



**NORTH EAST LINCOLNSHIRE COUNCIL**  
**Communities**  
**Qualifying Co-ordinated Admissions Scheme for Secondary Schools**  
**in North East Lincolnshire**

**Applicable to admission arrangements for the academic year**  
**2023-2024**

This scheme aims, in so far as is practicable, to be compatible with the schemes for North Lincolnshire and Lincolnshire. North East Lincolnshire will co-ordinate arrangements with these two authorities. This means that the dates for transferring information will be compatible. It does not mean that the procedures and rules governing admissions and allocations are the same. These are described in each local authority's published information.

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# **Qualifying Coordinated Admissions Scheme for Secondary Schools In North East Lincolnshire**

## **Introduction**

- 1 This scheme is made under Section 89B and 89C of the School Standards and Framework Act 1998 and section 40 of the Education and Inspections Act 2006 and in accordance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 and 2008, and The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007.

## **The Scheme**

- 2 Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance with The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002 and 2008, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to secondary schools in the area (“the scheme”).
- 3 The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
- 4 The scheme shall apply to every secondary school in the local authority’s (LA) area, except special schools, and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 4.
- 5 The Director of Children Services is authorised to make minor amendments to this scheme in consultation with admission authorities affected in order to ensure the smooth implementation of the procedures described.

# SCHEDULE 1

## PART I - THE SCHEME

- 1 North East Lincolnshire Council will have an online application facility and a Common Application Form (CAF) available for all parents/carers of pupils who reside within North East Lincolnshire and whose child is due to transfer to secondary school.
- 2 The online application facility / CAF must be used as a means of expressing up to three preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by parents/carers resident within North East Lincolnshire wishing to express a preference for their child.
  - a) to be admitted to a school within the LA area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies).
  - b) to be admitted to a school located in another LA's area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies).
- 3 The CAF will –
  - a) invite the parent/carer to express up to three preferences including, where relevant, any schools outside the LA's area, in rank order of preference.
  - b) invite parents/carers to give their reasons for each preference.
  - c) together with the Authority's booklet, Applying for Secondary School – A Guide for Parents, explain that the parent/carer will receive no more than one offer of a school place and how that place will be allocated.
  - d) specify the closing date and where it must be returned to.
- 4 The LA will make appropriate arrangements to ensure:
  - a) that the CAF together with the booklet are available online and on request, to all parents/carers who reside within North East Lincolnshire.
  - b) that all relevant information explaining the co-ordinated admissions scheme is available on request, and wherever possible distributed through primary schools to all parents/carers who reside within North East Lincolnshire.

The LA has agreed with the other LAs concerned that it will make available its booklet and relevant information but not its CAF to parents/carers of children residing in other LAs.
- 5 All preferences expressed on the CAF are valid applications. The governing body of a voluntary aided, trust, foundation school or academy can require parents/carers, who have named their school as a preference on the CAF, to provide additional information and/or a supplementary form where it is required for the governing body to apply their oversubscription criteria to the application.
- 6 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the North East Lincolnshire CAF or, if resident in another area which has a common application form, their home area's common application form, and the school is nominated on it. Where supplementary forms are received directly by academies, voluntary aided, trust or foundation schools the school must inform the LA immediately so it can verify whether a CAF or neighbouring area's CAF has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. Under the requirements of the scheme, parents/carers will not be under any obligation to

complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

- 7 Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2.
- 8 Admission to Year 7 other than at the normal time - Children will normally be admitted into the year group relevant to the child's age and will start Year 7 in the school year they turn twelve. Where parent/carers wish to investigate the availability of starting their child at a different time, or in different circumstances, they are advised to contact the School Admissions team for advice at the earliest opportunity. The admission arrangements will detail how applications for admission outside the normal age group will be considered.
  - (a) Delayed admission to a different year group - Where parent/carers would like to investigate delaying their child's entry, so they do not start in the year group relevant to their child's age (the school year they turn twelve), but instead start at a later time, parent/carers should contact the admission authority at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information, usually by no later than 30 November 2022. The admission authority will then consider their request, if necessary, in conjunction with other schools, the local authority, and other professionals.
  - (b) Accelerated admission to a different year group - Where parent/carers would like to investigate accelerating their child's entry, so they do not start in the year group relevant to their child's age (the school year they turn twelve), but instead start at an earlier time, parent/carers should contact the admission authority at an early stage to discuss their intentions and what the best approach might be. Parent/carers deciding to formally request this should do so in writing to the admission authority, together with any supporting information, usually by no later than 30 November 2022. The admission authority will then consider their request, if necessary, in conjunction with other schools, the local authority, and other professionals.

## Processing of CAFs

- 9 Completed CAFs / online applications are to be submitted / returned to the LA by **31 October 2022**, so that the LA can keep track of parents/carers that do not complete a CAF. If a child resident in North East Lincolnshire attends a primary school outside North East Lincolnshire, they should also forward their CAF directly to North East Lincolnshire Council.

## Determining offers in response to the CAF

- 10 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
  - (a) it is acting in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent /carer has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 12 of this schedule.

11 **By 5 December 2022** the LA will have provided other LAs and admission authorities details of every preference from North East Lincolnshire residents for a place in a secondary school maintained by those admission authorities and have received from other LAs details of every preference from one of their residents for a place in a North East Lincolnshire secondary school. The LA will also have provided the admission authority of each secondary school with details of every preference that has been made for that school including, where required by the admission arrangements for the school in order to apply their oversubscription criteria and all relevant details received by this date.

**By 6 January 2023** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the LA to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.

13 **By 13 January 2023** the LA will match this ranked list against the ranked lists of all other secondary schools in North East Lincolnshire and:

- Where the child is eligible for a place at only one of the schools preferred on the CAF, that school will be provisionally allocated to the child.
- Where the child is eligible for a place at two or more of the schools preferred, they will be provisionally allocated a place at whichever of these is the highest ranked preference.

The LA will inform other LAs of the outcome of all parental preferences for places in North East Lincolnshire secondary schools from their residents together with reasons for any unsuccessful preferences.

14 **By 20 January 2023** the LA will, in light of information received from other LAs regarding preferences expressed for places in their secondary schools from North East Lincolnshire residents, again carry out the actions identified in paragraph 12 of this schedule **by 3 February 2023** inform other LAs of those potential offers and of those they will not with reasons. The LA will also notify neighbouring LAs of any consequential potential offers that can now be offered to applicants' resident in their areas.

15 **By 10 February 2023**, following any consequential amendments arising from further information received from other LAs under paragraph 13 of this schedule, no further changes will be made to the ranked lists and each child will be offered the potential place applicable at that date. Where a child is not eligible for a place at any of the three preferred schools on his/her CAF the child will be allocated a place at the nearest appropriate school with a vacancy as defined in Schedule 3.

16 The LA will also inform North East Lincolnshire secondary schools of the pupils to be offered placed at their schools before **1 March 2023**.

17 **On 1 March 2023**, 'National Offer Day', parents/carers will be notified on behalf of the relevant admission authorities that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered.

- Where a child has been refused a place at a school ranked higher on the CAF than the one of which a place has been offered, the reasons why the child is not being offered a place.
- Information about their statutory right of appeal against the decisions to refuse places.
- Contact details for the relevant LA for community schools and those voluntary aided, trust, foundation schools and academies where they were not offered a place, so that they can lodge an appeal with the governing body responsible.
- Where a child has been refused a place at a North East Lincolnshire School ranked higher on that CAF than the one at which a place has been offered the child's name will be added to the waiting list of the school (see admission policies).
- Where a child, residing in North East Lincolnshire, has been refused a place at all of their preferences, the Local Authority will allocate a place at the next nearest school in accordance with Schedule 3.

- 18 **15 March 2023** is the deadline for parents/carers to accept the place offered or request admission outside normal age group. If they do not respond by this date, it will be assumed that they have accepted the place.
- 19 **31 March 2023** the LA reallocates any places that may have become available since 1 March 2023. From **31 March 2023** onwards all further applications are dealt with on an ongoing basis.

## Testing

- 20 No North East Lincolnshire secondary school currently undertakes a selection test of any kind as part of the school's admission arrangements. Where a parent applies for a school (e.g., in another LA) which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, the LA would expect the admission authority for the school.

To make clear to the parent/carer that they are required to express a preference on the CAF lodged with the LA.

## PART II - LATE APPLICATIONS

- 21 The closing date for applications in the normal admissions round is **31 October 2022**. **Applications received after 31 October 2022 and up to 13 January 2023** where the lateness has been unavoidable (e.g., parents/carers move into the area) will be considered and included in the offer of places made on the offer day (1 March 2023).
- 22 Applications received after **31 October 2022 and before 1 March 2023**, without good reason for the lateness, including changes of preference, will be considered as **late** applications, and will be allocated at a second allocation by **31 March 2023**. Applications or changes of preference received from 31 March 2023 and before 1 September 2023, will be processed in order of the date received and an offer/refusal letter sent as appropriate.

## No CAF received by 31 March 2023

- 23 **On 3 April 2023** the LA will allocate places to any North East Lincolnshire child of whom it is aware, or for whom it has not received an application under the scheme. A place will be offered at the nearest appropriate school with a vacancy as defined in Schedule 3.

### **PART III – FALSE INFORMATION**

- 24 Where, under the scheme, the offer of a place is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 25 In determining whether to withdraw the offer of the place account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 26 Where a place or an offer has been withdrawn, the application will be reconsidered, and an independent appeal offered where the child is re-offered a place or re-admitted to the school

### **PART IV - APPEALS**

Parents/carers have a statutory right of appeal against the decision to refuse admission to any of their preferred schools. Parent/carers who wish their appeal to be heard in the first round of appeals must lodge them within 20 school days from the date of notification that their application was unsuccessful and no later than **31 March 2023**. Appeals must be lodged in writing. The LA will provide information in the refusal letter as to where appeal forms can be obtained. On time appeals for secondary schools, for whom the LA arrange appeal hearings through SLAs, will be heard in May/June of the offer year (other admission authorities who arrange their own appeal hearings may hear them earlier but within the appropriate timescales). Appeals submitted late will still be heard but at a later date.



## **SCHEDULE 2**

### **Co-Ordinated Scheme Timetable**

**(for secondary admissions for the academic year 2023-2024)**

#### **By 8 July 2022**

Inform other LAs of Y5 pupils who reside within their administration area and receive details of North East Lincolnshire pupils attending their primary schools

#### **By 6 September 2022**

Information issued to all North East Lincolnshire pupils either via primary schools or posted to home address if they attend a primary school outside the authority which is not able to distribute the form

#### **31 October 2022**

Closing date for the applications

#### **By 30 November 2022**

Schools must notify the LA as to whether they intend to admit pupils above their PAN.

#### **By 30 November 2022**

Last date for admission authorities to make decisions on requests by parents/carers who have requested admission outside of their child's normal age group

#### **By 5 December 2022**

Last date for exchange of information between other LAs and other admission authorities within North East Lincolnshire

#### **By 13 January 2023**

Indication of offers to/from other admission authorities

#### **By 3 February 2023**

Firm offer of a place to/from other admission authorities

#### **By 10 February 2023**

Final review of places to be offered to/from other admission authorities

#### **On 1 March 2023**

Parents/carers informed of allocation  
(to be posted on that day if applied on a paper CAF)

#### **By 15 March 2023**

Last date for offers to be accepted by parents/carers and for parent/carers to request admission outside of normal age group.

#### **30 March 2023**

Closing date for Second Allocation & Last date for appeals, to be heard in the first round, to be lodged.  
Second allocation decisions published on **31 March 2023**.

#### **May / June 2023**

On time appeals heard

## **SCHEDULE 3**

### **Determination Of Next Nearest School**

- 1 When a preference cannot be met the “nearest school” must be one with places available. The “nearest school” means:
  - The catchment school if that has not been named as a preference.
  - If there is no place available at the child’s catchment area school the nearest school (with a vacancy) will be determined by measuring the distance between home and school in the way described in “Applying for Secondary School – A Guide for Parents”.
- 2 If the ‘nearest school’ referred to above is a voluntary aided, trust, foundation school or academy a place will be offered after consultation with the school.

## **SCHEDULE 4**

### **Admission Authorities Of North East Lincolnshire Secondary Schools Covered By The Scheme**

#### **Secondary Academies: Admission Authority - The Governing Body of the School**

Beacon Academy

Cleethorpes Academy

Healing School – A Science Academy

Havelock Academy

Humberston Academy

John Whitgift Academy

Oasis Academy Immingham

Oasis Academy Wintringham

Ormiston Maritime Academy

Tollbar Academy

## Glossary

In this scheme –

“the LA” means North East Lincolnshire Council acting in its capacity as local authority.

“the LA area” means the area in respect of which the LA is the local authority.

“primary school” has the same meaning as in section 5(1) of the Education Act 1996.

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996.

“school” means a community, academy, voluntary controlled or aided, trust or foundation, school (but not a special school) which is maintained by the LA.

“appropriate school” means a secondary school providing secondary education;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a voluntary aided, trust, foundation school or academy means the governing body of that school.

“the specified year” means the school year beginning at or about the beginning of September for the year of admission.

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school.

“late application” means any application for a place in the first year of secondary education that is received after the deadline for application and up to the start of the academic year beginning at or about the beginning of September for the year of admission;

“eligible for a place” means that a child has been placed on a school’s list at such a point which falls within the school’s published admission number.