

**Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools, academies (including free schools, studio schools and university technical colleges) for 2017/18**

The schemes of coordination are set out below in accordance with the Schools Standards and Framework Act 1998 (SSFA), as amended.

**Definitions used in the schemes:**

- “the LA” -Hertfordshire County Council acting in its capacity as local authority;
- “the LA area” - the area in respect of which the LA is the local authority;
- “home LA” - the LA in which the applicant is resident;
- “maintaining LA” -the LA where the school is located;
- “primary education” – as outlined in section 2(1) of the Education Act 1996;
- “primary school” – as outlined in section 5(1) of the Education Act 1996;
- “secondary education” - as outlined in section 2(2) of the Education Act 1996;
- “secondary school” - as outlined in section 5(2) of the Education Act 1996;
- “school” - a community, foundation, or voluntary school (but not a special school”) which is maintained by the LA;
- “VA school” - a schools that is voluntary aided;
- “Foundation school” - a school that has foundation status;
- “Academy” - a school that has Academy status. Academies are state funded, non fee paying schools set up under a Funding Agreement between the Secretary of State and an Academy Trust. In line with paragraph 4, footnote 3 of the School Admissions Code 2014, academies include free schools, studio schools and university technical colleges;
- “admission authority” - for any school which is community or voluntary controlled, the LA and, in respect of any school which is foundation, voluntary aided school or Academy, the governing body or academy trust of that school;
- “the equal preference system” – the application system required by the School Admissions Code which requires preferences listed by parents/carers on the common application form to be considered equally in accordance with a school’s over subscription criteria without reference to ranking. Where a pupil could be offered a place at more than one school, rankings are used to determine a single offer by selecting the highest ranked school on the common application form where a place could be offered;
- “the academic year” - the period commencing with 1 September and ending with the next 31 August;
- “admission arrangements for the specified year” - the arrangements for a particular school or

schools which govern the procedures and decision making for the purposes of admitting pupils to the school(s) during the specified year;

- “application form” - the application form supplied by the home LA electronically or on paper;
- “In Year application” - any application for a school place that is received after completion of the normal admission round, or in subsequent years. (The “normal admissions round” ends on 31 August in the year of allocation and for the purposes of this scheme includes late applications made for the relevant process year groups);
- “late application - any application for a school place that is received in the normal admissions round but later than the deadline date stated for receipt of ontime applications stipulated in the scheme;
- School Admissions Code - refers to the Code published on 19 December 2014.

The governing body or trust of each of the voluntary aided, foundation school and academy (including free schools, studio schools and university technical colleges) will include in its admission arrangements for the specified year the provisions set out in the Schedules 1-3.

Foundation, voluntary aided schools and academies are their own admitting authority and will apply their own admissions criteria to all applications. They will be responsible for organising and presenting admission appeals unless the governing body buys into HCC’s appeals service.

## **Schedule 1: Primary coordination**

### **The application form**

1. The primary application form (PAF) will be supplied by Hertfordshire County Council. Parent/carers will be able to apply online for a school place, at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions). A paper copy of the application form will be available on request, with the primary admissions booklet and school directories from the customer service centre.
2. The online application or paper form will be used for the purpose of admitting pupils at the normal point of entry into primary education. When an application is received, it is treated as representing the preference(s) from the parent/carer with parental responsibility. Only one application per child will be accepted. If both an online application and paper application are received for the same child, only the online application will be processed.
3. Applicants will be able to express a preference for four maintained first, infant, primary, middle or junior schools or academies within or outside Hertfordshire.
4. The application will invite the parent/carer to:
  - (a) apply for a place at their preferred schools or academies by completing the form and by naming four schools;
  - (b) rank their preferred schools in the order in which they desire their child to be offered a place;
  - (c) give reasons for each preference.
5. The online application system and paper form will also specify the statutory closing date and, for paper forms, the location to where it must be returned.
6. The LA will make appropriate arrangements to ensure:
  - (a) that an online application form is available via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
  - (b) that a paper application form is available on request from the LA; and
  - (c) there is a written explanation of the key features of the coordinated admissions scheme and where further explanation about the scheme can be obtained.
7. The LA will take reasonable steps to ensure that all parents/carers of children of the appropriate age and resident in Hertfordshire receive details of how to apply and understand the process.
8. All preferences expressed on the Hertfordshire PAF (in electronic or paper formats) are valid applications (with the exception referring to duplicate applications as outlined above). The form must be returned to the LA. Where an application for a Hertfordshire school is made by an out county resident on their home LA's form, this will also be considered to be a valid application.
9. Hertfordshire will only accept a maximum of four preferences for Hertfordshire schools and academies from residents of other boroughs regardless of the number of preferences allowed by the home authority. Hertfordshire residents must use the Hertfordshire online or paper

application form and return it to Hertfordshire County Council whether their application is for Hertfordshire schools/academies or schools/academies in other LAs.

### **Supplementary Information Forms (SIFs)**

10. The admission authorities within Hertfordshire will not use supplementary information forms (SIFs) except where the information available through the primary application form is insufficient for consideration of the application against the school's published oversubscription criteria. Where supplementary information forms are used by admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code.
11. Where supplementary information forms are used by admission authorities in this LA, they will be available on the LA website as well as the school website. SIFs will advise parents that they must also complete their home LA's application form. Hertfordshire's admission website and school directories will indicate which schools in Hertfordshire require supplementary information forms to be completed and where they can be obtained.
12. When a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's application form, in accordance with paragraph 2.1 of the School Admissions Code. Supplementary information forms should be returned direct to the school concerned. Any received by the LA will be date stamped and passed on to the school. In addition:
  - (a) the SIF must not request any information about the preference order for the school or ask for details of any other school the parent/carer may also have stated a preference for on the main application form;
  - (b) a parent/carer cannot be required to collect a SIF in person;
  - (c) the information requested on the SIF must not infringe any statutory right of the parent/carer or child;
  - (d) the SIF must comply with the School Admissions Code and must not ask for any information prohibited by paragraph 1.9 of the Code.
13. In accordance with paragraph 2.4 of the Code, the SIF must not ask for:
  - (a) any personal details about parents or families, such as maiden names, criminal convictions or marital, (including marriage certificates) or financial status;
  - (b) the first language of parents or the child;
  - (c) details about parents' or children's disabilities, special educational needs or medical conditions;
  - (d) parents to agree to support the ethos of the school in a practical way;
  - (e) both parents to sign the form, or for the child to complete the form.

Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.

14. When a voluntary aided, foundation school or academy has failed to obtain a SIF but there is a PAF, the application must proceed because an application has been made. Paragraph 4.3 of Section 86(2) of the School Standards and Framework Act 1998 requires the local authority and the governing body of a maintained school to comply with parental preference. Conversely, in circumstance where a SIF has been received by a voluntary aided, foundation school or academy, the admission authority must be proactive in ensuring that there is a PAF for that application, in order that the application can be considered. PAFs received after the closing date will be late. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the LA application form and therefore may be given lower priority in the school's admission arrangements.
15. The school's admission arrangements must be such as to enable relevant decisions to be made in line with the time table of this scheme.

#### **Inter-LA co-ordination**

16. Hertfordshire will manage allocations in line with the PAN London Coordinated Admissions System (this comprises of thirty nine local authorities in and adjacent to London). Application data relating to applications to schools in other LAs will be forwarded via S2S (S2S is a website designed to transfer data between LAs and schools securely).
17. Information will be exchanged via S2S or the PAN London Register (PLR) in order that each child receives the highest ranked school place possible. As far as reasonably practicable, all offers of primary school places (in reception classes or at junior and middle schools) will be made on 16 April (or the first working day after 16 April). Allocations will be available online during the afternoon or evening of 16 April for those who made online applications. Allocation letters will be sent on 16 April to those making paper applications.

#### **Processing of application forms**

18. Completed application forms, either online or paper, should be submitted to the home LA by the statutory closing date, 15 January. Completed application forms received after the closing date will be considered after all ontime applications. Late applications submitted with supporting evidence will be considered by a panel of officers and may be agreed as "ontime" if received before the published "late" date.
19. This LA will process a maximum of four school preferences from parents/carers whose permanent home address is within this LA, and a maximum of four preferences on applications received from parents/carers resident outside this LA who have expressed a preference for maintained schools or academies within this LA. All completed application forms will be treated as a confidential communication. Voluntary aided, foundation schools and academies will be provided with relevant details of those pupils for whom they are a preference. Ranking information will remain confidential until after allocation day.

#### **Determining offers in response to the application form**

20. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form.
21. Where a foundation or voluntary aided school or academy is listed on the primary application form (as one of a maximum of four preferences for Hertfordshire schools) the LA will forward the appropriate details to the governing body or academy trust (via SEAM – schools electronic admissions module). The admission authority for each school will provide the LA with a list of

all pupils (via SEAM), indicating the order in which places should be allocated under each oversubscription criterion and will include only pupils for whom the home LA received a PAF stating a preference for that school. The LA will undertake the ranking process on behalf of the governing body of any foundation or voluntary aided school or academy as requested. Allocation information will be provided to the LA by the specified date.

22. In any instance where a school or an academy in another LA is listed on the Hertfordshire PAF, details will be forwarded to that LA (via the PLR or S2S or alternative secure electronic transfer).
23. No decision by an admission authority on any preference received for the school or academy shall pay any regard to the ranking order expressed by the parent/carer.
24. During the allocation process, the LA will match the provisional allocations against each parent's/carer's ranking order and proceed as follows:
  - i. When a parent/carer can be offered a place at the school or academy ranked first – the allocation will become firm. The LA will withdraw any potential offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from a school's continuing interest list (as appropriate).
  - ii. When a parent/carer has not been provisionally allocated a place at the school or academy ranked first, but has been provisionally allocated a place at the school or academy ranked second – the LA will hold the provisional allocation at the second rank school/academy for that parent/carer, pending further iteration rounds, and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools/academies or remove the parent's/carer's preference from the continuing interest list (as appropriate).
  - iii. When a parent/carer has not been provisionally allocated a place at the school ranked first or second, but has been provisionally allocated a place at the school ranked third – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from the school's continuing interest list (as appropriate).
  - iv. When a parent/carer has not been provisionally allocated a place at the school ranked first, second or third, but has been provisionally allocated a place at the school/academy ranked fourth – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds.
25. When a provisional allocation is released, the LA will provisionally allocate the place to the next ranked applicant in accordance with the oversubscription criteria for that school/academy. These processes will be repeated until the LA is unable to release any further provisional allocations and the process has reached a steady state. All allocations then in existence will become firm allocations of a place at the school/academy concerned and parents/carers will be offered those places accordingly. All parents/carers with unsatisfied higher preferences will be treated as having been refused a place by the admission authority for that school.

#### **Late applications**

26. After ontime applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether ontime or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

## **Children who have not been allocated a ranked school place in the iterative processes**

27. The LA will match:

- (a) those children of parents/carers resident in the LA area that require a place in the specified year group but have not received an allocation through the iterative process; against
- (b) those schools that, on the basis of their PAN (or agreed intake number if higher than the PAN), have places remaining unfilled after the iterative process.

28. The LA will usually allocate “non-ranked” pupils to their nearest suitable community or voluntary controlled school with available places. Schools may be inside or outside Hertfordshire. Places may be allocated at voluntary aided, foundation schools or academies in liaison and agreement with those schools/LAs, regardless of the ethos of the school(s) concerned.

29. If it is not possible to allocate all Hertfordshire children a school place on allocation day, additional places will be made available through the continuing interest process.

### **Notification to parents/carers**

30. This LA will communicate to all parents/carers resident within the LA who made an application notifying them of an offer of a place, either within the home LA or in another LA, giving reasons (for schools within the home LA) why higher preferences could not be offered. Allocation information will be provided electronically (by email and/or via the online application system) for all online applicants. Allocation letters will only be sent to parents submitting a paper application form.

31. When a parent/carer is not offered a place at their first ranked school they will be offered:

- (a) Information about their right of appeal against any refusal of a place;
- (b) Information about the continuing interest process;
- (c) Information about their child’s application and school allocation.

32. In addition, for parents/carers receiving a non ranked school, a list of other Hertfordshire schools with places available in the relevant year group will also be provided.

33. For parents who made an online application, this information will be available online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) Parents who made a paper application will receive a hard copy of this information with their allocation letter.

### **Co-ordination after 16<sup>th</sup> April**

34. The School Admissions Code (page 37 “The Admissions Timeline”) clarifies that parents must continue to apply to their home local authority for “late” applications for the normal admissions round (i.e. between 16 April and 31 August for reception places and junior/middle transfer). This will ensure that places which become available are re-allocated effectively and duplicate offers are avoided.

35. By 2 May Hertfordshire County Council (HCC) will request that parents resident in Hertfordshire accept or decline the offer of a place. Any information relating to the acceptance or the decline

of places will be forwarded to the relevant maintaining LA. Where such information is received from parents between 2 May and 31 August HCC will pass it to the maintaining LA as it is received.

36. After places have been offered, HCC will maintain CI lists for all community and voluntary controlled schools. Voluntary aided, foundation schools and academies will maintain their own lists unless HCC has agreed to manage CI on the school's behalf. A child's position on a CI list will be determined by the admission criteria for the school concerned. All children with an unsatisfied higher preference will automatically be placed on CI.
37. Cooperation between admission authorities will ensure that each child is offered only one school and that school is the highest preference that can be offered.
38. Children wishing to remain on CI after the end of the summer term must make an In Year application to confirm their 'continued interest' in a place at the relevant school(s).

#### **In Year applications**

39. Applications made to a first, infant, primary, junior and middle school for a place other than at the normal time of entry for that school will be processed through the primary In Year admissions procedure (Schedule 3).

## **Schedule 2: Secondary and Upper Coordination (including Studio Schools and University Technical Colleges)**

### **The application form**

1. The secondary application form (or CAF – Common Application Form) will be supplied by Hertfordshire County Council. Parent/carers will be able to apply online for a school place at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) A paper copy of the application form will be available on request with the “Moving On” booklet and school directories from the customer service centre.
2. The online application or paper form will be used for the purpose of admitting pupils into the first year of secondary or upper education in the specified year, or for studio schools and university technical colleges (UTCs) into year 10. When an application is received it is treated as representing the preference(s) from the parent/carer with parental responsibility. Only one application per child will be accepted. If both an online application and paper application are received for the same child, only the online application will be processed.
3. Applicants will be able to express a preference for four maintained secondary or upper schools or academies, studio schools or UTCs within or outside Hertfordshire.
4. The application will invite the parent/carer to:
  - (a) apply for a place at their preferred schools or academies by completing the form in order of preference and naming four schools;
  - (b) rank their preferred schools in the order in which they desire their child to be offered a place;
  - (c) give reasons for each preference.
5. The online application system and paper form will also specify the statutory closing date and, for paper forms, the location to which it must be returned.
6. The LA will make appropriate arrangements to ensure that:
  - (a) an online application form is available via [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)
  - (b) a paper application form is available on request from the customer service centre; and
  - (c) there is a written explanation available of the key features of the coordinated admissions scheme.
7. The LA will take reasonable steps to ensure that the parent/carers of children resident in the Hertfordshire LA area of the appropriate age receive details of how to apply and understand the process. This LA will advise home LAs of their resident pupils on roll in Hertfordshire’s maintained primary schools that are eligible to transfer to secondary school in the forthcoming year.
8. All preferences expressed on the Hertfordshire application form (in electronic or paper formats) are valid applications (with the exception referring to duplicate applications as outlined above). Hertfordshire residents must use the Hertfordshire form and return it to HCC whether their application is for Hertfordshire schools/academies or schools/academies in other LAs.

9. Where an application for a Hertfordshire school is made by an out county resident on their home LA's form, this will also be considered to be a valid application. Hertfordshire will only accept a maximum of four preferences for Hertfordshire schools and academies from residents of other boroughs regardless of the number of preferences allowed by the home authority.

### **Supplementary Information Forms (SIFs)**

10. The admission authorities within this LA will not use supplementary information forms (SIFs) except where the information available through Hertfordshire's secondary transfer application form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by admission authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code.
11. Where supplementary information forms are used by admission authorities in this LA, they will be available on [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) as well as the school website. SIFs will advise parents that they must also complete their home LA's application form. Hertfordshire's admissions website and school directories will indicate which schools in Hertfordshire require supplementary information forms to be completed and where they can be obtained.
12. When a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's application form, in accordance with paragraph 2.1 of the School Admissions Code. Supplementary information forms should be returned direct to the school concerned. SIFs received by the LA will be date stamped and passed on to the school. In addition:
  - (a) the SIF must not request any information about preference order or ask for details of any other school the parent/carer may have stated as a preference on the main application form;
  - (b) a parent/carer cannot be required to collect a SIF in person;
  - (c) information requested on the SIF must not infringe any statutory right of the parent/carer or child;
  - (d) the SIF must comply with the School Admissions Code and must not ask for any information prohibited by paragraph 1.9 of the Code.
13. In accordance with paragraph 2.4 of the Code, the SIF must not ask for:
  - (a) any personal details about parents or families, such as maiden names, criminal convictions or marital, (including marriage certificates) or financial status;
  - (b) the first language of parents or the child;
  - (c) details about parents' or children's disabilities, special educational needs or medical conditions;
  - (d) parents to agree to support the ethos of the school in a practical way;
  - (e) both parents to sign the form, or for the child to complete the form.

Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.

14. When a voluntary aided, foundation school or academy has failed to obtain a SIF but there is an LA application form the application must proceed because an application has been made. Paragraph 4.3 of Section 86(2) of the School Standards and Framework Act 1998 requires the local authority and the governing body of a maintained school to comply with parental preference. Conversely, in circumstances where a SIF has been received by a voluntary aided, foundation school or academy, the admission authority must be proactive in ensuring that there is a HCC application, in order for the preference to be considered. Applications received after the closing date will be late. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the LA application form and therefore may be given lower priority in the school's admission arrangements.
15. The school's admission arrangements must be such as to enable relevant decisions to be made in line with the time table of this scheme.

#### **Inter LA coordination**

16. The LA will manage allocations in line with the PAN London Coordinated Admissions System (this comprises of thirty nine local authorities in and adjacent to London). Application data relating to applications to schools in other English LAs will be forwarded via S2S (S2S is a website designed to transfer data between LAs and schools securely).
17. Information will be exchanged by LAs via S2S or the PAN London Register in order that each child receives the highest ranked school place possible.
18. As far as reasonably practicable, all offers of a secondary/upper/studio and UTC places will be made on 1 March (or the first working day after 1 March). Allocations will be available online during the late afternoon or evening of 1 March for those who made online applications and allocation letters will be sent on 1 March to those who made paper applications.

#### **Boarding places**

19. Schools with boarding places must determine a set of admission arrangements which include both day and boarding places. Schools with boarding places need to provide the LA, as the coordinating authority, with allocations for boarding places in addition to those for the day places.

#### **Processing of application forms**

20. Completed application forms, either online or paper, should be submitted to the home LA by the statutory closing date. Completed application forms received after the closing date will be considered after all ontime applications. Late applications submitted with supporting evidence will be considered by a panel of officers and may be agreed as "ontime" if received before the published "late" date.
21. The LA will process a maximum of four preferences from parents/carers whose permanent home address is within this LA, and a maximum of four preferences on applications from parents/carers resident outside this LA who have expressed a preference for maintained schools or academies within this LA. All completed application forms will be treated as a confidential communication. Voluntary aided, foundation schools and academies will be provided with a list of relevant details of those pupils for whom the school has been named as a

preference. Ranking information will remain confidential until after allocation day.

### **Determining offers in response to the application form**

22. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form.
23. Where a foundation, voluntary aided school or academy is listed on the secondary application form (as one of a maximum of four preferences for Hertfordshire schools), the LA share the appropriate details with the governing body or academy trust (via SEAM, the Schools Electronic Admissions Module). The admission authority for each school will provide the LA (again via SEAM) with a list of all pupils indicating the order in which places should be allocated under each criterion and will include only pupils for whom the home LA has received an application form stating a preference for that school. The LA will undertake the ranking process on behalf of the governing body of any foundation or voluntary aided school or academy as requested. Allocation information will be provided to the LA by the specified date.
24. In any instance where a school or an academy in another LA is listed on the Hertfordshire application form, details will be forwarded to that LA (via the PLR or S2S or alternative secure electronic transfer).
25. No decision by an admission authority on any preference received for the school or academy shall pay any regard to the ranking order expressed by the parent/carer.
26. During the allocation process, the LA will match the provisional allocations against each parent's/carer's ranking order and proceed as follows:
  - i. When a parent/carer can be offered a place at the school or academy ranked first – the allocation will become firm. The LA will withdraw any potential offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from a school's continuing interest list (as appropriate).
  - ii. When a parent/carer has not been provisionally allocated a place at the school or academy ranked first, but has been provisionally allocated a place at the school or academy ranked second – the LA will hold the provisional allocation at the second rank school/academy for that parent/carer, pending further iteration rounds, and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools/academies or remove the parent's/carer's preference from the continuing interest list (as appropriate).
  - iii. When a parent/carer has not been provisionally allocated a place at the school ranked first or second, but has been provisionally allocated a place at the school ranked third – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from the school's continuing interest list (as appropriate).
  - iv. When a parent/carer has not been provisionally allocated a place at the school ranked first, second or third, but has been provisionally allocated a place at the school/academy ranked fourth – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds.
27. When a provisional allocation is released, the LA will provisionally allocate the place to the next ranked applicant in accordance with the oversubscription criteria for that school/academy.

These processes will be repeated until the LA is unable to release any further provisional allocations and the process has reached a steady state.

28. All allocations then in existence will become firm allocations of a place at the school or academy concerned and parents/carers will be offered those places accordingly. All parents/carers with unsatisfied higher preferences will be treated as having been refused a place by the admission authority for that school or academy.

#### **Late applications**

29. After ontime applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether ontime or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

#### **Children not allocated a ranked school in the iterative process**

30. The LA will match:
  - (a) children of parents/carers resident in this LA area that require a school place in the specified year but have not received an offer of a place through the iterative process, against
  - (b) schools that, on the basis of their PAN (or agreed intake number if higher than the PAN), have places remaining unfilled after the iterative process.
31. The LA will usually allocate “non-ranked” pupils to their nearest suitable community or voluntary controlled school with available places. Schools may be inside or outside Hertfordshire. Places may be allocated at voluntary aided, foundation schools or academies in liaison and agreement with those schools/LAs, regardless of the ethos of the school(s) concerned.
32. If it is not possible to allocate all Hertfordshire children a school place on allocation day, additional places will be made available through the continuing interest process.

#### **Notification to parents/carers**

33. The LA will communicate to all parents/carers resident within the home authority who made an application notifying them of an offer of a place, either within the home LA or in another LA, and for schools in the LA, giving reasons why higher preferences were not offered. Allocation information will be provided electronically (be email and/or via the online application system) for all online applicants. Allocation letters will only be sent to parents who submitted a paper application form.
34. When a parent is not offered a place at their first ranked school or academy they will be offered:
  - (a) Information about their right of appeal against a refusal of a place;
  - (b) Information about the continuing interest process;
  - (c) Information about their individual child’s applications and school allocation.

35. In addition, for parents offered a non-ranked school, a list of Hertfordshire schools with places available in the relevant year group will be also provided.
36. For online applicants this information will be available online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions) Parents who made a paper application will receive a hard copy of this information with their allocation letter.

#### **Co-ordination after 1st March**

37. The School Admissions Code 2014 (page 37 “The Admissions Timeline”) clarifies that parents must continue to apply to their home local authority for “late” applications for the normal admissions round, i.e. between 1 March and 31 August in the allocation year. This will ensure that places which become available are reallocated effectively and duplicate offers are avoided.
38. By 15 March Hertfordshire County Council (HCC) will request that parents resident in Hertfordshire accept or decline the offer of a place. Any information relating to the acceptance or the decline of places will be forwarded to the relevant maintaining LA. Where such information is received from parents between 16 March and 31 August HCC will pass it to the maintaining LA as it is received.
39. After places have been offered, HCC will maintain CI lists for all community and voluntary controlled schools. Voluntary aided, foundation schools and academies will maintain their own lists unless HCC has agreed to manage CI on the school’s behalf. A child’s position on a CI list will be determined by the admission criteria for the school concerned. All children with an unsatisfied higher preference will automatically be placed on CI.
40. Cooperation between admission authorities will ensure that each child is offered only one school and that school is the highest preference that can be offered.
41. Children wishing to remain on CI after the end of the summer term must make an In Year application to confirm their ‘continued interest’ in a place at the relevant school(s).

#### **In Year applications**

42. Applications made to a secondary or upper school or academy, studio school or UTC for a place other than at the normal time of entry to that school will be processed through the secondary In Year admissions procedure (Schedule 3).

### **Schedule 3: In Year coordination for community and voluntary controlled schools**

Coordination allows the LA to ensure that:

- parents seeking school places in Hertfordshire can access clear, simple and consistent information and advice on the In Year application process
- parents can obtain a school place quickly and easily
- vulnerable families are supported and are not disadvantaged in the application process, and
- children without school places are identified quickly and school places offered.

Own admitting authority schools and academies may “opt in” to the scheme of In Year coordination administered by the county council, which will include the following:

- Receiving and responding to all In Year applications in writing (we aim to respond within 10 school days but turn around may be longer in busy periods, particularly during the summer break and at the beginning of the academic year).
- Answering queries (phone, email and in writing) about the application and timescale for response.
- Ensuring (within the scheme) duplicate allocations are not made.
- Following up duplicate allocations made by schools operating outside the scheme.
- Ensuring parents are informed in writing of their right to appeal when a place is not available.

In addition for schools whose admission arrangements are administered by HCC (schools/academies that have the same or similar rules to HCC):

- Ranking applications in accordance with the school’s oversubscription criteria (if required).
- Answering queries (phone, email & in writing) about the school’s admission arrangements and allocations. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Maintaining the school’s CI list and allocating places when available.

The cost\* of In Year coordination for academies for 2017/18 will be:

- £350 for first, infant, junior, primary and middle schools.
- £700 for secondary, upper, studio schools and UTCs.

\*These costs may increase prior to the start of the 2017/18 academic year but all academies will be informed prior to the start of that year.

Own admitting authority schools and academies must:

- provide information on the availability of places in each year group at the school or academy to allow the LA to provide parents with accurate vacancy information (mandatory requirement). Vacancy information is provided on SEAM which must be updated weekly, or whenever a child

starts/leaves the school. Schools without access to SEAM and/or not part of In Year coordination must provide this information via secure email.

- accept applications on the LA application form (it is a mandatory requirement for LAs to provide an In Year application form).
- notify the LA of the outcome of every application received (mandatory requirement) and its outcome. This will allow the LA to ensure that duplicate offers are prevented and children without a school place are identified quickly. Non-coordinating schools may submit application details to the LA via SEAM or secure email. Applications made direct to non-coordinating schools will be added to SEAM as soon as the LA is notified.
- inform parents in writing of their right of appeal (mandatory requirement).

### Application

1. There will be a single common In Year application form for In Year applications to community and voluntary controlled schools. An online form will be available at [www.hertsdirect.org/inyear](http://www.hertsdirect.org/inyear). A paper form will be available upon request from the Customer Service Centre. Notes of guidance explaining the operation of the coordinated scheme and advice on making an application will be available with the form. The In Year application form will be the only acceptable form of application for schools and academies taking part in Hertfordshire's scheme of In Year coordination.
2. The application form will allow parents, inside and outside Hertfordshire to express a preference for up to four Hertfordshire schools in ranked order. In the event of parents applying for more than one school, the ranked order of parental preferences will remain confidential to the LA prior to allocation, but may be made available at appeal.
3. A separate individual application form will be available at [www.hertsdirect.org/inyear](http://www.hertsdirect.org/inyear) for applications to schools operating outside the coordinated scheme. Schools operating outside HCC's scheme must accept applications on the LA form (and/or via SEAM) but may also use the school's existing supplementary information form (SIF). If a school receives an application on the LA form (and/or via SEAM) but needs additional information to fully assess the application, the parent should be asked to complete the school's SIF.
4. Schools that ask parents to complete SIFs are identified in the In Year admissions school directories available at [www.hertsdirect.org/inyear](http://www.hertsdirect.org/inyear).
5. Families living overseas, but intending to move to Hertfordshire or back to an existing Hertfordshire address, may apply for a Hertfordshire school place on the Hertfordshire In Year form. However, the address used to process the application must be the address that the child is actually resident at, at the time of application. The Hertfordshire address will not be used until the LA/school has received proof that the child is resident at that address. The exception to this is for children of UK service personnel or crown servants. In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address in Hertfordshire, for consideration of the application against oversubscription criteria. If it is not possible to offer a preferred school a non-ranked allocation will only be offered to those with a permanent Hertfordshire address.
6. If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for

the purposes of admission until the child is resident at that address.

7. Hertfordshire parents wishing to apply for a place at a maintained school or academy in a different authority must use that authority's In Year application form.
8. HCC will liaise closely with other admission authorities regarding applications and allocations. If HCC receives an application for a school or academy that has not "opted in" to the county's In Year process that application will be forwarded direct to the school and the parent informed. That school or academy must then notify the LA of the outcome of the application and inform the parent of their statutory right of appeal.
9. All admission authorities will remain responsible for allocation decisions and ranking all children from whom applications have been received in order of priority on the continuing interest list. Own admitting authorities may request that HCC undertakes this administration on their behalf if the school/academy has adopted HCC's oversubscription criteria (or similar).
10. Where possible applications will be processed, and offers made, within 10 school days of receipt of the HCC In Year form. Schools operating outside HCC's scheme should inform parents of the outcome of their application, and the right of appeal in writing if the application is unsuccessful, to similar timescales.
11. Places at community and voluntary controlled schools, and other schools or academies operating within the scheme, will be offered by the LA, in accordance with a school's continuing interest list, as vacancies arise.
12. In the event of a parent applying for multiple schools where more than one school has a place available in the relevant year group, the LA will offer a place at the highest ranked school with a place available and advise the school by email that a place has been allocated.
13. If a place could be offered at a school within the scheme and a place has already been offered by a school outside the scheme (or vice versa) HCC officers will contact the family to ascertain which is the preferred school.
14. A place will be considered to be available (unless otherwise indicated) at a preferred school if the number on roll in the relevant year group does not meet or exceed the published admissions number (PAN).

### **Processing Applications**

15. The LA will coordinate applications to, and the offer of places for, residents inside and outside Hertfordshire, for all community and voluntary controlled schools and any voluntary aided, foundation schools or academies that have "opted in" to the scheme.
16. Upon receiving a completed application form, the LA will contact the relevant school(s) to confirm their current numbers on roll.
17. Following receipt of number on roll information, if the school(s) indicates that the number on roll in the relevant year group is lower than the published admissions number (PAN), the LA will consider a place available at that school, unless otherwise indicated.
18. In the case of multiple applications, the LA, using preference rankings will match the allocation of places against the applicant's ranking upon receipt of number on roll information. The following will then apply:

- *Where a parent's first preference can be met:*

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.

- *Where a parent's first preference cannot be met but the second preference can be met:*

A place will be allocated at the second preference school. The application for the first preference school will be formally refused and parents advised of the continuing interest process and their right of statutory appeal. The LA will not consider an application to a third or fourth preference school where one exists.

- *Where a parent's first and second preferences cannot be met but the third preference can be met:*

A place will be allocated at the third preference school. The application for the first and second preference schools will be formally refused and parents advised of the continuing interest process and their right of statutory appeal. The LA will not consider an application to a fourth preference school where one exists.

- *Where a parent's first, second and third preferences cannot be met but the fourth preference can be met:*

A place will be allocated at the fourth preference school. The application for the first, second and third preference schools will be formally refused and parents advised of the continuing interest process and their right of statutory appeal.

- *Where none of the parent's preferences can be met:*

The applications for all preferred schools will be formally refused and the child placed on any continuing interest list (if one exists) and the parent advised of their right of statutory appeal.

### **Allocation of Places**

19. The LA will write to all parents who have submitted an In Year application form, no later than five school days from the receipt of number on roll information from the relevant school(s).
20. In the case of more complex applications, it may not be possible to comply with the above timescales in all instances.
21. If an offer of a place is declined the LA will inform the school concerned.
22. If pupils cannot be offered a place at any of their preferred schools:
  - the LA will offer a place to Hertfordshire pupils at the nearest school (within the scheme) with a place available;
  - the LA may advise parents if places are available at schools or academies that are closer to the parents home than the school offered;
  - the LA will not offer a place at an alternative school to pupils already on roll at a Hertfordshire school (unless the child/family has moved house).

23. Children will only be entitled to transport if they are offered a place at the nearest school with an available place that is over statutory walking distance (regardless of whether or not the “nearest” schools is part of the coordinated In Year scheme and whether an application has been made).

#### **Applications to Middle Schools**

24. Middle schools in Hertfordshire (4 schools in Royston, Buntingford and Puckeridge) traditionally lose a number of children at the end of year 6 as some families seek places, at the time of secondary transfer, into the two-tier system. Once secondary transfer allocations are known (1 March in the transfer year) middle schools are well informed about the number of vacancies they will have from September as their existing pupils accept/reject the offered secondary school place. Middle schools, in liaison with HCC and in-line with the other requirements of this scheme, may allocate year 7 places from the start of the summer term (1 April) based upon the number of their existing year 6 pupils who have accepted secondary school places for September.

#### **Post Allocation**

25. Parents are expected to contact the LA to accept/decline the offered school place within a maximum of 10 school days. If the place is accepted the parents should then contact the school direct to discuss and agree starting arrangements.
26. Schools are expected to contact parents within 10 school days of the allocation to arrange a start date/induction meeting. Every effort must be made by the school to contact the parent. If the parent fails to respond, within 10 school days of the allocation, the place can be withdrawn and reallocated. Schools must confirm, via SEAM or secure email, the child’s on roll date within 20 school days of the allocation.
27. The child should be on roll at the school and attending within 20 school days of the allocation. Alternatively, the child may remain on the roll of their current school.

#### **Appeals**

28. In the event of a school or an academy refusing to allocate a place the LA (for community and voluntary controlled schools and on behalf of the governing bodies of own admission schools and authorities who have opted in to the scheme) will inform the parent/carer of their statutory right of appeal and the continuing interest process.
29. Any appeal lodged will be against the admission authority and not the LA, unless relating to a community or voluntary controlled school within Hertfordshire. The LA will provide the admission authority at that time with details of the preference expressed by parents.

#### **Continuing Interest Lists**

30. The LA will establish standard protocols for the maintenance of continuing interest lists that all schools will be expected to adhere to.
31. Continued Interest (waiting lists) for all community and voluntary controlled schools will be held and administered centrally by the Admissions Team for all year groups and will be ordered in accordance with the published admissions criteria for the respective school.
32. Continuing interest lists will close at the end of the summer term. Applicants who wish to

remain on CI for the next academic year must make a fresh application.