

**SOUTHAMPTON CITY COUNCIL**  
**THE CO-ORDINATED SCHEME FOR PRIMARY TO SECONDARY TRANSFER**  
**SCHOOL YEAR 2012/13**

**1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for secondary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code

**2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for secondary intakes.

Once a LA has formulated a scheme for its area it must pass the scheme for review to the Admission Forum. The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

**3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

For September 2012, the co-ordinated scheme will comprise the following elements: -

- Data capture
- Brochures and application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

**4. DATA CAPTURE**

In June 2011, year 5 data will be downloaded from the school databases and filtered. Details of children living in Hampshire County Council's (HCC's) area will be passed to HCC's Admissions Team. Likewise, HCC will provide the Southampton Admissions Team with the details of those children who live in Southampton City Council's (SCC's) relevant area but attend a HCC primary/junior

school.

## 5. THE APPLICATION PROCESS

- Details of the application process will be issued to parents/carers via their child's junior or primary school in early September 2011.
- Pre-printed application forms will be issued on request to parents/carers in early September.
- Online application commences 1 September 2011.
- Details of the application process will also be sent to children resident in the city but attending a HCC primary or junior school in early September 2011.
- Children resident in the city who wish to apply for a school in Hampshire must apply using Southampton online application/paper form.
- Children resident in Hampshire but who wish to apply for a Southampton school must apply using Hampshire online applications/paper form.
- The Southampton "form" will enable parents to express a preference for a school outside the Southampton/Hampshire area.
- Applicants to St Anne's or St George should complete the necessary Supplementary Information Form (SIF) for that school
- Applicants for Bitterne Park School wanting their child to be assessed for aptitude for the performing arts must indicate this in their application

## 6. CLOSING DATE

The closing date for applications will be 31 October 2011. This date is set in the regulations. Online applications will come direct to the Admissions Team. Paper applications will be returned via the child's current primary/junior school to the Admissions Team who will put the preferences and other information on the database and then sort the forms for processing.

## 7. PROCESSING OF APPLICATIONS

Own admission authority applications: –Any application that shows a preference for any own admission authority school, regardless of the ranking of the school on the form, will be processed as a priority and the relevant data from the application forms will be sent to the schools no later than Wednesday 30 November 2011.

Other LA school applications: - Data will be sent to the relevant LA's Admissions Team for processing by 30 November at the latest.

Southampton school applications: – applications will be input onto the ONE database in order that initial allocations can be made.

By Friday 13 January 2011, own admission authority schools advise the Admissions Team of the ranking against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at St George and a Southampton Community school or two Southampton Community schools, the place that will be offered will be the one that is highest preference on the application form. The Admissions Team will exchange information as required with other LAs to enable a single highest possible offer to be made

## **8. LATE PREFERENCES**

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above, in close consultation with other admissions authorities.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they have not been eligible to be offered a place at any of the schools requested or because they did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school to their home address with places available. Distance to the home address will be measured by public roads and footpaths.

## **10. DECISION LETTERS**

All children living in the Southampton City Council relevant area will receive a decision letter from the Admissions Team on 1 March 2012. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will make the offer on behalf of the governing bodies of VA schools or other LA at schools where it is not the admission authority. It will be clear in the letters on whose behalf the place is being offered. Email notifications will also be sent to those parents who applied online. Offer letters will be distributed via schools in Southampton. Offer letters to parents of children resident in Southampton but attending schools outside the city will be posted first class on 1 March 2012

Decision letters will be accompanied by a reply slip that parents will need to complete to accept any place offered to them. The Admissions Team will notify other admission authorities and LAsof any places they have offered that have been refused so that alternative offers can be made if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools regularly from November 2011 through to July 2012. Although the Admissions Team will already know the names of 1<sup>st</sup> preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1<sup>st</sup> preference may have lower priority under the oversubscription criteria than children who have expressed a 2<sup>nd</sup> or 3<sup>rd</sup> preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 7 starters as soon as possible. From 1 March 2012, schools will receive student data in the form of lists showing who has been allocated places at their schools. From March onwards, secondary schools will receive transfer forms from the primary/junior schools their children are coming from.

## **12. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2012 intake is attached at the annexe.

## CO-ORDINATED SECONDARY SCHOOLS ADMISSIONS SCHEME

## TIMETABLE 2012/13

DATE	ACTIVITY
June 2011	Admissions Team obtains details of Year 5 pupils in city primary/junior schools and advises other LAs of any children who currently attend a SCC school but live in the other LA's area. Other LAs do the same for their children.
Early September 2011	Application details sent to parents living in the city area.
Early September 2011	Southampton pre-printed application forms sent to children resident in Southampton in the transfer group.
1 September 2011	Online application window opens.
31 October 2011	Closing date for applications; online window closes.
30 November 2011	Admissions Team sends relevant details of all applications for own admission authority schools/other LAs to these admission authorities.
13 January 2012	Own admission authority schools /other LAs advise Admissions Team of outcome of ranking applications.
January 2012	Admissions Team to add VA schools/other LA results to processing of Community applications to determine offers.
By end of January 2012	Details of late applications sent to VA/other LA schools.
By mid - February 2012	VA schools/other LAs advise Admissions Team of result of late preference applications. Unplaced children to be allocated to their catchment or nearest school
1 March 2012	SCC parents advised by letter and email from the Admissions Team of the result of their application.