:

- a) it is under special measures or has recently come out of them (within the last two years); or
 - b) it has been identified by OFSTED as having serious weaknesses; or
 - c) it is subject to a formal warning notice; or
 - d) it is a Fresh Start school;
 - e) or it is a secondary school, less than 25% of whose pupils are achieving 5 or more GCSEs at grades A* - C.
- 3 Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

O Twice Excluded Pupils

- 1 Where a child has been permanently excluded from two or more schools parents can express a preference for a school place, but the requirement to comply by the Authority does not apply.
- 2 Where the Authority does not comply with a parent's preference, the parent does not have the right of an independent appeal.
- 3 Where a child has been permanently excluded from two or more schools this provision applies to them during the period of two years beginning with the date on which the latest of those exclusions took effect.

P Distance Criterion : Tie Break

- 1 Where the offer of the remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.

- 2(a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.
- (b) The Random Allocation will:
- (i) be independently supervised by a representative of the Council Governance Department;
 - (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

ANNEX 1

Community and Voluntary Controlled Schools

NAME OF SCHOOL	ADMISSION NUMBER
Athersley North	40
Athersley South	40
Barugh Green	45
Birdwell	30
Birkwood	40
Brierley	30
Burton Road	45
Cawthorne	20
Cherry Dale	40
Dearne Goldthorpe	40
Gawber	30
Greenfield	40
Hoylandswaine	20
Jump	30
Joseph Locke	60
Keresforth	30
Lacewood	30
Ladywood	30
Milefield	45
Millhouse	20
Oxspring	20
Shawlands	40
Silkstone	30
Silkstone Common	20
Springvale	30
Summer Lane	40
Thurgoland	30
Thurlstone	25
Wilthorpe	60
Secondary Schools	
Penistone Grammar	320

ANNEX 2

Time table for admission to primary school

Closing date for receiving applications	15 January 2021
Offer day	16 April 2021
Appeals completed	End of Summer Term 2021

Time table for admission to secondary school

Closing date for receiving applications	31 October 2020
Offer day	1 March 2021
Appeals completed	End of Summer Term 2021

ANNEX 3

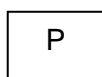
Criteria for the offer of a single place at a primary, infant, junior or secondary school

- 1 A resident in Barnsley will only receive a single offer of a school place at any primary, infant, junior or secondary school if they have completed a common application form.
- 2 Parents are to express three preferences for the primary, infant or secondary school or one preference for the junior school they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 5 Where there is only one potential offer, that will be the single offer of a school place at a primary, infant, junior or secondary school made to the parent on the offer day.
- 6 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

Key



Places available – child eligible for admission and therefore a potential offer



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the single offer of a school place will be made

*See section F9

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

**REPORT OF THE
EXECUTIVE DIRECTOR (PEOPLE)
TO CABINET**

COORDINATED SCHEME FOR THE ADMISSION OF PUPILS TO SCHOOL (2021-22)

1. PURPOSE OF REPORT

- 1.1 This report seeks approval for the co-ordinated scheme for admission to primary and secondary schools for the 2021-2022 school year.

2. RECOMMENDATIONS

- 2.1 **It is recommended that the proposed scheme be approved in order to ensure compliance with legislation.**

3. INTRODUCTION

- 3.1 The Council is the admissions authority for all maintained community and voluntary controlled schools within the Borough.
- 3.2 Co-ordination of admission schemes between different admission authorities is a statutory requirement on the local authority and is a mechanism for ensuring the single offer of a school place on the same day where a parent has completed a common application form.
- 3.3 A report is submitted to Cabinet on an annual basis to approve the coordination of admission arrangements for the admission year.

4. PROPOSAL AND JUSTIFICATION

- 4.1 The draft scheme is fully compliant with the requirements of the School Admissions legislation which sets out the statutory duties of the Local Authority.

5. CONSIDERATION OF ALTERNATIVE APPROACHES

- 5.1 Not applicable to the statutory duty to determine a co-ordinated scheme for admission to primary and secondary schools.

6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS

- 6.1 There are no specific area implications arising from this report. The scheme provides a consistency of approach across Barnsley and ensures compliance with appropriate legislation.

7. FINANCIAL IMPLICATIONS

7.1 There are no direct implications arising from this report.

8. EMPLOYEE IMPLICATIONS

8.1 There are no direct implications arising from this report.

9. LEGAL IMPLICATIONS

9.1 There are no specific implications arising from this report and the scheme is fully compliant with legislation, ensuring that the Council is meeting obligations in relation to statutory requirements.

10. CUSTOMER AND DIGITAL IMPLICATIONS

10.1 There are no implications arising from this report.

11. COMMUNICATIONS IMPLICATIONS

11.1 There no implications arising from this report.

12. CONSULTATIONS

12.1 Consultation has been carried out in accordance with statutory requirements.

13. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK

13.1 The proposed arrangements will support the Council's corporate priority of ensuring every child attends a good school and is able to achieve their potential.

14. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION

14.1 The proposed policy complies with legislation and is fair and transparent across the Borough for all service users.

15. TACKLING THE IMPACT OF POVERTY

15.1 Not applicable to this report.

16. TACKLING HEALTH INEQUALITIES

16.1 Not applicable to this report.

17. REDUCTION OF CRIME AND DISORDER

17.1 Not applicable to this report.

18. RISK MANAGEMENT ISSUES

- 18.1 The proposed scheme is fully compliant with the School Admissions Code and legislation.
- 18.2 Failure by the Authority to comply with the requirements of the legislation would be a breach of the Authority's statutory duty. Failure to comply may result in an objection being made to the Schools Adjudicator or a complaint to the Secretary of State.

19. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES

- 19.1 There are no implications arising from this report.

20. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS

- 20.1 The scheme is compatible with the European Convention on Human Rights and helps fulfil the right to education within the Convention.

21. CONSERVATION OF BIODIVERSITY

- 21.1 There are no implications arising from this report.

22. GLOSSARY

None

23. LIST OF APPENDICES

Appendix 1: Co-ordinated Scheme for the Admission Arrangements for Pupils to Primary and Secondary Schools (2021/22)

24. BACKGROUND PAPERS

School Admissions Code 2014

Admission Arrangements for Primary and Secondary Schools 2021-2022

Section 89 of the School Standards and Framework Act 1998 as amended
Schedule 4 to the Education Act 2002

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

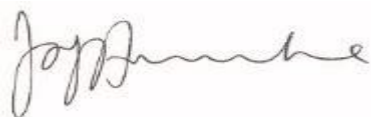
Admission to School - Advice to Parents Booklets 2020-2021

Background papers can be inspected by contacting the School Admissions Section, Directorate People.

If you would like to inspect background papers for this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made

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Financial Implications / Consultation



Joshua Amahwe (11/02/2020)

(To be signed by senior Financial Services officer where there are no financial implications)

Co-ordinated Scheme for the Admission Arrangements for Pupils to Primary and Secondary Schools 2021-2022



BARNSLEY
Metropolitan Borough Council

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CONTENTS

Introduction	5 - 6
A The co-ordinated scheme	7
B Applying for a school place	8
C Procedure	8-10
D The offer of a place at a School	10-11
E Preferences not met	11-12
F Transfers between schools during the school year	12
G Right of appeal	12
H Late applications	12-13
I Waiting lists	13-14

CONTENTS – continued

J Information required by voluntary aided schools 14-15

K Information required by neighbouring local authorities 15

L False Information 15

M No common application form received for children resident in Barnsley 16

N Arrangements for those authorities who do not border with Barnsley 16

O Timetable for co-ordinated admissions for primary schools 17

P Timetable for co-ordinated admissions for secondary schools 18

INTERPRETATION

In this scheme -

“The Authority” means Barnsley Metropolitan Borough Council acting in their capacity as local authority;

“admission authority” in relation to a community or voluntary controlled school means the Authority and, in relation to a voluntary aided school, trust school or Academy means the governing body of that school;

“admission arrangements” means the arrangements for a particular school or schools which govern the proceedings and decision making for the purposes of admitting pupils to the school.

National Offer days: the days determined by legislation on which the decision to offer or refuse a child admission to a school of their preference will be communicated to parents.

Within this Scheme, any reference to a ‘school’ includes the following:

community and voluntary controlled schools;
voluntary aided schools;
trust schools;
academies;
free schools;
foundation schools.

Introduction

For the school year 2021-2022 the Authority will be co-ordinating the admission to school arrangements with these local authorities which share a border with Barnsley:

Kirklees
Wakefield
Doncaster
Rotherham
Sheffield

There is no cross border movement of pupils between Barnsley and Derbyshire due to the geographical locations, and full co-ordination with Derbyshire is therefore not necessary.

The co-ordinated scheme for admission to primary and secondary school is a mechanism that will enable the Authority to determine between potential offers of a school place at more than one school, which is the single offer of a school place that will be offered to a Barnsley resident.

Eligibility for admission to a school is determined by the respective admissions authority. These are:

- i) for community and voluntary controlled schools in Barnsley, the Local Authority;
- ii) for voluntary aided schools, trust schools, free schools, foundation schools and Academies, the respective Governing Bodies.
- iii) for schools in the five neighbouring local authorities, the respective Authority or governing body .

Definition of the normal admission round is the process by which:

- a) An application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme.
- b) That application is considered by the relevant admission authority for the school determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) A determination relating to that application is communicated to the parent on the offer day.

A potential offer of a school place is where the pupil is eligible for admission to that school.

The co-ordinated scheme will enable the Authority to manage all applications for admission to school in the following way.

Barnsley residents

To determine for children resident in Barnsley a single offer of a school place from potential offers at schools in Barnsley and/or any other local authority.

Non-Barnsley residents

The scheme will not determine a single offer of a school place to a child living in another local authority area, it will be the Authority's admission to school policy which will determine the child's eligibility for admission and consequently a potential offer.

This potential offer will be communicated to the child's home Authority and through that Authority's scheme the single offer of a school place will be communicated to the parent.

The single offer of a school place

The Authority will be the body that makes the single offer of a place to Barnsley residents as follows:

- a) for community and voluntary controlled schools where the Authority is the admissions authority;
- b) on behalf of the VA schools, trust schools, Academies, free schools, foundation schools
- c) on behalf of any primary or secondary school maintained by another local authority.

The single offer of a school place will be communicated to parents on 16 April 2021 for primary schools and 1 March 2021 for secondary schools.

Under the co-ordinated scheme the local authority responsible for the area in which the parent and child reside is known as the home authority.

Dates

Where any date specified in this scheme falls on a Saturday, Sunday, Good Friday or any day which is a recognised bank holiday, any action which is stated to be undertaken on that day will occur on the next working day.

A The co-ordinated scheme

- 1 A parent resident in Barnsley will express three preferences in rank order.
- 2 All three preferences will be treated equally by the Authority.
- 3 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 4 Where there is only one potential offer, that will be the single offer of a school place at a school made to the parent on the offer day.
- 5 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a school place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

Key



Places available – child eligible for admission and therefore a potential offer



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the single offer of a school place will be made

- 6 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley – outcome 8, a place will be allocated to the child at the nearest community or voluntary controlled school in Barnsley with places available, to their normal place of residence. This allocation *may* also include a voluntary aided school or academy.

B Applying for a school place

- 1 Applications for admission to a school in Barnsley or any other local authority area from a parent resident in Barnsley must be made via the Barnsley online system or on the Barnsley common application form.
- 2 Applications for Barnsley schools from parents resident in another local authority area must be made on that Authority's common application form.
- 3 Parents will be invited to state on their application three preferences for schools in rank order and give reasons for those preferences.
- 4 For Barnsley residents the recommended process of application is via the online admissions system accessible from the Council website. Alternatively, a common application form for primary schools must be handed in to the school ranked first on the common application form. Application forms for secondary schools must be handed in to the child's current primary school or directly to the Local Authority if the child's primary school is in another authority.
- 5 For children not resident in Barnsley the common application form must be returned to the home authority's admissions service.
- 6 Applications must be received by the closing date of 15 January 2021 for primary schools and 31st October 2020 for secondary schools.

C Procedure

- 1 The closing date for the receipt of the common application form is **15 January 2021 for primary schools and 31st October 2020 for secondary schools.**
- 2 **PRIMARY SCHOOLS**
By **7 February 2021** the Authority will:
 - a) have sent to other LAs details of applications where a school maintained by them is named by a parent;
 - b) have sent to oversubscribed VA, trust, foundation schools and Academies, details of applications where that school is named by the parent;
 - c) have received from other LAs copies of their common application forms where a Barnsley school is named by a parent resident in their respective areas.
- 3 By **13 March 2021** the Authority will have
 - (a) received the eligibility lists for own admission authority schools
 - (b) a list of potential offers for undersubscribed own admission authority schools

-
- 4 By **13 March 2021** the Authority will have determined eligibility for those schools for which it is the admission authority.

Where a child is eligible for admission to more than one Barnsley school the Authority will apply the scheme to determine the single offer of a school place.

Where an application has been received from a resident in a neighbouring local authority, that authority will be informed of the outcome of the application.

Where a Barnsley resident has applied for a place at a school maintained by a neighbouring local authority, that authority will inform Barnsley of the outcome of that application.

- 5 By **20 March 2021** the Authority applies the scheme for a second time to take account of those offers made by neighbouring LAs to Barnsley resident.
- 6 By **20 March 2021** Barnsley and the neighbouring LAs will exchange information on which offers of school places in their respective authorities are to be accepted.

This exchange of information will allow Barnsley to identify vacancies at its schools.

- 7 By **20 March 2021** the Authority will allocate to vacant places at schools where it is reasonable and practicable to do so.

In addition for those applications from Barnsley residents where none of the three preferences can be met a place will be allocated to the child in accordance with D1.

- 8 On **16 April 2021** Barnsley residents will be sent the single offer of a school place as determined by the co-ordinated scheme. On the same day all Barnsley primary schools will be sent a list of those children whose parents have been sent a single offer of a school place at their respective schools.

SECONDARY SCHOOLS

- 1 By **5 December 2020** the Authority will:
- a) have sent to other LAs copies details of applications where a school maintained by them is named by a parent;
 - b) have sent to voluntary aided schools, trust schools, free school, Academies, details of applications where that schools is named by the parent;
 - c) have received from other LAs copies of their common application forms where a Barnsley school is named by a parent resident in their respective areas.
- 2 By **19 December 2020** the Authority will have received the eligibility lists for own admission authority schools.
- 3 By **17 January 2021** the Authority will have determined eligibility for those schools which it is the admission authority.
- Where a child is eligible for admission to more than one Barnsley school the

authority will apply the scheme to determine the single offer of a school place.

Where an application has been received from a resident in a neighbouring local authority, that authority will be informed of the outcome of the application.

Where a Barnsley resident has applied for a place at a school maintained by a neighbouring local authority, that authority will inform Barnsley of the outcome of that application.

By **30 January 2021** the authority applies the scheme for a second time to take account of those offers made by neighbouring LAs to Barnsley resident.

By **13 February 2021** Barnsley and the neighbouring LAs will exchange information on which offers of school places in their respective authorities are to be accepted.

This exchange of information will allow Barnsley to identify vacancies as its schools.

By **20 February 2021** the Authority will allocate to vacant places at schools where it is reasonable and practicable to do so.

In addition for those applications from Barnsley residents where none of the three preferences can be met a place will be allocated to the child in accordance with E1.

On **1 March 2021** Barnsley residents will be sent the single offer of a school place as determined by the co-ordinated scheme. On the same day all Barnsley secondary schools will be sent a list of those children whose parents have been sent a single offer of a school place at their respective schools.

D The offer of a place at a school

- 1 Parents will only receive a single offer of a place for admission into the Reception Year at a primary school or Year 7 in a secondary school from their home authority.
- 2 All offers will be communicated on the offer day 16 April 2021 for primary schools and 1 March 2021 for secondary schools.
- 3 Barnsley Authority, as the home authority for the co-ordinated scheme will make all offers:
 - a) for community and voluntary controlled schools where it is the admissions authority; and
 - b) on behalf of voluntary aided, trust, free, foundation schools and Academies where the governing body are the admissions authority.
 - c) On behalf of other LA's where offers can be made for schools in that Authority.

- 4 No acknowledgement of an offer will be required from the parent where they accept that offer of a place. However, where a parent declines the offer of a place they must inform the Authority within 10 working days.
- 5 There will be a number of applications for which no potential offers have been determined. These can be categorised as listed below and will be dealt with in that order to enable the Authority to make a single offer of a school place:

First	child resident in Barnsley not eligible for any school for which a preference has been expressed and where the common application form was handed in on time;
Second*	late application for which the child is eligible for one or more potential offers;
Third*	late application where the child resident in Barnsley is not eligible for any school for which a preference has been expressed.
- 6 For children not resident in Barnsley the Authority will not make a single offer of a place at a Barnsley school where the child is not eligible for all the preference expressed by the parent on the common application form.

E Preferences not met

- 1 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be allocated to the child at the nearest community or voluntary controlled school in Barnsley with places available, to their normal place of residence. This *may* also include a voluntary aided school or academy.
- 2 The single allocation of a place will be determined after all preferences for schools have been dealt with and communicated to them on the national offer day.
- 3
 - a) where a place has been allocated and the parent declines that place and requires a place at a school ranked lower on the original common application form, the parent must notify the Authority in writing;
 - b) where a place has been allocated and the parent declines that place and requires a place at a school not named on the original common application form, the parent will be required to complete another common application form;

The allocated place will remain assigned to the child until such time as the parent accepts an offer for another school.
- 4 A determination of the nearest school is the distance measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility is shared evenly, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

*¹ This provision does not apply to non-Barnsley residents.

F Transfers between schools during the school year

- 1 Applications received from 1 September 2021 onwards for admission into any year group are classed as an in-year transfer.
- 2 The Authority will not be co-ordinating applications for in-year transfers between local authorities.
- 3 Applications for schools in other authorities from parents resident in Barnsley must be made on that authority's common transfer form
- 4 The Authority will be co-ordinating applications for in-year transfers for all schools in Barnsley. Applications for admission to any school in Barnsley must be made on the Barnsley Common transfer form.
- 5 A single offer of a place will be made by the maintaining authority.

G Right of appeal

Any parent* whose child is not offered a school place for which they have expressed a preference, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from primary to secondary school). Parents who have missed the normal deadlines for applying for admission (late applications) or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

*(Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place).

H Late applications

- 1 The closing date for applications in the normal admission round is 15 January 2021 for primary schools and 31st October 2020 for secondary schools
- 2 Applications received by the Authority up to 15 January 2021 for primary schools, and applications received up to 30 November 2020 for secondary schools will be included in the determination of potential offers.
- 3 Applications received after 15 January 2021 for primary schools and 30 November 2020 for secondary schools up to 31 August 2021 for admission to the Reception Year and Year 7 will be considered as a late application outside of the normal admission round as defined in this scheme.
- 4 Applications received after 15 January 2021 for primary schools and after 30 November 2020 for secondary schools will be considered after the determination of the single offer of a school place for those common application forms received by 15 January or 30 November.
- 5 On 1 March 2021 secondary applications received between 1 December 2020 and 28th February 2021 and on 16th April primary applications received between 15th January and 16th April 2021 inclusive will be processed in accordance with the admissions criteria, regardless of the date the application was received.
- 6 Late applications received from 1 March 2021 up to and including 31 August 2021 for secondary schools, and from 16th April up to and including 31st August for primary schools will be processed in date order of receipt.
- 7 Late applications should be made on the common application form. The provisions of the co-ordinated scheme as set out in section A will determine the single offer of a school place.
- 8 Parents who have submitted a late application and are not offered a place at any or all of their preferred schools have the right to appeal.

I Waiting lists

- 1 The Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in Reception year and year 7.

- 2 The waiting lists for schools will be determined as follows:
 - i) for community and voluntary controlled schools in accordance with the Authority's admission to school oversubscription priority of admission criteria;
 - ii) for own admission authority schools in accordance with the Governing Body's priority of admission criteria;
- 3 The waiting list for a Barnsley school will comprise of:
 - i) those applicants with a single offer of a school place ranked lower than that of the school for which the waiting list refers;
 - ii) those applicants who have informed the Authority they wish their child's name to be placed on the waiting list of a school ranked lower than the school for which they have received the single offer of a school place.
- 4 A vacancy arises in Year R or Year 7 only when the number of offers to a particular school falls below the admission number or a higher admission limit where one has been set. Any vacancy which arises in Year R or Year 7 following the allocation of places will be filled from the waiting list.
- 5 The waiting lists will be established on the offer day and be maintained up to the end of the Autumn Term 2021.
- 6 Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those with a lower priority.

J Information required by own admission authority schools

- 1 Some schools, eg. voluntary aided schools, require additional information which is not contained on the common application form.
- 2 In addition to the common application form, some schools in Barnsley and other LAs will therefore have a supplementary information form for prospective applicants to complete, to provide the additional information.
- 3 The supporting information provided by parents will be used by the school, in applying their admissions criteria.
- 4 This form is not an application form for admission to a school.
- 5 Parents who intend to express a preference or preferences for schools which are their own admission authority must follow the procedure set out below:
 - a) complete the supplementary information form for the school(s) for which they intend to express a preference on the common application form;

-
- b) submit their application via the online system or a common application form;
 - c) return the supplementary information form(s) directly to the school by 15 January 2021 for primary schools and 31st October 2020 for secondary schools.
 - 6 Where a supplementary information form is not submitted with the application, it may affect the consideration by the governing body of that school of the preference expressed.
 - 7 The governing body of a school may determine whether or not to obtain a copy of the supplementary information form where the parent has failed to submit one with their common application form.

Where a governing body determines to obtain the supplementary information form from a parent it may do so up to and including 15 January 2021 for primary schools and 30 November 2020 for secondary schools, and must do so for all applications.

- 8 The completion and return of the supplementary information form does not guarantee a place at the school.
- 9 A supplementary information form is not an application for admission to school. Where a parent only submits a supplementary information form, without a common application form, this will not be a valid application for admission to the school.

K Information required by neighbouring local authorities

- 1 Other LAs have oversubscription criteria for voluntary controlled and community schools different to those operated by Barnsley.
- 2 Parents who make an application for a school in another LA should:
 - obtain a copy of that LAs Admission to School Booklet;
 - make themselves aware of the oversubscription criteria;
 - ensure that any additional information required by that LA is provided and attached to the common application form to be used by Barnsley residents.
- 3 The additional information provided by the parent will be used by that LA to determine eligibility. Failure to supply the additional information will affect that LA's consideration of the application.

L False information

- 1 Where the Authority has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn where this provision is included in the respective admission authority's admission arrangements.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- 3 Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

M No common application form received for children resident in Barnsley

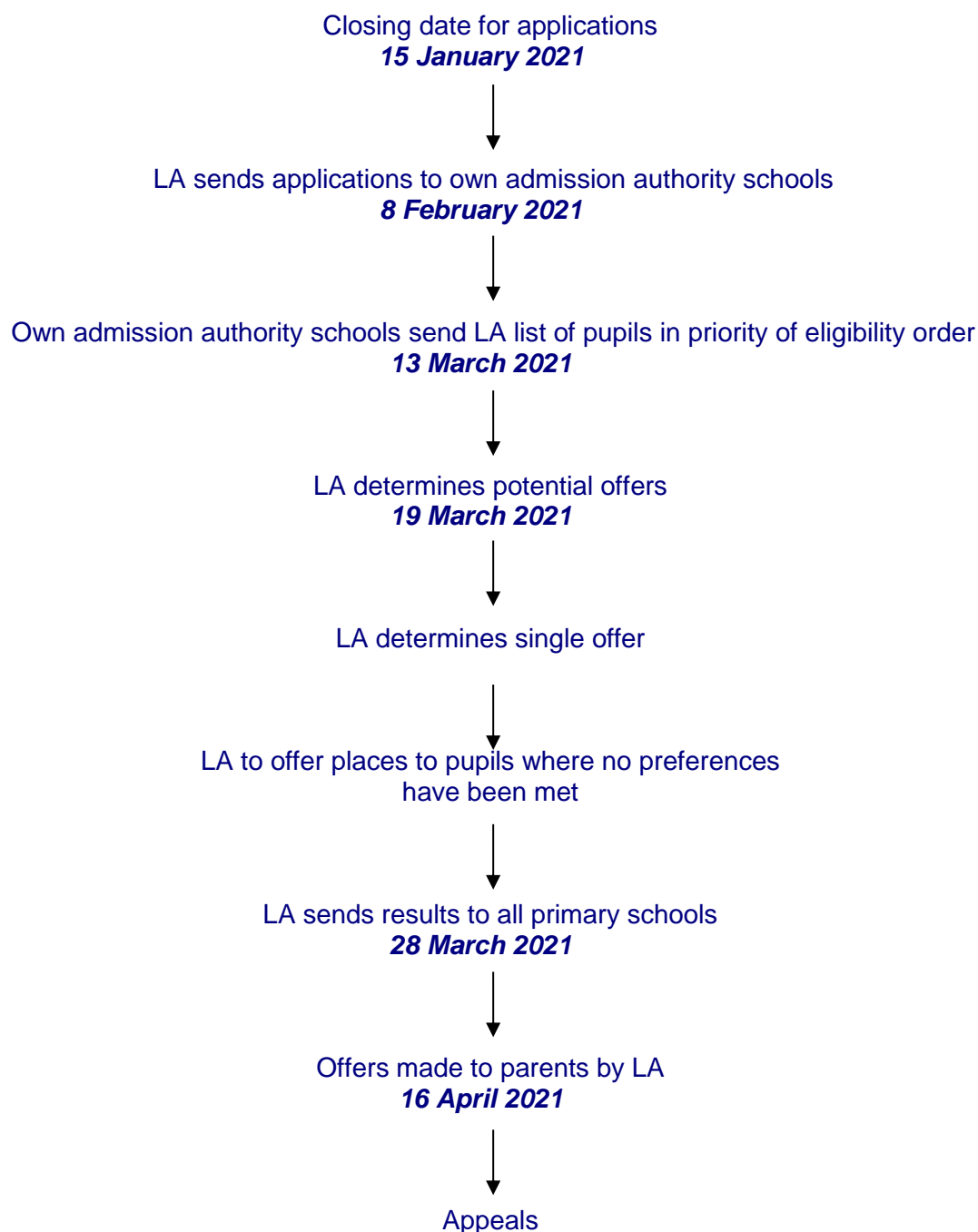
- 1 On 1 July 2021 the Authority will identify children for whom no common application form has been received under the scheme.
- 2 These parents will be contacted to determine whether they intend to apply for a maintained school in any local authority area.
- 3 Where parents inform the Authority that their child will be attending a school not maintained by a local authority (private/independent) no place will be allocated to the child.
- 4 All other children will be allocated a place as follows:
 - a) where subsequently a common application form is submitted – a single offer of a school place will be made in accordance with the provisions of the scheme;
 - b) where no common application form is received – a place will be allocated to the child at the nearest community and voluntary controlled school in Barnsley with places available to their normal place of residence. (Reference section D4 for definitions).

N Arrangements for those authorities who do not border with Barnsley

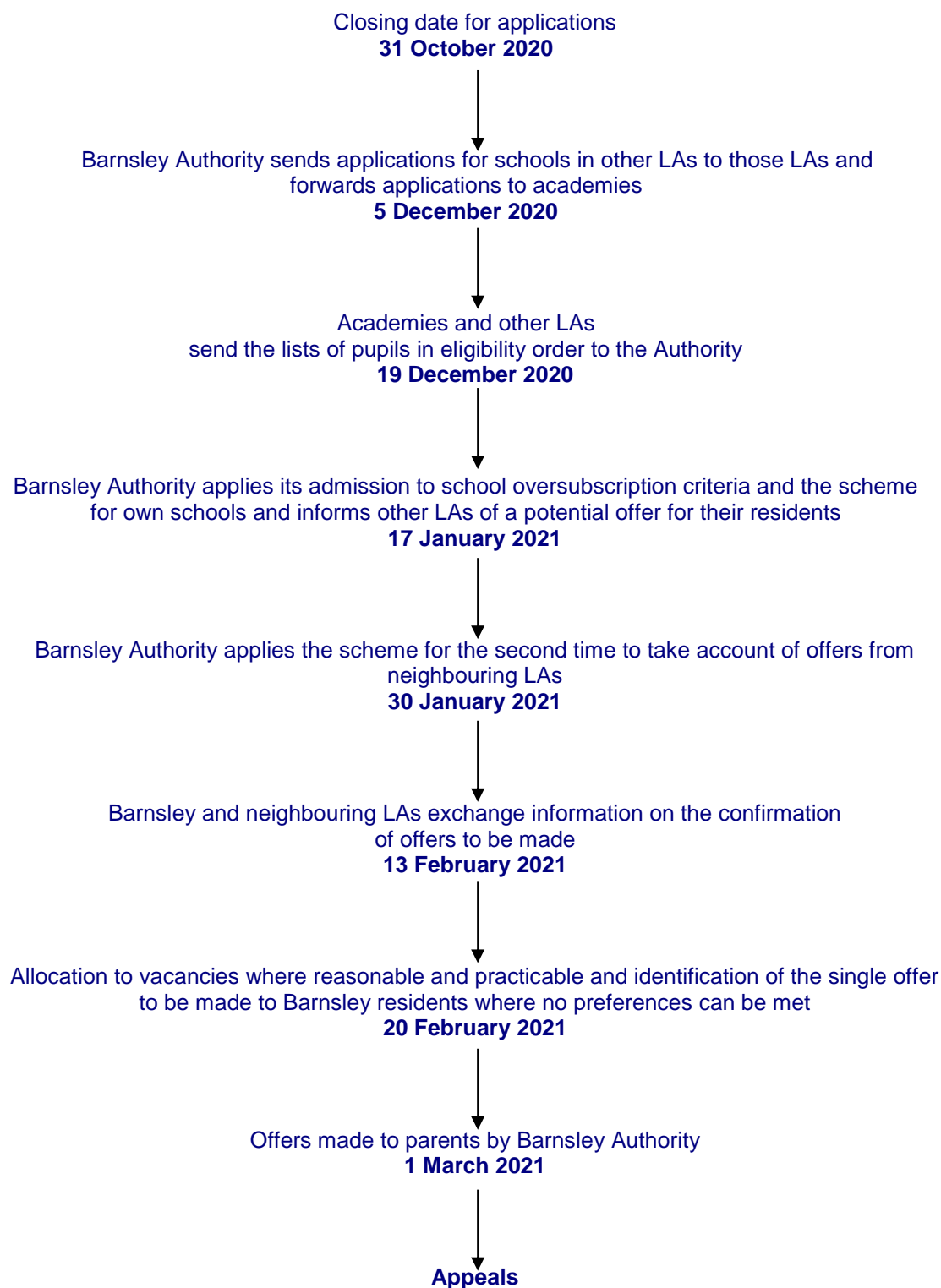
- 1 The Authority will only co-ordinate admission arrangements with those local authorities which share a border, however, information will be exchanged with any other authority where appropriate.

- 2 Where a resident in any other authority applies for a Barnsley school the application will be dealt with as follows:
- a) for non-Barnsley residents relocating to Barnsley:
 - complete the Barnsley common application form
 - determination of eligibility and single offer of a school place
communicated to parent by Barnsley
 - allocation of a place if preference(s) cannot be met
 - b) for non-Barnsley residents remaining in their home authority area:
 - complete home authority common application form
 - determination of eligibility and single offer of a school place
communicated to parent by Barnsley
 - allocation of a place does not apply

O Time table for co-ordinated admissions for primary schools



P Time table for co-ordinated admissions for secondary schools



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