

SECONDARY CO-ORDINATION AFTER 1 MARCH 2008 - UPDATE

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1. Purpose of Report

- 1.1 To ask the Admissions Forum to approve the progress with regard to Secondary Co-ordination after 1 March 2008.

2. Background

- 2.1 Appendix 3 of the revised Admissions Code of Practice now in force, Statutory Requirements of Co-ordinated Admissions Schemes, paragraph 7b states that for secondary schools schemes must continue after 1 March to ensure that places which become available are re-allocated effectively. Currently there is no co-ordination after the 1 March in Hertfordshire although it is in a number of neighbouring authorities.
- 2.2 On 8th March 2007 the Chairs of all Voluntary Aided and Foundation schools were written to explaining the new requirement, inviting comments. One school replied to say they wished to continue to maintain their Continuing Interest list.
- 2.3 On the 12th March 2007 there was an informal meeting, prior to the Admission Forum, to discuss co-ordination after 1 March. Dr Steven Burton (Rickmansworth School), Edgar Anderson (Rickmansworth School), Terri Cliff (Garden Fields School), Jane Winterbone (Highfield), Sarah Vize and Alison Delyth were present at the meeting
- 2.4 The process being developed is as follows:-

Process Stage 1 – Accepting/Declining Allocation Day Offers

- By 17th March HCC will request that resident parents/carers accept or decline the offer of a place. The parent/carer will need to return the reply form to HCC, rather than the school.
- Where a parent resident in Hertfordshire accepts or declines a place in a school maintained by another LA by 17 March, HCC will forward the information to the maintaining LA by 24 March.

- By 24 March HCC needs to have informed VA/FD schools how many places have been accepted/declined and by whom.

Process Stage 2 – Accepting/Declining Offers Made Post Allocation Day

- VA/FD schools will contact the Local Teams to update them on accepts/declines/successful appeals etc. This will be done on a weekly basis (by 16.00 every Monday).
- Where HCC is notified of a parent/carer that is holding two or more places, HCC would write to the parent/carer asking them to confirm which place the parent/carer is taking up. If one or more of the places held are for a VA/FD school, HCC would then update the school after receiving a response from the parent/carer.
- After each run of CI HCC would give VA/FD schools who maintain their own list, an update on how the CI run has affected their school.
- Where an offer of a place is made after 1 March, at a C/VC school or a VA/FD school which uses our rules, parents/carers would be given 5 school days to respond. If there is no response after 5 days consideration will be given to contacting the child's primary school to help/encourage the parent/carer to respond.
- The withdrawal process is then started if there is no response after 10 days for CVC schools or a VA/FD school who uses our rules.

3. Conclusion

- 3.1 The Admission Forum is asked to approve the steps being taken to ensure compliance with the revised code. Hertfordshire County Council will send a letter to all VA/FD schools giving them an update with regard to these arrangements.