

## ***Derbyshire's Co-ordinated Admission Scheme*** **Procedure for In-Year Admissions to Derbyshire Schools**

### **1. Introduction**

In-year admissions relate to applications by parents to move their child to another school other than at the normal point of entry e.g. following a change of address. These are also known as “casual” or “admissions outside of the round”.

A revised School Admissions Code came into effect in September 2021. Local Authorities are not required to co-ordinate in-year applications for schools for which they are not the admission authority. The Local Authority will continue to co-ordinate in-year admissions for schools where the Local Authority is the Admissions Authority and may also co-ordinate in-year admissions for other Admissions Authorities with their agreement.

The Local Authority must publish on its website each year information on how in-year applications can be made. This must include details of schools for which the Authority will co-ordinate in-year admissions and which schools will manage their own in-year admissions together with contact details for these schools.

The Code does however still require:

- Local Authorities to provide on request information to parents about the availability of places in schools within its area. To enable the Local Authority to do this, admission authorities must provide the Local Authority with details of the number of places available within **two school days** whenever this information is requested so that the Local Authority can provide this information to parents.
- Own admission authority schools who administer their own in year applications must, on receipt of an in-year application, notify the Local Authority of both the application, and its outcome as soon as reasonably practicable, ideally within **two school days** to allow the Local Authority to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place (2.32).

Admissions to nursery schools and classes and admissions into years 12 and 13 are excluded from the arrangements and applications should continue to be made direct to the school.

It is important schools follow this procedure so that all applications are treated fairly and consistently, ensuring that no child is disadvantaged or becomes lost to education. The School Admissions Code requires that if places are available at a school, they should be allocated as quickly as possible. The following information describes how the procedure between schools and the Authority will operate.

## 2. Procedure

Applications will fall into three categories:

- (i) Direct to the Admissions and Transport Team*
- (ii) Approaches Direct to Schools where the Local Authority is co-ordinating in-year admission for these schools and*
- (iii) Applications where the school is co-ordinating its own in-year admissions*

### **i) Applications Direct to the Admissions and Transport Team**

- Applications should be made on the common application form. Parents can apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or on a paper form direct from the Admissions and Transport Team. Parents are invited to express preferences for 3 schools.
- Applications will be acknowledged by the Admissions and Transport Team.
- Applications will be subject to scrutiny to determine whether they meet the criteria for consideration under the Fair Access Protocol (this does not override a parent's right to pursue a place at a particular school).
- The Admissions and Transport Team will log the application on the Admissions System and the preferred schools will be advised by email that they can view the details on the Schools Access Module (SAM).
- If a child is currently attending a Derbyshire school the application will also be shown on the leavers screen of the appropriate in-year admission round on SAM (unless the parent withholds their consent).
- Schools may notify the Admissions and Transport Team of oversubscription in individual year groups and, by agreement, applications may be refused without the school considering the individual request. Schools will still be advised of requests and can view the details on SAM.
- Schools must consider requests and inform the Admissions and Transport Team within 5 school days whether or not a place is available.

### **School Response - Place Available**

- Where a place is available at one or more of the preferred schools the Admissions and Transport Team will write to the parent offering the highest priority school available and confirm with the school(s) if a place is required or not.
- Parents will be advised in the offer letter to contact the school within the next 10 school days to confirm that they are taking up the place and agree the starting arrangements.
- The offer letter will also advise parents, that in line with the revised Code, arrangements should be made for the child to start school as soon as possible, particularly where the child is currently out of school.

### **School Response - No Place Available (Refusal)**

- Where a request is refused the reason for the refusal in accordance with the School Admissions Code must also be confirmed to the Admissions and Transport Team. The reason for refusal is required for inclusion in the decision letter to parent.
- The Admissions and Transport Team will write and notify the parent of the refusal of their preference(s).
- In all cases where a preference is refused the parent will be informed of their right to an independent appeal.
- Where no place can be offered and the child has no current school place the Admission and Transport Team will ensure that a place is secured either through the appeals process, by the parent expressing further preferences or placement through the Fair Access Protocol where appropriate. This to be done in liaison with the Education Welfare Service.

### **(ii) Approaches Direct to Schools where the Local Authority is co-ordinating in-year admissions for these schools**

Schools who wish to accept approaches for places direct from parents where the Local Authority is co-ordinating their in-year admissions should deal with requests as follows:

### **School Decision – Place Available**

- The school may make verbal offer to the parent.
- The school either emails the Admissions and Transport Team to advise them of the verbal offer with the following details:

Child's name  
Child's address  
Child's date of birth  
Year group admitted to  
Starting date

NB for security reasons emails must only be sent from schools' EMBC address.

- The Admissions and Transport Team will log the application and write to the parent confirming the offer of a place.
- In situations where there are only one or two places remaining in the particular year group, the school should first check with the Admissions and Transport Team that there are no application requests pending/outstanding before making a verbal offer.

### **School Decision – No Place Available (refusal)**

- The school can verbally decline the request.
- The school emails the Admissions and Transport Team to advise them of the verbal refusal with the following details:

Child's name  
Child's address  
Child's date of birth  
Year group  
Current school  
Reason for refusal

NB for security reasons emails must only be sent from schools' recognised email address.

- The Admissions and Transport Team will log the application on the Admissions System.
- The Admissions and Transport Team will write to the parent confirming the refusal and inform them of their right to an independent appeal.
- Where a child has no current school place the Admission and Transport Team will ensure that a place is secured either through the appeals process, by the parent expressing further preferences or placement through the Fair Access Protocol where appropriate. This to be done in liaison with the Education Welfare Service.

### **(iii) Applications where the school is handling its own in-year admissions**

- Applications should be made direct to the school using its own in-year application form.
- Applications should be acknowledged by the school.
- The school should handle the application in accordance with its own in-year admissions arrangements.
- The School should aim to notify parents of the outcome of their application within 10 school days. Parents **must** be notified of the outcome of their application within **15 school days**.
- All applications refused must be offered the right of appeal to an Independent Admissions Appeals Panel.
- The outcome of all applications **must** be notified to the local authority as soon as reasonably practicable and if possible within two school days of the decision being made to allow the local authority to keep up to date figures on the availability of places and to ensure the local authority is aware of any children without a school place.
- **For your intake year only**, during the period 1 September to 31 December if you are refusing the place requested, you must also advise the local authority of the oversubscription criteria and waiting list position so that requests for information to the intake co-ordinating authority regarding the intake waiting list takes account of all applications for the year group.

Where a child is without a school place, the school should monitor the case to see if an appeal is lodged. If no appeal is lodged within 10 school days of the refusal then the school should contact the Local Authority to ascertain if the parent has expressed further preferences and potential referral to the Fair Access Protocol if appropriate.

- The easiest way to send decisions to the Admissions and Transport Team is via email and please ensure any refusals for children without a current school are highlighted. Information must include the child's name, address, date of birth, year group, current school and reason for refusal if appropriate.

## **3. Waiting Lists**

- The Authority will not maintain waiting lists for in-year admissions for community and controlled schools.

- Own admission authority schools may choose to maintain waiting lists for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria.
- Where own admission authority schools do maintain waiting lists it is the responsibility of the school to communicate with parents where places become available. Schools should inform the Admissions and Transport Team where offers are to be made from the waiting list.
- Parents already on the waiting list and wishing to place their child's name on the list for the next academic year should be advised to make a new application in the term preceding the new academic year to update their application details and confirm their continuing interest.
- Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

## 4. Missing Children

- If for any reason a parent(s) does not contact a school within the 10 days or the child does not start at the school on the agreed date, the school must notify the Admissions and Transport Team within 5 school days or immediately if there are safeguarding concerns. This is essential to enable the Authority to fulfil its duty of care and track the educational placement of the child and ensure that they do not become missing from education.

## 5. Other Relevant Protocols

Specific protocols and procedures apply for groups of children including as follows:

- Children with an Education Health Care Plan
- Fair Access children including Managed Moves

The admission of children from these groups falls outside the above arrangements other than in respect of section 4 – Missing Children.

## 6. Contacting the Admissions and Transport Team

Email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

Telephone: 01629 537479

Write: Derbyshire County Council  
Admissions and Transport Team  
Children's Services Department  
School Road  
Chesterfield  
Derbyshire  
S41 8LJ