



Norfolk County Council

CONSULTATION DOCUMENT to all Norfolk schools

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2005

1. INTRODUCTION

This document outlines the second set of proposed changes to admission arrangements following the Education Act 2002, the 2003 School Admissions Code of Practice and revised admissions regulations. It details the LEA proposals on admission arrangements for 2005 for Community and Voluntary Controlled schools and introduces a proposed co-ordination scheme for primary schools. A response form is attached to enable all schools to respond to the LEA proposals.

A web page is available so that schools can respond electronically. The address is given below. Foundation and VA schools are also required to consult on their admission arrangements. The DfES has recently written to the LEA stressing that all Norfolk VA and foundation schools must correctly consult, determine and notify of their 2005 admission arrangements. A copy of the DfES' letter, outlining the correct procedure, can be found on the LEA's admissions web page. This web page will also allow Foundation and VA schools to comply with DfES' requirements by enabling them to publicise and notify of their admission arrangements electronically. Schools wishing to do this, should e-mail their consultation document and a response form to helen.bates@norfolk.gov.uk

The consultation on published admission numbers has been undertaken separately. Schools should receive this and the admission number consultations at around the same time. Responses on proposed admission numbers are required by 1st March 2004.

Responses to be returned by 1 March 2004

**RESPONSES CAN EITHER BE INPUT DIRECTLY ON
THE ADMISSIONS CONSULTATION WEB SITE ON:**

www.norfolkesinet.org.uk

Parent Zone >>Information on Norfolk's Schools>>Admissions Information

**OR BY USING THE ATTACHED RESPONSE FORM
AND RETURNING IT TO:**

Helen Bates
Admissions Section
Education Department
County Hall
Norwich
NR1 2DL

N.B. Responses to be returned by 1st March 2004

2. LEA PROPOSED CHANGES TO ADMISSION ARRANGEMENTS FOR SEPTEMBER 2005

(See also separate LEA consultation on admission numbers for September 2005)

Following consultation in Spring 2003, the authority has introduced co-ordinated admissions for the September 2004 transfer to high schools. This process is now under way. The 2002 Education Act also required local education authorities to introduce primary school co-ordinated admissions from September 2005.

2.1 Primary School Co-ordination for September 2005

It is proposed that the same co-ordination scheme implemented for high school transfers from September 2004, be adopted for admissions and transfers to primary schools in September 2005. The only difference is that for primary school admissions and transfers there is no requirement to co-ordinate the process with neighbouring local education authorities. It is proposed that:

- the scheme will offer parents the right to express up to three preferences for all first admissions and junior/middle school transfers;
- a common application form will be used with all preferences sent back to the authority at County Hall. We will then forward details of preferences to foundation and voluntary aided schools so that governors at these schools can apply their admission arrangements and advise the authority of their decisions;
- the authority will then make all offers of places for all Norfolk primary schools including voluntary aided and foundation schools at a set date.

A proposed timetable is attached. This includes a significant change in the first admission timetable to allow sufficient time for the new co-ordination process to be undertaken. This should enable the authority to advise first admission schools of numbers at an earlier stage. This co-ordinated process provides an opportunity for all schools to adopt a common approach to first admissions. Foundation and VA schools, in consulting on their proposed admission arrangements are therefore asked to give consideration to aligning their first admission policy to that adopted by the vast majority of schools in Norfolk, ie:

- those born 1st September to 28th/29th February admitted full-time from September;
- those born 1st March to 31st August admitted part-time in September and full-time from January.

2.2 Secondary co-ordination scheme for 2005

The authority is proposing a minor change to the internal timetable by requesting foundation and VA schools to advise the authority of their admission decisions two weeks earlier than proposed for the 2004 round. This additional time is required as the authority will have to co-ordinate with neighbouring authorities in 2005.

2.3 Minor change to oversubscription rules – Feeder schools

The authority continues to review its arrangements each year. We are now considering a minor change to our oversubscription criteria for community and voluntary controlled schools, which will enable more children to transfer with their peers as they progress through the school system. Children living outside a school catchment area will continue to have a lower priority than those living within it, and those with siblings will continue to have a higher priority than those without. It is proposed that for those children living outside the catchment area, highest priority will continue to be given to those with siblings. The next priority will be given to those who attend a feeder school. Any further offer of places will be determined by distance.

3. BACKGROUND DOCUMENTS

DfES Admissions Code of Practice 2003, www.dfes.gov.uk/sacode
MI 40/03 and MI 41/03 re admission arrangements for September 2004
“A parents’ guide to primary schools in Norfolk 2004-2005”
“A parents’ guide to secondary schools in Norfolk 2004-2005”

APPENDIX A

CONSULTATION RESPONSE FORM

Type and Phase of School: (Please tick as appropriate)

Community <input style="float: right;" type="checkbox"/>	Voluntary Controlled <input style="float: right;" type="checkbox"/>
Foundation <input style="float: right;" type="checkbox"/>	Voluntary Aided <input style="float: right;" type="checkbox"/>

Infant <input style="float: right;" type="checkbox"/> First <input style="float: right;" type="checkbox"/> Primary <input style="float: right;" type="checkbox"/> First and Middle <input style="float: right;" type="checkbox"/> Junior <input style="float: right;" type="checkbox"/> Middle <input style="float: right;" type="checkbox"/>	Secondary <input style="float: right;" type="checkbox"/>
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1. Primary School Co-ordination for September 2005

(Para. 2.1 above and summary of scheme at Appendix C)

	YES	NO
Do you support the proposed Norfolk primary school co-ordination scheme?		
Do you have any other comments on the proposal?		

N.B. Responses to be returned by 1st March 2004

2. New feeder school oversubscription rule

(Para. 2.3 above)

	YES	NO
Do you support the proposal to introduce a new oversubscription rule to give priority to pupils who attend a feeder school but who live outside the catchment area for both Junior/Middle and High school transfers		
Do you have any other comments on the proposal?		

3. Admission Timetable – Secondary Schools

(Appendix B1)

	YES	NO
Do you support the proposed high school transfer timetable as detailed in Appendix B1?		
Do you have any other comments on the proposal?		

4. Admission Timetable – Junior/Middle Transfer

(Appendix B2)

	YES	NO
Do you support the proposed junior/middle school transfer timetable as detailed in Appendix B2?		
Do you have any other comments on the proposal?		

N.B. Responses to be returned by 1st March 2004

5. Admission Timetable – First Admissions (Appendix B3)

	YES	NO
Do you support the proposed first admissions timetable as detailed in Appendix B3?		
Do you have any other comments on the proposal?		

APPENDIX B

TIMETABLE FOR SCHOOL ADMISSIONS – SEPTEMBER 2005

B1

HIGH SCHOOLS

(NB Internal timetable in *ITALICS*)

DATE	EVENT
20 September 2004	Release of letters and information to parents inviting preference of school.
15 November 2004	Closing date for receipt of parental preferences.
<i>30 November 2004</i>	<i>Home LEA sends applications for schools in other LEAs to those LEAs and to Foundation and VA Schools in Norfolk</i>
<i>PROPOSED CHANGE FOR 2005</i>	
<i>17 January 2005</i>	<i>Admission authorities return ranked list of all preferences cast for their school to the LEA. (NB for heavily over-subscribed schools it will not be necessary to rank applications in the lowest priority groups for admission where there is no likelihood of being able to offer them a place after the elimination of all potential multiple offers).</i>
<i>7 February 2005</i>	<i>Latest date for acceptance of "late applications"</i>
<i>14 February 2005</i>	<i>LEA applies agreed scheme for own schools and informs other LEAs of offers that Norfolk schools can make. Other LEAs inform Norfolk of offers they can make</i>
<i>By 25 February 2005</i>	<i>Schools informed by own LEA of final results, which may include offers to pupils living in other LEAs</i>
1 March 2005	Offers made to parents by LEA (posted by first class post), including offers to parents living in other LEAs. Parents informed of right of appeal against any refusal and to whom to appeal
May 2005	Appeal Hearings commence

N.B. Responses to be returned by 1st March 2004

PRIMARY SCHOOLS

B2	<u>TRANSFER FROM INFANT/FIRST TO JUNIOR/MIDDLE SCHOOL</u>
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(NB Internal timetable in *ITALICS*)

DATE	EVENT
29 November 2004	Release of letters and information to parents inviting preference of school.
14 January 2005	Closing date for receipt of parental preferences.
<i>31 January 2005</i>	<i>LEA sends applications to Foundation and VA Schools in Norfolk</i>
<i>25 February 2005</i>	<i>Foundation and VA schools return ranked list of all preferences cast for their school to the LEA. (NB for heavily over-subscribed schools it will not be necessary to rank applications in the lowest priority groups for admission where there is no likelihood of being able to offer them a place after the elimination of all potential multiple offers).</i>
<i>4 March 2005</i>	<i>Latest date for acceptance of "late applications"</i>
<i>7 March 2005</i>	<i>LEA applies agreed scheme for own schools.</i>
<i>By 14 March 2005</i>	<i>Schools informed by own LEA of final results.</i>
21 March 2005	Offers made to parents by LEA (posted by first class post). Parents informed of right of appeal against any refusal and to whom to appeal
June 2005	Appeal Hearings commence

N.B. Responses to be returned by 1st March 2004

PRIMARY SCHOOLS

B3

FIRST ADMISSIONS

(NB Internal timetable in *ITALICS*)

DATE	EVENT
6 September 2004	Admission round opens. Release of "Parents' Guide" booklet and preference forms confirming process and inviting preference of school.
31 December 2004	Closing date for receipt of parental preferences.
<i>21 January 2005</i>	<i>LEA sends details of preferences cast to Foundation and VA Schools in Norfolk</i>
<i>7 March 2005</i>	<i>Foundation and VA schools return ranked list of all preferences cast for their school to the LEA. (NB for heavily over-subscribed schools it will not be necessary to rank applications in the lowest priority groups for admission where there is no likelihood of being able to offer them a place after the elimination of all potential multiple offers).</i>
<i>21 March 2005</i>	<i>Latest date for consideration of "late applications"</i>
<i>4 April 2005</i>	<i>LEA applies agreed scheme for own schools and informs other LEAs of offers that Norfolk schools can make. Other LEAs inform Norfolk of offers they can make</i>
<i>By 18 April 2005</i>	<i>Schools informed by own LEA of final results.</i>
25 April 2005	Offers made to parents by LEA (posted by first class post), including offers to parents living in other LEAs. Parents informed of right of appeal against any refusal and to whom to appeal
June 2005	Appeal Hearings commence

N.B. Responses to be returned by 1st March 2004

APPENDIX C

NORFOLK SCHOOLS CO-ORDINATION OF ADMISSION ARRANGEMENTS SEPTEMBER 2005

1. Summary

- The Norfolk scheme will commence for the secondary transfer round in September 2004 and for the primary admission and transfer rounds in September 2005.
- Parents must be offered the opportunity to express three preferences.
- Parents will be required to complete a common application form that must be returned direct to the LEA.
- Any parent seeking to apply direct to a Foundation or Voluntary Aided school must be provided with a common application form inviting three preferences which must then be forwarded to the LEA.
- Closing date for applications will be on the date set out on the proposed timetables.
- Foundation and Voluntary Aided schools who manage their own admissions and who are over-subscribed will be forwarded details of all preferences cast for their school to enable them to apply their over-subscription rules.
- Parents will be advised to complete a supplementary application form or forward appropriate additional information as required by those Foundation and Voluntary Aided schools who require additional information to apply their rules.
- Foundation and VA schools must return all applications sorted in rank order to the LEA by the date set out on the proposed timetables, (see timetable for further details for heavily over-subscribed schools).
- The LEA will operate the co-ordination scheme to ensure the offer of one place only.
- Where more than one place could potentially be offered, a single offer will be made for the school the parent ranked highest on the common application form.
- The LEA will send out offers of school places for **all** Norfolk schools by first class post on the offer date set out on the proposed timetables. This will advise parents of their right to appeal and to whom their appeal should be lodged for each preference which is refused.

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N.B. Responses to be returned by 1st March 2004

- Where no preference can be met, the LEA will allocate a place at the next nearest school with spaces to ensure an offer is made to all parents living in Norfolk.
- The LEA will maintain a waiting list until the end of the Summer Term 2005 for all Norfolk schools to co-ordinate any changes which occur after the offer date.
- The scheme details how late applications will be dealt with, in accordance with recommendations in the 2003 Admissions Code of Practice.

