



BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions In Year allocations – Admissions Year 2011/12

Introduction

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require local authorities to formulate qualifying schemes for the co-ordination of admissions by 1 January in the relevant determination year.

With regard to in year applications to established year groups this means that all applicants living in Brighton & Hove will apply directly to Brighton & Hove City Council on the Council's application form either online or using the paper form.

This scheme for in-year admissions will come into force from 1 September 2011.

Procedure

1. Parents may name up to three preferences on the Brighton & Hove application form and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will remain at their current school if possible, or an alternative school place within Brighton & Hove will be offered. This will normally be the nearest school appropriate to the child's age and educational needs with a place available.
3. In order for Brighton & Hove residents to make a valid application, parents must complete a common application form provided by Brighton & Hove City Council, regardless of where the school(s) they want to apply for are situated. The Brighton & Hove application form will be available in paper form or can be accessed directly online or as a download from the Brighton & Hove City Council website.

4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and in the case of voluntary aided church schools will provide a supplementary information form to the parent. Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the application form, this will not constitute a valid application.

5. Completed supplementary information forms will be returned to the individual schools, and not the Admissions and Transport Section.

Preferences for schools where Brighton & Hove City Council is not the admission authority.

1. Where the parent names any school, whether in Brighton & Hove or not, where the City Council is not the admission authority, the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the relevant admission authority, or in the case of voluntary aided schools in Brighton & Hove and Brighton Aldridge Community Academy (BACA), the governing body. They will rank the preferences according to their published admission criteria and confirm with the City Council, no later than five school days after receipt of the form, whether it would be possible to offer a place. Should any other schools become Academies before or during the 2011/12 academic year, this paragraph will also apply to them.

2. The City Council will have a reciprocal arrangement with other authorities so that the relevant admission authority (or if the school is outside Brighton & Hove, the maintaining authority) is notified within five school days regarding any application for a place at a school maintained by Brighton & Hove City Council.

3. Any applications submitted by parents/carers to schools in error must be forwarded to the City Council admissions team or the relevant home authority where the home address is outside Brighton & Hove.

4. Brighton & Hove admissions authority acting for BACA will rank admissions priorities as the Academy is at the present time retaining the same arrangements as other Brighton & Hove Community Schools.

Notifying parents of the outcome of their applications.

1. The City Council will notify parents of children living in the area the outcome of their applications. This is regardless of whether the City Council is the admission authority. Notification letters will not be sent by individual schools, as only the home authority can make an official offer. Letters will include an admission date and this will normally be within ten school days.

2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer.

Postdated Applications and changes of address

1. Parents who apply for a school place for a date which is more than half a school term in the future will be sent a holding letter explaining that their application will not be processed until the half term before the date the place is required. Their application will be considered along with any others which are outstanding at that point.
2. Parents who are moving into, or within Brighton & Hove, may apply at any time during the moving process. However, their application will not be processed until the City Council has received proof of the new address (e.g. evidence of exchange of contracts or a copy of a signed tenancy agreement). This allows the Council to apply the appropriate priority for admission based on the new address.

Appeals

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.
2. Parents will be allowed 15 school days from the date of the notification letter to submit a written appeal. Appeal forms will be available from individual admission authorities. Parents are entitled to appeal at any point during the remainder to the academic year of their application.
3. Appeal forms for Brighton & Hove community primary and secondary schools will not automatically be sent with the notification letter, but will be available on request. Appeal details for voluntary aided schools will be available from the individual governing bodies.

Waiting lists

1. Waiting lists (or in the case of community secondary schools the re-allocation pool) for all Brighton & Hove community primary and secondary schools and BACA will be held by the City Council, but schools where the governing body is the admission authority will maintain their own waiting lists and advise on the ranking of these lists in accordance with their published oversubscription criteria.
2. All community school waiting lists or re-allocation pools will be cleared at the end of the academic term, and any parents wanting their child to remain on waiting lists for schools will need to contact the admission authority to request this.

