**In-Year Admissions Co-ordinated Scheme 2023/24**

**Introduction**

The LA are required to co-ordinate the in-year application process for Community and voluntary controlled schools, enabling parents to apply and to explain how applications will be processed, including timescales.

The LA will co-ordinate admissions for West Berkshire Voluntary Aided, Foundation and Academy schools at their request.

This document will be updated with the schools the LA co-ordinate with and those who manage their own in-year admissions. The contact details for any admission authority that manages its own in-year admissions will be included. **See Appendix 1 for details**.

**Co-ordination**

* The admissions team will provide an application form and guide on the website; [www.westberks.gov.uk/inyear-school-admissions](http://www.westberks.gov.uk/inyear-school-admissions)
* Applications will be posted to admissions at Market Street Council Offices or emailed to [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)
* On receipt of the application, the admissions team will:
  + Forward to own admission authority schools for a decision.
  + Or if the application is for a community or VC school, notify the school and parent of the outcome of the application providing the school with a copy of the application. Notification will be sent to applicants within 15 school days.
* Admission authorities are required to respond to the admissions team within 13 school days to ensure parents are notified within 15 school days.
* The admissions team will send suitable notification letters to parents.
* Applications will be recorded on the admissions database.

**Information to be published on school’s websites**

The LA, Voluntary Aided, Foundation and Academy schools must include the following on their website by 31 August at the latest each year.

Schools mustset out:

* how parents can apply for a school place, and, where they manage their own in-year admissions, provide a suitable application form for parents to complete (and a supplementary information form where necessary),
* when parents will be notified of the outcome of their application and details about the right to appeal. If the admission authority is to be a part of the local authority’s in-year co-ordination scheme, it mustprovide information on where parents can find details of the relevant scheme. Available at: www.westberks.gov.uk/inyear-school-admissions

An admission authority, governing body or local authority must provide a hard copy of the information about in-year applications on request for those who do not have access to the internet.

**Timescales for Processing in year applications**

* The School Admissions Code of Practice requires Admission Authorities to notify parents of the outcome of their application in writing within 15 school days. Where an application is refused, the admission authority **must** also set out the reason for refusal and information about the right to appeal.
* The LA are the admission Authority for West Berkshire Community and Voluntary Controlled Schools and will make in year decisions without consulting the schools unless clarification of the NOR is required. **Therefore, it is of particular importance for schools to notify the LA if they would like a POP considered or have a significant number of challenging children.**
* The LA will normally send applications to admission authorities on the day the application is received to enable a response to be made within 15 school days.
* Admission authorities are required to respond to the admissions team within 13 school days to ensure parents are notified within 15 school days. Where an admission authority is refusing on the grounds of challenging behaviour, they must include the reasons for inclusion in the letter.
* Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.
* An unlaced child will be offered a start date as soon as possible but always within 10 school days.
* A child with a current school place that is within a reasonable distance or a child who is being electively home educated will be offered a school place as soon as possible which will normally be between 15 and 20 school days. It will not be longer than 20 school days. This is to ensure that the school is aware of the needs of the child and has enough time to put any required support in place.

**School Admission numbers**

The Published Admission Number (PAN) only applies to the first year of entry into school.

In all other year groups admission authorities can only refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

The point where prejudice occurs could be the same as the PAN because the number is normally set as a result of much consideration as to how many children could be admitted, whilst maintaining the right standard of education.

The number may differ in different year groups within the same school because certain cohorts may present more challenges.

The point of prejudice might be lower or higher than the PAN:

* The number might be lower than the PAN because due to a lower intake at the 1st point of entry the school have reorganised and are teaching in one less teaching group.
* The number might be lower than the PAN because of a challenging cohort.
* The number might be lower than the PAN because a primary school that combines more than 1 year group has a higher number of children in the adjoining year group.
* The number might be higher than the PAN because the school has lower numbers in some year groups and so has resources to admit higher in other year groups.

**Important for all Schools – notification of POP (point of prejudice)**

Where a school determine a POP above or below their normal PAN they will inform The School Admissions Team as soon as possible [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) and in advance of reacting to a specific application. The school will provide the number and year group it applies to. **Schools must admit to the PAN in reception, year 3 in Junior Schools or year 7 without exception.**

**Available places**

Local authorities **must**, on request, provide information to prospective parents about the places still available in all schools within their area.

* The LA will record how many children can be admitted to each school in each year group before prejudice to the efficient provision of education or use of resources would occur. If no POP information is provided, it will be assumed the PAN is the point of prejudice for all year groups.
* Where circumstances change and the POP changes, schools must notify the LA admissions team as soon as it becomes apparent. This change must not be reactionary to receiving a particular application.
* The LA’s data system records the current number on roll for most schools and the admissions team record children who are allocated and have not started. This enables the LA to inform parents where places are available without the need to contact schools in most cases. Where schools don’t have a direct link between systems, they will be asked to confirm current numbers when required.
* The LA will ask schools to confirm if there is a space, for example when it appears only 1 space is available and to clarify if the school are expecting a child through the EHCP process or not.
* When a school has reached the agreed point of prejudice, the LA will notify parents that the admission of another child would prejudice the provision of efficient education and efficient use of resources when the advised number is reached. The LA will advise parents that the school will not be able to provide the individual support and attention for each child to ensure they reach their potential and do not have enough space or resources for another child to be offered a place without this having a negative impact on current standards. The LA will also notify parents if Infant Class Size Prejudice will occur and will notify parents of their right to appeal.

**Offering a school place**

All maintained schools, and academies, including schools designated with a religious character, that have places available **must** offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources.

**There is an exception to this:** Where an admission authority receives an in-year application (This does not apply to reception, year 3 in Junior Schools or year 7) and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Panel. An admission authority should only rely on the above provision if it has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils in comparison to other local schools. **Full details of this and the process are outlined in the Fair Access Protocol.**

**BUT… Community and VC schools** must notify admissions ifthey have any year groups with a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils in comparison to other local schools. Once an offer has been made, it cant be withdrawn if the admissions team was not previously aware of the challenging behaviour.

**Right to appeal**

When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made. The admissions team will provide the relevant notification to schools within co-ordination.

**School moves between West Berkshire Schools**

* Whenever an application is received for a child to move between West Berkshire Schools **and there is a space in the receiving school**, the LA will notify both schools. The same will apply if initially the school was full but a place becomes available later from a waiting list.
* Schools will be advised to notify each other and the admissions team if there are any concerns if the child were to move.
* Both schools should contact the parent to discuss changing the child’s school if it is felt that changing would have a negative impact on them.
* A parent still has the right to change their child’s school if a place is available.

**Fair Access Protocol**

* The Fair access protocol is a process for placing unplaced children where it has not been possible to find a school place after following all options in the normal application process.
* It should not always be necessary to place children using a panel meeting so that children can be admitted into school as quickly as possible so the LA and schools have created an in year agreement.
* Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home can be allocated using the fair access protocol.

**Where there are no school places within a reasonable distance.**

Where a child moves to the area and there are no places available within a reasonable distance:

* The LA will establish if there are no schools within a reasonable distance with a space.
* The LA and Schools recognise that there will be occasions when they have to admit above the point where prejudice would occur and have agreed to a reasonable approach that speeds up the process of allocating a place to an unplaced child.
* The closest school to the child’s home address will normally be expected to admit the child and will be contacted by the LA although the parent’s reasons for applying will also be considered.
* The LA will record all children placed in this way.
* Where the closest school has already admitted above the point where prejudice occurs and there is no possibility of offering, the next nearest schools will be contacted.
* All of the closest schools will be kept informed of an individual case.
* Unless the child has been out of school for 4 weeks, a place cannot be offered without regard to school waiting lists.
* If a place has not been agreed after 4 weeks, it will become a fair access case and a child can be offered without regard for waiting lists.
* If no school within a reasonable distance agree to offer or admit the child then it will be referred to the next Fair Access Panel meeting.

**Looked after children and previously looked after children**

Looked After Children and previously Looked After children are a vulnerable group and should be given their 1st choice but there is still no legal requirement for schools to do this.

For Looked After Children, social workers and the virtual head make a school choice with a child’s best interest in mind.

The admissions code confirms that: Where a looked after child has been refused a school place, it is likely to be more appropriate for the local authority looking after the child to use the powers of direction set out in paragraphs 3.27 to 3.29 of the Code, than to submit an appeal.  For this reason, West Berks admission Authority will always offer a place for a current looked after child in their preferred Community or VC School.

**Appendix 1: Schools who are part of co-ordination**

**Secondary School’s**

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| **School** | **Sch. Type** |
| Denefield School | Academy |
| John O'Gaunt School | Academy |
| Kennet School | Academy |
| Little Heath School | Voluntary Aided |
| Park House School | Academy |
| St Bartholomew's School | Academy |
| The Downs School | Foundation |
| The Willink School | Community |
| Theale Green School | Academy |
| Trinity School | Academy |

**Infant, Primary and Junior Schools**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School** | **Sch. Type** |  | **School** | **Sch. Type** |  | **School** | **Sch. Type** |  | **School** | **Sch. Type** |
| Aldermaston | Community |  | Downsway | Community |  | Long Lane Primary | Community |  | St Nicolas CE Junior School | Voluntary Aided |
| Basildon C.E. | Voluntary Controlled |  | Enborne C.E. | Voluntary Aided |  | Mortimer St John's C.E. | Voluntary Controlled |  | St Paul's Catholic | Voluntary Aided |
| Beedon C.E. | Voluntary Controlled |  | Englefield C.E. | Voluntary Aided |  | Mortimer St Mary's CE Junior School | Voluntary Aided |  | Stockcross C.E. | Voluntary Aided |
| Beenham | Community |  | Falkland | Community |  | Mrs Bland's | Community |  | Streatley C.E. | Voluntary Controlled |
| Birch Copse | Community |  | Fir Tree | Academy |  | Pangbourne | Community |  | Sulhamstead | Voluntary Aided |
| Bradfield C.E. | Voluntary Aided |  | Francis Baily | Academy |  | Parsons Down Infants | Community |  | Thatcham Park | Voluntary Controlled |
| Brightwalton C.E. | Voluntary Aided |  | Garland Junior School | Community |  | Parsons Down Junior School | Community |  | The Ilsleys | Community |
| Brimpton C.E. | Voluntary Controlled |  | Hampstead Norreys C.E. | Voluntary Controlled |  | Purley C.E. | Voluntary Controlled |  | The Willows | Community |
| Bucklebury C.E. | Voluntary Controlled |  | Hermitage | Community |  | Robert Sandilands | Community |  | The Winchcombe | Community |
| Burghfield C.E. | Voluntary Controlled |  | Highwood Copse | Academy |  | Shaw-cum-Donnington C.E. | Voluntary Controlled |  | Theale C.E. | Voluntary Controlled |
| Calcot Infant | Community |  | Hungerford | Community |  | Shefford C.E. | Voluntary Controlled |  | Welford & Wickham C.E. | Voluntary Aided |
| Calcot Junior School | Community |  | Inkpen | Community |  | Speenhamland | Academy |  | Westwood Farm Infants | Community |
| Chaddleworth C.E. | Voluntary Controlled |  | John Rankin Infant | Community |  | Springfield | Community |  | Westwood Farm Junior School | Community |
| Chieveley | Community |  | John Rankin Junior School | Community |  | Spurcroft | Community |  | Whitelands Park | Academy |
| Cold Ash C.E. | Voluntary Controlled |  | Kennet Valley | Community |  | St Finian's Catholic | Voluntary Aided |  | Woolhampton C.E. | Voluntary Aided |
| Compton C.E. | Voluntary Controlled |  | Kintbury C.E. | Voluntary Controlled |  | St John the Evangelist C.E. | Voluntary Aided |  | Yattendon C.E. | Voluntary Aided |
| Curridge | Community |  | Lambourn C.E. | Academy |  | St Joseph's Catholic | Voluntary Aided |  |  |  |

**Schools who are not part of co-ordination**

Englefield CE VA Primary School

Contact:

Mrs Hilary Latimer

Englefield CE Primary School

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[www.englefieldprimary.co.uk/admissions](http://www.englefieldprimary.co.uk/admissions)