



## **In year Co-ordinated Admissions Scheme/Policy 2017-18**

### **Applications for school places**

The Local Authority co-ordinates all in year school admissions (new to area and transfers to a new school). The Local Authority is responsible for admission to all community and voluntary controlled schools. The Governing Bodies of voluntary aided, foundation and trust schools and academies/free schools are responsible for admission to their schools.

Applications for a school place for a child with an Education, Health and Care Plan (EHCP), Statement for Special Educational Needs (SEN) or an Individual Pupil Resourcing Agreement (IPRA) are dealt with under a separate procedure, handled by the Statutory Assessment Team within the 'Special Educational Needs and Disability' service.

Stage 1 – The Common Application Form

### **In Year Admission Form (IYAF)**

Parents/carers of Blackburn with Darwen (BwD) children must complete the Council's In-year Admission Form in order to apply for admission to any maintained school, whether this school is within the boundaries of BwD or a neighbouring council. This form is available from the 'Pupil Support and Admissions' team.

No application will be processed unless an In-Year Application form is completed and submitted to the Pupil Support and Admissions Team.

The In-year Admission form allows parents / carers to express up to three preferences in rank order of preference and to state reasons for the preferences. The form also allows parents / carers to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance.

**If applying for St Wilfrid's Church of England Academy**, you must also complete a separate supplementary form available from the School.

**If applying for The Olive School, Tauheedul Islam Girls' High School or Tauheedul Islam Boys' High School** under the Muslim faith and / or mosque membership criteria, you must also complete a separate form available from the School.

**If applying for Queen Elizabeth's Grammar School** you must also complete a separate form available from the school, (years 7 to 11).

## **Stage 2 – Process for Considering Applications**

The LA will provide details of your application to the admission authorities of the schools which you have indicated as a preference on the In-year Admission form, by sending them a photocopy of that form. The Local Authority will do this within 5 school days of receiving your application form.

The order of preferences will not be included in the details sent to each school because it is a legal requirement on all admission authorities to consider equally all applications for admission to maintained secondary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage.

Provided all the relevant information has been provided with the In-Year application form, each of the admission authorities will apply its own published admission criteria and reply to the Pupil Support and Admissions team indicating whether a place can be offered to your child. The Admission Authority will do this within 5 school days of receiving all the relevant information.

### **Cross-border applications**

If you have indicated a preference for a school that is maintained by another local authority, then the process is as follows:

The LA will forward your application to the LA responsible for maintaining the school within 5 school days of receiving it.

If your application is for a community/Voluntary Controlled school, the maintaining LA will make a decision within 5 school days and inform BwD.

If your application is for a school which is its own Admission authority (voluntary aided, academy, foundation, trust school), the maintaining authority will forward your application to that school within 5 school days of receiving it. Within 5 school days of receiving your form that school will make a decision and advise the maintaining LA, Within 5 school days thereafter, the maintaining LA will advise BwD of the school's decision.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the application form. Offers from lower preference schools will be removed and these places will be offered to other eligible children.

### **Stage 3 – Letter Offering a School Place**

Once it has been possible to determine the school at which a place can be offered to your child, the LA's Pupil Support and Admissions team will write to you informing you of the outcome of your application for admission.

**PLEASE NOTE: ONLY WRITTEN OFFERS OF A SCHOOL PLACE FROM THE LOCAL AUTHORITY ARE VALID.**

If you have been refused admission to a BwD community/controlled school(s), or a place cannot be offered at a non-borough community or controlled school or at an aided, trust, academy/free school or foundation school, the LA's letter will advise you of your right of appeal and provide details of the appeals process.

If contact with the offered school has not been made within 5 days of receipt of the written offer of a place, the offer may be withdrawn, and may be offered to another child applying for a place at that school.

### **Fraudulent Applications**

If a school place is offered and this is then found to have been based upon fraudulent or inaccurate information then it may be withdrawn. This can apply even where a child has started at the school. If the child is allowed to continue at that school, even though the information was false, their siblings will not be given priority for places at that school under the "sibling" category in the admission criteria if they then apply for places at the school in question.

### **Waiting List**

The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made between applications received on time and late applications, any waiting list will remain fluid.

The LA will maintain a waiting list for admission to the community/voluntary controlled schools for those children whose parents have indicated they want their children to be placed on such a list.