

Consultation on School Admission Arrangements 2018/19

Summary:

The local authority is consulting on its intention to remove ‘exceptional medical needs’ as a criterion for admission to community and voluntary controlled schools. The process of considering these applications is burdensome on the parent, NHS and local authority and often does not result in any advantage for admission purposes. Since the introduction of Education, Health and Care Plans (EHCP) in September 2014, the majority of children with exceptional medical needs will have an EHCP and therefore will be given highest priority for admission even above looked after children. For the very few that are yet to receive an EHCP or are currently under assessment for an EHCP, and are not offered a place at their preferred school under any other admission criteria, they will be offered the right of appeal. The appeal panel will consider medical evidence provided by the parent when deciding whether to uphold the appeal.

Background

1 Admission arrangements

- 1.1 Parents have the right to express a preference of school. Local authorities have a responsibility to co-ordinate applications for school places, ensuring that where possible, a parent’s highest preference of school is met. Parents who are refused a place have the right to appeal.
- 1.2 The oversubscription criteria for a school are used to allocate places if more applications are received than the number of places available. Admission arrangements include the oversubscription criteria.
- 1.3 Where changes are proposed to admission arrangements, all admission authorities must consult by 31 January on their admission arrangements that will apply for admission applications for the following academic year. Where the admission arrangements have not changed there is no requirement to consult, subject to the requirement that all admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.
- 1.4 The local authority, as the admission authority, is responsible for setting admission arrangements and oversubscription criteria in community and voluntary controlled schools. There are proposed changes to these arrangements for the academic year 2018-19. Details can be found in section 2 of this report.
- 1.5 The local authority also publishes a co-ordinated admissions scheme which explains how the admissions process will be undertaken and how the local authority will communicate offers of places with neighbouring local authorities. No significant changes to the co-ordinated scheme are proposed.
- 1.6 It is the intention to launch a six week consultation between 1 October 2016 and 31 January 2017 as required by the School Admissions Code (2014) on the proposed changes to the school admission arrangements for Salford.

1.7 The following bodies will be consulted:

- All Community and VC Primary Schools
- All Community and VC Secondary Schools
- All Primary Academies
- All Secondary Academies
- All VA Primary Schools
- All VA High Schools
- Diocesan Boards
- Neighbouring Local Authorities
- Parents and carers

In addition, the proposed changes will be published on the Council website together with an online response form. The consultation will also be publicised in the press and through the use of social networking media. Schools will be advised to inform parents of the consultation in their usual communications with parents.

2. Proposed changes – Oversubscription criteria

There are two changes to the oversubscription criteria for community and voluntary controlled schools affecting both primary and secondary schools in 2018-19. (Appendix 1 and 2)

2.1 It is proposed to remove the oversubscription criterion giving priority to children with medical needs.

The medical criterion has been part of the local authority oversubscription criteria for many years. The aim of the medical criterion is to give priority for a place for children whose exceptional medical needs can only be met by one particular school. Prior to 2014, parents had to produce a letter from the child's GP saying that attendance at the named school was essential due to the child's medical condition. Sadly, over the years, particularly as pressure on school places began, this system became abused by parents who saw it as an opportunity to guarantee their child a place in a popular school. In 2014, the local authority began to use a medical panel to consider applications under the medical criterion and it was made clear that only exceptional medical needs would be considered. Following a difficult first year for the medical panel, the definition of 'exceptional' medical need was clarified for the 2015 intake and the number of applications that the panel allowed under the medical criterion significantly dropped. However, the volume of applications has continued.

The information presented below shows the change in applications allowed and the numbers that would have been disadvantaged in previous years had the medical criterion not been used (i.e. those that without the medical criterion would not have obtained a place at their preferred school). This data refers to applications for schools where the local authority is the admission authority only.

Primary Schools:

(Medical panel introduced in 2014 – indicated by shaded area)

Year	Total number of medical applications received	Total number allowed as medical by medical panel/letter	Number of allowed applications that without the medical criterion would not have obtained a place at their preferred school
2008	4	4	4
2009	6	6	5
2010	9	9	6
2011	2	2	1
2012	11	11	3
2013	20	20	2
2014	20	17	2
2015	18	3	0
2016	10	1	1

Secondary schools:

(Medical panel introduced in 2014 – indicated by shaded area)

Year	Total number of medical applications received	Total number allowed as medical by medical panel/letter	Number of allowed applications that without the medical criterion would not have obtained a place at their preferred school
2011	17	17	0
2012	7	7	0
2013	11	11	0
2014	7	0	0
2015	4	0	0
2016	7	3	1

The management of the medical criterion on the parent, the local authority, and particularly the medical professional, is burdensome to complete and process these applications. The medical criterion is for children with exceptional medical needs only, and the medical panel have found that very few applicants had exceptional medical needs. Therefore, for most parents the burden of completing and submitting the medical information did not gain them any advantage in obtaining a school place of their choice.

It is proposed that the medical criterion be removed from both primary and secondary school oversubscription criteria for schools where the local authority is the admission authority. This will manage parental expectations and release capacity for both local authority and NHS staff to deal with more pressing matters.

Furthermore, the implementation of Education Health and Care plans (EHCP) in 2014 means that the majority of children with identified exceptional medical needs are now covered by the priority for admission given to children with EHCPs. This gives them priority for admission above all other children including looked after children.

For those very few pupils that do have a genuine medical need not covered yet by an EHCP, if they are not successful in gaining a place at their preferred school on the basis of the other oversubscription criteria, they do have the right of appeal. The appeal panel can consider medical needs as part of the appeal process. If the appeal panel feel that the child's medical needs are exceptional and significant enough to disadvantage them if they were not to be given a place at their preferred school, then the panel can allow the appeal. This is a legally binding decision on the school, and the school must admit the child over and above their usual admission number, as an additional child. There is no implication for infant class size legislation as children admitted by an appeal panel are considered exceptional and can be admitted without breaching the legislation.

2.2 It is proposed to define how the local authority will manage requests for a child to be taught outside of the usual age group in accordance with the requirements of the School Admissions Code (2014).

This is a requirement of the School Admissions Code (2014) and not for consultation. The local authority has produced a guidance document for schools that further details the procedures for how such decision will be made in line with the School Admissions Code. This is available on the local authority website.

3. Proposed changes – Co-ordinated Admissions Scheme

There are no proposed significant changes to the co-ordinated scheme that require consultation. However, for information, the following changes have been made:

3.1 Parents/carers applying for a nursery place in a nursery that is not under Salford local authority will need to apply to the nursery or the local authority concerned directly. Nursery applications are not co-ordinated. (appendix 3, 1.9)

3.2 Parents/carers refused a place for their child in another admission authority school outside of Salford should check with that admission authority whether their child is automatically placed on the waiting list for the school concerned (appendix 3, 1.51)

Proposed timetable for decision making

Date	Action
3 October 2016	Notice published in the Manchester Weekly News (Salford Edition) Letter and relevant reports sent to all consultees
3 October 2016	Consultation formally opens
14 November 2016	Consultation closes
8 December 2016 15 December 2016 24 January 2017	Report to Leadership Team, Lead Member briefing Cabinet to approve changes
By 1 March 2016	Notify Secretary of State of determined arrangements

	<p>Determination notice in local press</p> <p>Distribute details of determined arrangements to consultees</p>
--	---

Appendix 1 – Primary Oversubscription Criteria

Oversubscription criteria - community and voluntary controlled primary schools

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an education, health and care plan which names the school.

1. **Looked after children and previously looked after children.** This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note c)
3. **Brother or sister** in attendance at the school (Reception – Year 5 only. Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
4. **Children living nearest to the school.**
The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places. (see note e)

Notes

a. **Entrance to reception**

No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.

b. **Light Oaks Infant School and Light Oaks Junior School**

Pupils who attend Light Oaks Infant School in Year 2 will automatically transfer to Light Oaks Junior School at Year 3.

c. **Children in need**

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an

appropriate professional before they will be considered under this criterion.

d. **St John's CE Primary School**

As this school operates over a split site, for admissions to all year groups the distance measurement will be made to the centre of the school building on the Daisy Bank Avenue site.

e. **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

f. **Multiple births**

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

g. **The child's home address**

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable) in addition to the child benefit information showing the address to which payments are made. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence to which the child benefit document refers) you cannot use this temporary address

for the purposes of your application.

h. Temporary addresses

The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

i. Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 15 March as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before 15 March, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preferences resulting from a change of address after 15 March will be considered as a late application.

j. False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

k. Admission of children from overseas

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

l. Waiting list policy

Children who are not offered a nursery or reception place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

m. Nursery classes only

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

The nursery admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

Should a school decide to allocate full and part-time places in the nursery class the decision on how those places are allocated is the responsibility of the Governing Body. A head teacher however, should be able to justify to a parent the reason for the decision i.e. Full time places are given to the older pupils first.

Parent/carers will be disallowed from taking **two part time places** for their child, thus limiting the number of places available.

n. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority.

Further information can be found on the local authority's website (www.salford.gov.uk/primary-appeal)

o. Part time, deferred and delayed admission

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where

parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appendix 2 – Secondary Oversubscription Criteria

Oversubscription criteria - community and voluntary controlled Secondary Schools

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have a statement of special education need or an education, health and care plan which names the school.

1. **Looked after children and previously looked after children.** This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parent/carers of previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note a)
3. **Brother or sister** in attendance at the school (Year 7 –year 10 only. Year 11 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
4. **Children living nearest to the school.**
The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

Notes

a. **Children in need**

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

b. **Tie-breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance

between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be carried out by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

c. Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

d. The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see two to four forms of evidence of your home address (photocopies are acceptable) in addition to the child benefit information showing the address to which payments are made. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence to which the child benefit document refers) you cannot use this temporary address for the purpose of your application.

e. Temporary addresses

The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was

resident before the temporary residence began.

f. Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 1 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before the 15 January, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preference resulting from a change of address after 15 January will be considered as a late application.

g. False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

h. Admission of children from overseas

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application.

i. Waiting list policy

Children who are not offered a nursery or reception place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

j. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority. Further information can be found on the local authority's website (www.salford.gov.uk/primary-appeal)

k. Education outside of usual age

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. For year 6 to year 7 applications where a child is already taught outside of their usual age, parents should contact the admissions team in advance of making an application to discuss the process. For in-year applications, or where the child is already attending the school, parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appendix 3 – Co-ordinated Admissions Scheme 2016-17

Co-ordinated Admissions Scheme for Salford Local Authority for the 2018-2019 academic year.

Applications for primary¹ and secondary schools within Salford Local Authority (except independent and special schools) for the normal admissions round shall be determined in accordance with the provisions set out in Part 1 and 2 of this scheme and processed in accordance with the timetables set out in Part 3.

1 Part One: The normal admissions round

- 1.1 Under its scheme of co-ordinated admissions, Salford Local Authority will be responsible for managing the admission of all pupils who are resident in Salford. This responsibility will cover admissions to Salford schools that have community, voluntary controlled, voluntary aided, foundation or academy status, and co-ordinated admissions to schools maintained by other local education authorities. (Independent schools are not included in the co-ordinated scheme.)
- 1.2 Salford City Council will also co-ordinate applications for other authority applicants requesting places for nursery and reception class, as well as secondary school intake in Salford schools.
- 1.3 Salford Local Authority, as the admissions authority for community and voluntary controlled schools in Salford, will be responsible for allocating places at these schools in accordance with the Local Authority's admissions oversubscription criteria.
- 1.4 For voluntary aided schools and academies, the governing body of each school is the admissions authority. As such it is the governing body of each school that determines who will be allocated a place at that school in accordance with the criteria laid down in its schools admissions policy.
- 1.5 For schools maintained by neighbouring local authorities, the relevant admission authority will be responsible for determining who is allocated a place.
- 1.6 Nursery class children are able to start in the September after their third birthday. Reception class children are able to start in the September after their fourth birthday. Secondary school pupils start in the September after their eleventh birthday.
- 1.7 The local authority manages nursery admissions for the majority of schools under a service level agreement. Those schools that do not partake in the agreement and therefore manage their own nursery admissions will be listed in the information booklet and on the Salford City Council website. Parents wishing to apply for a place at one of these schools will be advised that they will need to apply directly to the school concerned.
- 1.8 Schools that manage their own nursery admissions will operate in the same timescales as listed within this scheme so as to limit confusion for parents.

¹ 'Primary' refers to both nursery and reception intakes unless otherwise stated.

- 1.9 Parents wishing to apply for a school nursery in another local authority will need to contact that local authority direct. Admissions to nursery schools are not co-ordinated.

Application process

- 1.10 In order to determine the pupils resident in Salford, the Local Authority will ask all neighbouring authorities and independent schools in the area for details of eligible pupils who attend their schools and who reside in Salford. This will be carried out at the end of the Summer Term 2017.
- 1.11 Parents/carers will be asked to make their application for admission on a standard form known as the Common Application Form.
- 1.12 A copy of the information booklet and Common Application Form will be available on Salford City Council's website.
- 1.13 Parents/carers who are Salford residents are invited to apply on-line, if they wish, following the same timetable as used for a paper application.
- 1.14 The Common Application Form will invite all parents/carers resident in the Local Authority to name 3 or more preferred schools.
- 1.15 The booklet and the application form request that parents/carers should name and prioritise all schools which they wish their child to be considered for, including voluntary aided schools, academies, independent schools and/or any outside the Salford area.
- 1.16 Parents/carers will be asked to return the completed Common Application Form directly to Salford Local Authority either online, by post or in person at one of the Gateway Centres.
- 1.17 Receipt of all applications will be acknowledged by immediate email for applications received online and by letter within 10 working days for all other methods of application. Parents delivering forms to a Gateway Centre by hand should ask for a receipt on drop-off. It is the responsibility of the parent to ensure their form has been received by the local authority..
- 1.18 All preferences are treated as equal initially and sent out as equal to other admission authorities (i.e. other local education authorities, aided schools, foundation schools or academies). If more than one school place can potentially be offered, the single offer is for the school listed highest.
- 1.19 Parents/carers who want to express a preference for a voluntary aided school, foundation school, an academy, a UTC or a school maintained by another authority will be advised in the information booklet to check the admission policy for the appropriate school or the relevant local authority.
- 1.20 Parents/carers who want to express a preference for an independent school will be advised in the information booklet to contact the school concerned directly.
- 1.21 Some voluntary aided schools in Salford, foundation schools or academies may require further information to that on the Common Application Form. Parents/carers should check with the relevant schools for their requirements. Any information provided will only be used in the event of the school being oversubscribed.

- 1.22 Applications must be made and signed by a person with parental responsibility for the child. If applicants do not have parental responsibility the person completing the form will be asked to provide details of the person with parental responsibility and they should provide reasons why they are applying rather than a person with parental responsibility. Any evidence to support the case should accompany the letter. The reasons will be considered by the council and if deemed acceptable, the application will be processed accordingly. If not deemed acceptable, the application will be returned for the signature of a person with parental responsibility for the child.

Primary (nursery and reception class)

- 1.23 All parents/carers who have registered with the Local Authority will receive information on how to apply for a reception school place.
- 1.24 Parents/carers who have a nursery place at a Salford Local Authority school should be aware that they will not automatically get a place in the reception class at that school. All available places will be offered as per the published admission arrangements and oversubscription criteria.
- 1.25 The closing date for all primary applications is Monday 15 January 2018.
- 1.26 All paper application forms must be received at a Gateway Centre by 4pm Monday 15 January 2018. An application will be considered on time where it is clear it was posted to arrive on time i.e. postmarked. Online forms may be submitted until 11:59pm on Monday 15 January 2018. It is the responsibility of the parent to ensure an application is received at the local authority online, by post or at a Gateway Centre by the closing date.
- 1.27 Preferences can be changed up until the closing date either via the online form or in writing to the School Admissions Team. Preferences can only be changed after the closing date in exceptional circumstances, and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Salford other admission authority schools after 2 February 2018. This is the date when information is exchanged with other admission authorities. Parents should check the admission policy of the school concerned.

Secondary intakes

- 1.28 At the beginning of the Autumn Term 2017 information will be made available to all parents/carers of Year 6 pupils resident in Salford.
- 1.29 The closing date for all secondary applications is Tuesday 31 October 2017.
- 1.30 All paper application forms must be received at a Gateway Centre by 4pm Tuesday 31 October 2017. An application will be considered on time where it is clear it was posted to arrive on time i.e. postmarked. Online forms may be submitted until 11:59pm on the closing date of Tuesday 31 October 2017.
- 1.31 Preferences can be changed up until the closing date either via the online form or in writing to the School Admissions Team. Preferences can only be changed after the closing date in exceptional circumstances and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing when informing the LA of their change of preference. It may not be possible to make changes to preferences for other

LA schools or Salford other admission authority schools after 20 November 2017. This is the date when information is exchanged with other admission authorities. Parents should check with the admission authority of the school concerned.

Shared parental responsibility

- 1.32 Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

Processing Applications – Primary

- 1.33 By 2 February 2018 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a reception place in a maintained primary school in their area. This will include any supporting information submitted by the parents. Salford local authority will also receive such information from other local authorities.
- 1.34 By 2 February 2018 voluntary aided, foundation schools and academies will be sent details of parents/carers who have expressed a preference for a primary school place in their school. This will include any supporting information submitted by parents.
- 1.35 By 5 March 2018 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority given to each applicant in accordance with the oversubscription criteria. Where a school has a service level agreement (SLA) with the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.
- 1.36 By 16 March 2018 Salford Local Authority will inform other local authorities of reception offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents. This information will continue to be exchanged until 31 March 2018.

Processing Applications – Secondary

- 1.37 By 20 November 2017 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a maintained school in their area. Salford local authority will also receive such information from other local authorities.
- 1.38 By 20 November 2017 voluntary aided schools and academies will be sent details of parents/carers who have expressed a preference for their school. This will include any supporting information submitted by parents.
- 1.39 By 19 December 2017 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority order of applicants in accordance with their oversubscription criteria. Where a school has a SLA with

the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.

- 1.40 By 12 January 2018 Salford Local Authority will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.
- 1.41 By 2 February 2018 Salford Local Authority will notify other local authorities, voluntary aided schools and academies of any further places they are able to offer. Salford will have been notified by other local authorities of any further places which they can offer in response to any preference expressed by one of our residents.

Determining offers – primary and secondary

- 1.42 When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than one potential place. If this is the case, the place that has highest priority on the Local Authority application form will be offered.
- 1.43 School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the Local Authority application form.
- 1.44 Offers will be coordinated with neighbouring local authorities in the same way.
- 1.45 For primary and secondary intakes if a child living in Salford cannot be offered a place at any of their parents' preferences of school, where possible they will be offered a place at the nearest Salford school within a reasonable distance of their home address with a vacancy. This will be the nearest community, voluntary controlled, voluntary aided, foundation school or academy. Where places are available in voluntary aided faith schools these will first be allocated to children of the faith.
- 1.46 For primary aged children, a reasonable distance is defined as within 2 miles walking distance. For secondary aged children, a reasonable distance is defined as within 3 miles walking distance.
- 1.47 Where a nursery aged child living in Salford cannot be offered a place at any of their parents' preferences of schools, and it is not possible to offer a place at a school within a reasonable distance of their home address, they will be referred to the Starting Life Well service for advice on alternative nursery providers within Salford where they may be able to take the free hour entitlement.
- 1.48 School place offers will be finalised 2 weeks before the allocation date (finalised 31 March for primary applications, 15 February for secondary applications). This is to confirm place offers with other admission authorities and to give sufficient time to produce offer letters. At this stage the offers will be finalised and no further changes will be made to offers even if information is received by an admission authority to show that there has been a change in circumstances to the child's application. Any such changes received after that date will only be dealt with after the allocation date.

Notifying parents/carers of decisions

- 1.49 Salford Local Authority will write to every Salford applicant for reception and secondary places to tell them of their allocated place. This will also include offers of places that can be made to schools maintained by neighbouring local authorities.
- 1.50 Salford Local Authority will write to every nursery applicant to tell them of their allocated place at a Salford school.
- 1.51 The offer letter will include:
- the name of the school at which a place has been offered;
 - the reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);
 - information about their statutory right of appeal against the decision to refuse a place at any school given as a higher preference;
 - confirmation that in the re-allocation process, a child will be considered for any places that might become available in schools they ranked higher than the school they have been offered (i.e. the child's name will be placed on a waiting list and places will be reallocated to children on the waiting list according to the oversubscription criteria for the school concerned), and the date at which the waiting list will cease and what to do if they wish to be considered for any vacancies beyond that point. Parents refused places at other admission authority or other LA schools will be advised to contact that admission authority for information on their waiting list process as not all authorities automatically place children on a waiting list.
- 1.52 Parents who applied online will receive an email with their offer of a place including the same information as above.
- 1.53 Schools in Salford will have access to the lists of pupils who have been allocated places the day before allocation day. Schools will not communicate any offers of places to parents until the allocation day.
- 1.54 Parents will have two weeks to accept the place offered. The acceptance slip will be returned to the school where the place has been allocated. Parents who have made an application using the online system will be able to respond online to accept a school place.
- 1.55 All parents will be asked to provide proof of address and a copy of their child's short birth certificate (primary only) to their child's allocated school at the time of acceptance of a place. Parents will be informed of the types of proof of address that are required and will be acceptable. Where parents are unable to provide sufficient information, the local authority will make further investigations and, where necessary, may withdraw the offered school place if the offer was made on the basis of fraudulent or intentionally misleading information. Parents will be informed in writing of the local authority's decision where an investigation takes place.

Primary allocation date

- 1.56 The allocation date for primary allocations is Monday 16 April 2018.

- 1.57 For reception class, the allocation letter will offer full-time places commencing September 2018. However, parents can opt for their child to attend on a part-time basis and/or defer their child's entry to school until they reach compulsory school age (term after the fifth birthday). Deferral or part-time attendance should be arranged directly with the headteacher of the allocated school in writing. Further information can be found at www.salford.gov.uk/outofage
- 1.58 The majority of nursery places are offered on a full time basis. Those children being offered a part time place will be informed in writing in a letter as to whether the place offered is a morning or afternoon session.

Secondary allocation date

- 1.59 The allocation date for secondary is Thursday 1 March 2018.

Right of Appeal

- 1.60 Where parental preference cannot be met the parent/carer will be advised of their right of appeal and supplied with details of the appeals procedure. There is no right of appeal for nursery places.
- 1.61 If another admission authority maintains the preferred school and that authority is unable to offer a place at the parent/carers preferred school, Salford Local Authority, on behalf of the other admission authority, will inform the parent/carer in writing of this decision. The parent/carer will also be advised of their right of appeal and supplied with details of the appeals procedure.
- 1.62 All appeals for on-time applications must be heard within 40 school days of the appeal being lodged.
- 1.63 Appeals for late applications should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- 1.64 An appeals timetable is published on the Council's website by 28 February. This indicates when parents can expect their appeal to be heard.

Late applications

- 1.65 For applications received after the closing date and before the offer date of places:
- the application will be classed as late;
 - it will only be considered after applications received on time;
 - applications for other admission authority schools will be passed on noting they were received late. It is up to that admission authority to decide how they wish to proceed with the application;
 - the offer of a place will be decided as described in section 1.42 to 1.48;
 - where possible applicants will be notified on the usual offer date.
- 1.66 For applications received after the offer date but before the start of the school year:
- applications will be considered as they are received; and

- the offer of a place will be decided as described in section 1.42 to 1.48
- applicants will be notified as soon as possible.

- 1.67 The LA will only process applications received after the closing date as on time applications if there is a good reason for late submission. Reasons for late submission should be submitted to the local authority in writing. The local authority (or the relevant admission authority) will consider these reasons and where deemed acceptable will process the application as though it were received on time. If not deemed acceptable the local authority will continue to process the application as a late application. A valid late application will include situations where children move into Salford after the closing date but before offers of places are made. Parents should note that it may not be possible to accept late applications as on time after 20 November 2017 (for secondary applicants) and 2 February 2018 (for primary applicants). This is the date when application information is exchanged with other admissions authorities.
- 1.68 Where parents of Salford children fail to submit a form indicating any preference, a place will be allocated at the nearest school to the home address which has a place. Where places are available at voluntary aided faith schools, these will first be allocated to children of the faith.

Waiting lists

- 1.69 Salford Local Authority will operate a waiting list for Salford community and voluntary controlled schools which are oversubscribed until 31 December 2018 for applicants whose initial request for nursery, reception and secondary places have been unsuccessful. Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.
- 1.70 Children who come under the Fair Access Protocol will take precedence over those on the waiting list.
- 1.71 Salford Local Authority will also liaise with the voluntary aided schools, foundation schools and academies which are oversubscribed who will operate their own waiting lists until 31 December 2018 for applicants whose initial request has been unsuccessful. Should any places become available the Local Authority will contact the school concerned and the place will be allocated in accordance with the published admission criteria for that school.
- 1.72 Length of time on the waiting list will not be seen as a relevant factor.

Applications outside the normal year of entry

- 1.73 Parents/carers may occasionally apply for their child to be admitted outside their normal age group (i.e. to the year above if the child is gifted or talented or to a lower year if the child has special educational needs or has experienced problems or is a summer born child starting school for the first time).
- 1.74 The Local Authority, as admission authority for community and voluntary controlled schools, or the governing body, as admissions authority for voluntary aided, foundation schools, academies and the UTC, will consider these applications individually.
- 1.75 The decision will be taken by the admission authority after discussion with the Head teacher and other relevant professionals, such as an Educational Psychologist. The decision will consider the circumstances of each case and

will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2014).

- 1.76 Full details of the process for such applications are available in the local authority's guidance on educating children outside of chronological age group available at www.salford.gov.uk/outofage

Children from Overseas

- 1.77 Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode through production of their Application Registration Card (ARC).
- 1.78 Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are resident in the UK. Proof of residency such as an endorsed passport or entry visa will be required with the application. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

Children from Service families

- 1.79 Applications for children of service personnel with a confirmed posting or crown servants returning from overseas will be considered in advance of the family moving into the area if necessary. Where possible, an application must be included in the normal admission round.
- 1.80 An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
- 1.81 Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

2 Part 2: In-year Admissions

- 2.1 Following the publication of the School Admissions Code (2012), the requirement to co-ordinate in-year admissions was removed from Local Authorities.
- 2.2 Following the admissions consultation in 2013, it was decided that the local authority would continue to process in-year applications for schools within its border so as to retain control over the movement of pupils and safeguard the children within its care.

- 2.3 Salford residents wishing to apply for an in-year move to a school in another local authority should contact that local authority or the school concerned directly.
- 2.4 Any resident wishing to apply for an in-year move to any Salford school should apply to Salford Local Authority directly.
- 2.5 The local authority will process in-year applications in line with the policies and processes, but not timescales, defined earlier in Part 1 of this scheme. The local authority will aim to process all in-year applications within 20 school days. No waiting lists will be held for in-year admissions. Parents will need to re-apply for a place if it is their continued wish for their child to be educated at their preferred school.
- 2.6 Some applications that prove complex may take longer than the 20 days to process as necessary information is collated. Applications that cannot be placed or resolved will be referred to the In-Year Fair Access Panel.
- 2.7 Where a child cannot be offered a place at a preferred school they will be given the right of appeal. Only one appeal per academic year can be heard unless there has been a significant change in circumstances.
- 2.8 Where a child cannot be offered a place in a preferred school the local authority will endeavour to offer a place at the next nearest school with a vacancy.
- 2.9 The offer of a place in-year will only be held for 4 weeks. If the child has not started, or is unable to start, at the school within this time then the place will be relinquished and a new application will need to be made.

In Year Fair Access Protocol

- 2.10 The protocol will be initiated for children within categories listed in the policy where a school place cannot be found or where a school refers a case for consideration under the protocol. A full copy of the protocol can be found on the local authority's website.
- 2.11 The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under the in-year admission arrangements.
- 2.12 Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.
- 2.13 In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the Fair Access Protocol.
- 2.14 This provision will not apply to a looked after child, a previously looked after child or a child with an Education Health and Care Plan naming the school in

question, as these children must be admitted.

- 2.15 All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- 2.16 In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Part Three: Timetable for co-ordinated admissions to Salford Local Authority maintained primary schools for admission in the academic year 2018-2019

Closing date for applications	15 January 2018
Salford Local Authority sends applications to other Local Authorities	2 February 2018
Salford Local Authority sends applications to voluntary aided schools, foundation schools and academies	2 February 2018
LA receives responses from aided schools	2 March 2018
Salford Local Authority will inform other Local Authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.	31 March 2018
Offer letter sent to parents / carers	16 April 2018
Parents/carers to notify schools of acceptance of offer	3 May 2018
Deadline for lodging an appeal	18 May 2018
Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.	

Part Four: Timetable for co-ordinated admissions for Salford Local Authority maintained secondary schools and year 10 intakes for admission in the academic year 2018-2019

Distribution of information to parents / carers of year 6 pupils	Beginning of Autumn Term 2017
Closing date for preference forms for year 7 applications	31 October 2017
Local authority sends applications for schools in other Local Authorities to those Local Authorities	20 November 2017
Local authority sends applications to voluntary aided, foundation schools and academies	20 November 2017
Responses from voluntary aided schools and academies	19 December 2017
Local authority to notify other local authorities of 1st cycle places to be offered	12 January 2018
Home local authority sorts results of 1 st cycle and sends results to other local authorities	19 January 2018
Local authority sorts results and notifies other local authorities of 2 nd cycle offers	26 January 2018
Home local authority sorts results of 2 nd cycle	2 February 2018
Schools informed by own local authority of final results. Offers to parents/carers by local authority	1 March 2018
Parents/carers to notify local authority of acceptance of offer	16 March 2018
Deadline for lodging appeals	3 April 2018
<p>Appeals Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.</p>	

Appendix 4: details of school admission authorities

The local authority is the admission authority for the following schools:

Barton Moss Primary School	North Walkden Primary School
Beech Street Primary School	Peel Hall Primary School
Boothstown Methodist Primary School	Primrose Hill Primary School
Brentnall Primary School	River View Primary School
Bridgewater Primary School	St Andrews CE Primary School, Eccles
Cadishead Primary School	St Andrews (Boothstown) CE Primary School
Clarendon Road Primary School	St Andrews Methodist Primary School
Clifton Primary School	St Georges CE Primary School
The Deans Primary School	St Johns CE Primary School
Ellenbrook Primary School	St Lukes CE Primary School
Fiddlers Lane Primary School	St Marys CE Primary School
The Friars Primary School	St Pauls CE Primary School (Kersal)
Grosvenor Road Primary School	St Pauls CE Primary School (Heathside Grove)
Hilton Lane Primary School	St Pauls Peel CE Primary School
Irlam Primary School	Summerville Primary School
Irlam Endowed Primary School	Wardley CE Primary School
James Brindley Primary School	Westwood Park Primary School
Lark Hill Primary School	Wharton Primary School
Lewis Street Primary School	Willow Tree Primary School
Light Oaks Infant Primary School	
Light Oaks Junior Primary School	
Lower Kersal Primary School	
Mesne Lea Primary School	
Monton Green Primary School	Ellesmere Park High School
Moorfield Primary School	Harrop Fold High School
Moorside Primary School	Moorside High School
Mossfield Primary School	Walkden High School

The governing body or academy trust is the admission authority for the following voluntary aided schools and academies:

Broadoak Primary School
Broughton Jewish Cassell Fox Primary School
Christ Church CE Primary School
Christ the King RC Primary School
Dukesgate Academy
Godfrey Ermen Memorial CE Primary School
Holy Cross and All Saints RC Primary School
Holy Family RC Primary School
Marlborough Road Academy
St Augustines CE Primary School
St Boniface RC Primary School
St Charles RC Primary School
St Edmunds RC Primary School
St Gilberts RC Primary School
St Josephs RC Primary School, Ordsall
St Joseph the Worker RC Primary School
St Lukes RC Primary School
St Marks CE Primary School
St Marks RC Primary School
St Marys RC Primary School, Eccles
St Marys RC Primary School, Swinton
St Pauls CE Primary School, Crompton Street
St Pauls CE Primary School, Cross Lane
St Peters CE Primary School
The Cathedral School of St Peter and St John RC
St Philips CE Primary School
St Philips RC Primary School
St Sebastians RC Primary School
St Teresas RC Primary School
St Thomas of Canterbury RC Primary School

All Hallows RC High School
Beis Yaakov Jewish High School for girls
Buile Hill High School
Irlam and Cadishead College
Oasis Academy:MediaCityUK
Salford City Academy
St Ambrose Barlow RC High School
St Patricks RC High School
The Swinton High School Academy Trust
UTC@MediaCityUK

