

APPENDIX 4

HERTFORDSHIRE COUNTY COUNCIL

CHILDREN SCHOOLS AND FAMILIES

**CO-ORDINATED SCHEMES OF ADMISSION FOR PRIMARY AND
SECONDARY SCHOOLS**

Consultation Document
On

Co-ordinated schemes of admission for community and voluntary-controlled
primary and secondary schools

January 2004

CO-ORDINATED ADMISSION SCHEME FOR PRIMARY SCHOOLS IN THE AREA OF HERTFORDSHIRE LOCAL EDUCATION AUTHORITY

The proposed Scheme of Co-ordination is set out below. The dates relating to the admissions process for the school year 2005-2006 are attached at Schedule 2.

Interpretation

1. In this scheme –

“the LEA” means Hertfordshire County Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“Primary education” has the same meaning as in section 2(1) of the Education Act 1996;

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

“school” means a community, foundation, or voluntary school (but not a special school”) which is maintained by the LEA;

“VA schools” means such of the schools as are voluntary aided schools;

“Foundation schools” means such of the schools as have foundation status;

“admission authority” means, in respect of any of the schools which is a community or voluntary controlled school, the LEA and, in respect of any of the schools which is a foundation or VA school, the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2005;

“admission arrangements for the specified year” 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(s) during the specified year.

“application form” means the application form supplied by the LEA on paper or electronically;

“casual admission” means any application for a school place in primary education that is received after 1 September of the normal admission year or in subsequent years.

“late admission” means any application for a school place in primary education that is received in the normal admission round later than the date stipulated in the scheme.

Commencement and extent

2. This scheme applies in relation to the admission arrangements for the schools for the admission year 2005-2006 (the specified year).
3. The LEA will include in its admission arrangements for the specified year the provisions set out in the Schedule to this scheme, or provisions having the same effect.
4. The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

SCHEDULE 1

PART 1 - CO-ORDINATED ARRANGEMENTS

1. There will be a standard application form, supplied by the County Council. Parents will also be able to apply on-line for a school place, at **www.hertsdirect.org/admissions**
2. The application form will be used for the purpose of admitting pupils into the first year of primary education in the initial year, and for any applications made for a “casual admission” into any year group in the admissions round leading up to, and during, the academic year 2005-2006.
3. The application form must be used:
 - (a) as a means of expressing one or more preferences for the purposes of section 86(1) of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to any of the schools for which the LEA’s arrangements under that section should apply; and
 - (b) as a means of applying for one or more school places,
 1. by parents wishing their child to be admitted to any of the foundation or VA schools; and
 2. by parents resident outside the LEA area wishing their child to be admitted to any of the schools.
4. The application form will –
 - (a) invite the parent to express a preference – or to apply for a place – by completing the form and by nominating up to three of the schools;
 - (b) invite the parent, where they wish to nominate more than one school, to rank their nominations in the order in which they desire their child to receive an offer of a place at the respective schools;
 - (c) invite the parent to give their reasons for each preference;
 - (d) explain that the parent will receive no more than one offer of a school place in the LEA’s area in response to the application form;
 - (e) explain that, where such an offer is made, it will be for the highest ranked school nominated at which a place has been allocated;
 - (f) explain that, if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest).

5. The application form will also specify the closing date and where it must be returned, in accordance with paragraphs 8,9 and 10.
6. The LEA will make appropriate arrangements to ensure –
 - (a) that the application form is available on request from the LEA; and
 - (b) that the application form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
7. The LEA will take all reasonable steps to ensure that all parents resident in the LEA area of children of the appropriate age receive a copy of the application form (and written explanation) and understand the process.
8. All preferences expressed on the Hertfordshire standard application form (in paper or electronic formats) are valid applications. The form may be returned electronically to the LEA. Otherwise, the paper form may be returned either to one of the ranked primary schools or direct to the LEA.
9. The governing body of a foundation or VA school is entitled to request or require parents who wish to nominate, or have nominated, that school on the application form to provide additional information to the school on a supplementary form. Where this is requested or required, the details and procedural arrangements are entirely at the discretion of the foundation or VA school in question, except that –
 - (a) the form must not request any information about the ranking which the parent attaches to any school they have nominated or may nominate, except in the case of denominational schools, where the school may ask whether a school of that denomination has been ranked first by the parent, if required by the school's admission rules.
 - (b) A parent cannot be required to collect a form in person.
 - (c) The arrangements must be such as to enable relevant decisions to be made in conformity with the timing requirements of this scheme.

Where such a supplementary form is received, it will not be regarded as a valid application unless the parent has also completed the Hertfordshire standard form. Supplementary forms should be returned direct to the school concerned. Any received by the LEA will be date stamped and passed on to the school.

Processing of Application Forms

10. Completed application forms are to be returned to the LEA by the due date and time.

11. Completed application forms that are received after the closing date will be considered, except that the procedure must not prevent the proper processing under the scheme of application forms received on time.
12. The LEA will process all application forms. Any completed application forms must be treated as a confidential communication. VA and foundation schools will, however, be provided with a list of relevant details of those pupils for whom they are a preference.
13. All applications received by the deadline where the parent's preferences for schools are placed in rank order will be considered before any ranked applications received after this deadline.
14. The process of allocating places at schools that have not been given as a preference on an application form (i.e. those pupils for whom it has not proved possible to allocate a place at a school of preference) will be carried out after all ranked applications have been considered, including those received after the closing date.
15. All processing and notifications in the following paragraphs must be completed in accordance with the written timetable.

Determining offers in response to the application form

16. The LEA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form. Except where acting in its separate capacity as an admission authority, the LEA will not be making any decision with respect to the offer or refusal of a place in response to any application form.
17. Where a foundation or VA school is listed on the standard application form, the LEA will forward the appropriate details to the Governing Body, including the relevant supplementary information. The admission authority for each school will then provide the LEA with a list of pupils indicating the order in which places should be allocated under each criterion. This list will exceed the school's admission number by 25%, and will include only pupils for whom the LEA received an application form.
18. The Hertfordshire standard form cannot be used for application to a school in another LEA. Such applications must be made on the application form from the home LEA.
19. Following the allocation process, the admission authority for each school will provide the LEA with a waiting list of nominations for which they were not able to allocate a place provisionally.
20. No decision by an admission authority on any nomination shall pay any regard to the ranking expressed by any parent (except as provided in paragraph 9).

21. During the allocation process, the LEA will match the provisional allocations of places against each parent's ranking and proceed as follows:
- **Where a parent has been provisionally allocated a place at the school which they ranked first** – the allocation will become firm. The LEA will then withdraw any provisional allocation of a place for that parent at schools which the parent ranked second or third or remove the parent's nomination from a school's waiting list (as the case may be).
 - **Where a parent has not been provisionally allocated a place at the school which they ranked first, but has been provisionally allocated a place at the school which they ranked second** – the LEA will hold the provisional allocation for that parent, pending further rounds, and will withdraw any provisional allocation of a place for that parent at the school which the parent ranked third or remove the parent's nomination from the school's waiting list (as the case may be).
 - **Where a parent has not been provisionally allocated a place at the school which they ranked first or second, but has been provisionally allocated a place at the school which they ranked third** – the LEA will hold the provisional allocation for that parent, pending further rounds.
22. When a provisional allocation is withdrawn, the LEA will provisionally allocate the place instead to one of the nominations on the waiting list in accordance with the over-subscription criteria for that school and their ranking against those criteria. The processes in paragraph 20 will then be repeated and will continue until the LEA is unable to withdraw any provisional allocations. The LEA will require additional names (25% above the admission number of the school) at the start of the process, so that schools will not need to be contacted at each iteration.
23. All allocations then in existence will become firm allocations of a place at the school concerned and parents will be offered those places accordingly. All parents whose nominations then remain on the waiting list for a school will be treated as having been refused a place by the admission authority for that school.
24. At the end of the allocation process, all admitting authorities will receive from the LEA an audit trail demonstrating how the final allocations were made through the iterative process.

Late Applications

25. Late applications will be processed after the admission rules have been applied to all ranked applications received on time.

Children who have not been allocated a place in the iterative processes

26. The LEA will match:

- (a) those children of parents resident in the LEA area that require to be admitted in the specified year but have received no offer of a place under the above procedure, against
 - (b) those of the schools that, on the basis of their published admission number, appear to the LEA likely to have places remaining unfilled after the procedure above.
27. The criteria used by the LEA for matching will allocate pupils to their nearest school using the shortest designated route, unless that route would require transport to be provided on safety grounds and there is an alternative school on a safe walking route, which is under the statutory distance for entitlement to free transport. Then, this school will be allocated instead.
28. The LEA will notify each of the schools in paragraph 26 (b) of the children which it has matched to that school.
29. The admission authority for the school will consider each of the children notified under paragraph 25 for a place at the school on the same basis as if the LEA's notification were an application (or preference) made by the child's parent falling within section 86 of the 1998 Act. The admission authority will notify the LEA of the children to whom it has allocated (or refused) a place.
30. Further rounds of the procedure in paragraphs 26 to 29 may be undertaken if necessary.

Notification to parents

31. The LEA will write to all parents to whom offers can be made, notifying them of an offer of a place:
- a) at one of the schools nominated on their application form; or
 - b) at another school – in addition in such a case they will provide the parent with a list of all other community or VC schools in Hertfordshire with suitable Primary places available and of any foundation or VA schools that have notified the LEA that they have places available.

Continuing Interest

32. After parents have been notified of the offer of a school place, it is open to them to accept that place but also to indicate continuing interest a school that they rank at a higher preference. This could mean that in iterations immediately following dd.mm.yy, a place at their preferred school could become available and a subsequent offer made. This process does not take away the parents right of appeal to an independent appeal panel.

The right to appeal

33. The LEA's letter will give parents appropriate information about their right of appeal against any refusal of a place by the admission authority for a school under the procedures in this scheme.

PART 2 - CASUAL ADMISSIONS: THE PROCEDURE AFTER THE NORMAL DATE OF TRANSFER

Community and Voluntary Controlled Primary Schools

The responsibility for dealing with such applications is delegated to individual primary schools in Hertfordshire.

Parents will be required to complete a standard Hertfordshire form.

Where there is a vacancy, and there is no child on the waiting list with a higher priority, a place will be offered and the LEA notified.

Where the school does not have a vacancy, or there are other children on the waiting list with a higher priority, the parents will:

- Receive an appropriate letter of refusal
- Be referred back to the LEA in order to seek information about places at another primary school
- Be informed of their right of appeal to an independent appeal panel
- Be offered the option of a place on the waiting list

Foundation or Voluntary Aided Primary Schools

The parent will be required to complete a standard Hertfordshire form in addition to documentation required by the school.

Where a foundation or VA school receives a direct application and there is a vacancy with no other child on the waiting list with a higher priority, a place will be offered and the LEA notified.

Where the school does not have a vacancy, or there are other children on the waiting list with a higher priority, the parents will:

- Receive an appropriate letter of refusal
- Be referred back to the LEA in order to seek information about places at another primary school
- Be informed of their right of appeal to an independent appeal panel
- Be offered the option of a place on the waiting list

SCHEDULE 2

Timetable of Co-ordinated Scheme for Primary Schools

KEY EVENT	DATE
Closing date for standard Hertfordshire form to be returned/submitted to the LEA	18 October 2004
Closing date for late applications	18 November 2004
Applications for schools in other LEAs sent to those LEAs	3 November 2004
Details of applications forwarded to Hertfordshire foundation and VA schools	29 October 2004
Foundation and VA schools provide LEA with ranked lists of applicants	12 November 2004
Applications received after this date will not be processed until after allocation day-dd.mm.yy	
Confidential information of allocations sent to primary schools	13 January 2005
Offer letters posted for delivery	14 January 2005
Date by which parents may confirm whether they have rejected offers	28 January 2005
OR	
Date by which parents accept (provisional or firm) place and apply for CI	28 January 2005
Date by which parents return appeal forms	4 February 2005
Any places which have become available are allocated to parents in priority order	9 February 2005
Continuing interest lists passed to schools and subsequently managed by the schools themselves	3 May 2005

SCHEDULE 3

The following primary schools are covered by the co-ordinated scheme:

- **Community and Voluntary-controlled**

Abbots Langley, Abel Smith, Aboyne Lodge, Alban Wood Infant and Nursery, Alban Wood Junior, Aldbury C of E Primary, Almond Hill Junior, Andrew's Lane Primary, Anstey First, Applecroft, Arnett Hills JMI, Ashfield Junior, Ashtree JMI School & Nursery, Ashwell Primary, Aycliffe Drive Primary, Barley C of E (VC) First, Barncroft Primary, Bayford (C of E) VC Primary, Bedmond Village Primary & Nursery, Bedwell Primary School & Nursery, Beech Hyde Primary and Nursery, Beechfield, Bellgate Primary, Belswains Primary, Bengeo Primary, Benington C of E Primary, Bernard's Heath Infant, Birchwood Avenue Primary, Bonneygrove County Primary, Bournehall Primary, Bovingdon Primary, Bowmansgreen Primary, Boxmoor Primary, Breachwood Green JMI, Broadfield Infants', Broadfield Junior, Brockswood Primary, Bromet Primary, Brookland Infant and Nursery, Brookland Junior, Broom Barns JMI, Burleigh Primary, Burydale Junior, Bushey Heath Primary, Bushey Manor Junior, Camp Primary and Nursery, Camps Hill Community Primary, Cassiobury Infant & Nursery, Cassiobury JM, Central Primary, Chambersbury Primary, Chater Infant, Chater Junior, Chaulden Infants' and Nursery, Chaulden Junior, Cherry Tree Primary, Chorleywood Primary, Coates Way JMI and Nursery, Codicote C of E Primary VAC, Colney Heath JMI, Commonswood, Cowley Hill Primary, Crabtree Infants', Crabtree Junior, Cranborne Primary School, Cranbourne Primary, Creswick JMI and Nursery, Cunningham Hill Infant, Cunningham Hill Junior, Dewhurst St Mary C of E Primary, Downfield JMI, Dundale Primary & Nursery, Eastbrook Primary, Eastbury Farm JMI & Nursery, Essendon C.of E. VC Primary, Fairfields Primary School & Nursery, Fairlands Primary School and Nursery, Fawbert & Barnard Infants', Featherstone Wood Primary School and Nursery, Field Infant and Nursery, Field Junior, Firs Junior (The), Five Oaks Primary and Nursery, Flamstead, Flamstead End Primary, Fleetville Infant & Nursery, Fleetville JM, Forres Primary, Four Swannes Primary, Furneux Pelham Church of England, Gaddesden Row JMI. Gade Valley JMI and Nursery, Garden Fields JMI, Garston Infant's, George Street Primary, Giles Junior, Giles Nursery and Infant's School, Goffs Oak Junior Mixed Infants and Nursery School, Goldfield Infants' and Nursery, Grange JM, Graveley Primary, Green Lanes Primary, Greenfields Primary School, Greenway First & Nursery, Grove Infant & Nursery (The), Grove Junior (The), Grove Road Primary, Hammond JMI & Nursery, Hartsbourne Primary, Hartsfield JMI, Harvey Road Primary, Harwood Hill JMI & Nursery, Havers (The), Hazelgrove Primary, Hertford Heath JMI, Hertford St Andrews C of E Primary, Hexton JMI, High Beeches Primary, High Wych C of E Primary, Highbury Infant School & Nursery, Highover JMI, Highwood Primary, Hillmead Primary, Hillshott Infant School & Nursery, Hobbs Hill Wood Primary, Hobletts Manor Infant & Nursery, Hobletts Manor Junior, Holdbrook Primary, Hollybush Primary, Holtsmere End Infant and Nursery, Holtsmere End Junior, Holwell Primary, Holywell JMI, Homerswood Primary, How Wood Primary, Howe Dell Primary, Hunsdon JMI, Hurst Drive Primary, Ickleford Primary, Icknield Infant and Nursery, Icknield Walk First School, Jenyns, Jupiter Drive JMI, Kenilworth Primary School, Killigrew Infant & Nursery, Killigrew Junior, Kimpton Primary, Kings Langley Primary, Kingshill Infant, Kingsway Infant, Kingsway Junior, Knebworth Primary, Knutsford, Ladbrooke JMI, Lannock Primary, Laurance Haines School, Layston Church of England First, Lea Farm Junior, Lea Primary (The), Leavesden Green Primary, Letchmore Infants' and Nursery School, Leverstock Green Church of England Primary, Ley Park Primary, Leys Primary & Nursery School (The), Lime Walk Primary, Little Furze JMI, Little Green Junior School, Little Hadham Primary, Little Munden CE Voluntary Controlled Primary, Lodge Farm Primary, London Colney JMI, Longlands Primary School & Nursery, Longmeadow Infant and Nursery, Longmeadow Junior, Lordship Farm Primary, Malvern Way Infant & Nursery, Mandeville Primary (Sawbridgeworth), Mandeville Primary (St Albans), Manland Primary, Manor Fields Primary, Maple, Maple Cross JMI, Margaret Wix Primary, Markyate Village School & Nursery, Martindale Primary and Nursery, Martins Wood Primary, Mary Exton JMI, Mayfield Infants & Nursery, Meriden Primary School, Merry Hill Infant & Nursery, Meryfield Primary School, Micklem Primary, Mill Mead, Millbrook Primary & Nursery, Millfield First & Nursery School, Monksmead, Morgans Primary, Moss Bury Primary School & Nursery, Mount Pleasant Lane JMI, Nascot Wood Infant & Nursery, Nascot Wood Junior, New Briars Primary & Nursery, Newberries Primary, Northfields Infant & Nursery, Northgate Primary, Oaklands Primary, Oakmere Primary, Oakwood Primary, Orchard Primary, Oughton Primary and Nursery School, Oxhey Infant, Oxhey Wood Primary, Panshanger Primary, Parkgate Infants & Nursery, Parkgate Junior, Peartree Primary, Peartree Spring Infant, Peartree Spring Junior, Pin

Green Primary School, Pirton, Pixies Hill JMI, Pixmore Junior, Ponsbourne St Mary's C of E VC Primary, Potten End First C of E, Prae Wood Primary, Preston Primary (VC), Priors Wood Primary, Purwell Primary, Radburn Primary, Redbourn Infant & Nursery School, Redbourn JM, Reed First, Reedings Junior, Richard Whittington Primary (The), Rickmansworth, Park JMI, Roebuck Primary, Roger de Clare C of E (V C) First and Nursery, Roman Way First, Roselands Primary, Rossgate Primary, Round Diamond Primary, Roundwood Primary, Rowans Primary, Russell (The), Ryde (The), Ryelands Primary, Saffron Green Primary, Samuel Lucas JMI, Sandon JMI, Sandridge, Sarratt Church of England, Sauncey Wood Primary (Previously Batford JMI), Shenley Primary, Shephall Green Infant and Nursery, Shepherd JMI and Nursery, Sheredes Primary School & Nursery, Skyswood Primary, South Hill Primary, Spellbrook Primary, Spencer Junior, Springmead JMI, St Andrew's C of E (V C) Primary, St Catherine's (C of E) Primary, St Catherine's Hoddesdon VC CE Primary School, St Mary's (VC) C of E Junior, St Mary's JM, St Meryl School, St Paul's Walden Primary, St Peter's, Stonehill, Strathmore Infant and Nursery, Stream Woods Primary, Studlands Rise First, Summercroft Infant and Nursery, Summercroft JM, Summerswood Primary, Sunny Bank Primary, Swallow Dell Primary, Swing Gate First and Nursery, Tanners Wood JMI, Tannery Drift, Templewood Primary, The Reddings Primary & Nursery School, Therfield First, Thorley Hill Primary, Thorn Grove Primary, Thundridge C of E Primary, Tonwell St Mary's C of E Primary, Tower Primary, Trotts Hill Primary and Nursery, Tudor JMI & Nursery, Two Waters Primary, Walkern Primary, Wareside C of E Primary, Warren Dell Primary, Watchlytes, Watton-at-Stone Primary and Nursery, Westbury Primary and Nursery, Westfield Community Primary, Westfield First, Weston Primary, Wheatcroft Primary, Wheatfields Infants' & Nursery School, Wheatfields JM, Whitehill Junior, Widford, Wilbury Junior, William Ransom Primary (The), Wilshere-Dacre Junior, Windermere JMI, Wood End, Woodhall, Woodlands, Woodside Primary, Woolenwick Infant & Nursery School, Woolenwick JM, Wormley Primary, Wymondley JMI, Yorke Mead Primary

- **Voluntary-aided**

Abbey C of E Voluntary Aided Primary (The), Albury C of E (VA) Primary, All Saints C E (VA) Primary, All Saints C of E Primary and Nursery, Ardeley St Lawrence C of E VA Primary, Aston St Mary's C of E (Aided) Primary, Barkway VA (C of E) First, Bishop Wood C of E Junior, Broxbourne C of E Primary, Christ Church (C of E) V A Primary & Nursery, Christ Church Church of England, Clore Shalom, Cockernhoe Endowed C of E Primary, Countess Anne VA C of E Primary, Divine Saviour RC Primary, Great Gaddesden C of E Primary, Hertingfordbury Cowper Primary, Hertsmere Jewish Primary (VA), Holy Family RC Primary, Holy Rood RC Infant, Holy Rood RC Junior, Holy Trinity Church of England Primary, Hormead C of E VA Primary, Little Gaddesden CE Voluntary Aided Primary, Long Marston Primary Voluntary Aided CE School, Nash Mills C of E Primary, Northaw C of E Primary, Norton St Nicholas C of E (VA) Primary, Offley Endowed Primary, Our Lady RC Primary, Our Lady's RC Primary, Park Street C of E V A Primary School & Nursery, Pope Paul RC Primary, Puller Memorial C of E Voluntary Aided Primary, Sacred Heart Catholic Primary School & Nursery, Sacred Heart RC Primary, St Adrian's RC Primary School & Nursery, St Alban & St Stephen RC Infant & Nursery, St Alban & St Stephen RC Junior, St Albert the Great RC Primary, St Andrew's C of E Primary and Nursery, St Andrew's C of E VA Primary School & Nursery, St Anthony RC Primary, St Augustine RC Primary, St Bartholomew's C of E VA Primary (Wiggington), St Bernadette RC Nursery and Primary, St Catherine of Siena RC J M I, St Clement's CE VA Junior, St Cross RC Primary, St Cuthbert Mayne RC Junior, St Dominic RC Primary, St Giles' C of E Primary, St Helen's Church of England Primary, St Ippolyts C of E (Aided) Primary, St John Fisher RC Primary, St John The Baptist VA C of E Primary, St John's RC Primary, St John's RC Primary, St John's VA C of E Primary, St John's VA C of E Primary, St Joseph's Catholic Primary School, St Joseph's RC Primary, St Joseph's RC Primary, St Joseph's RC Primary, St Margaret Clitherow RC Primary, St Mary's C of E Primary, St Mary's Church of England Primary, St Mary's RC Primary, St Mary's VA C of E First School, St Michael's C of E VA Primary, St Michael's C of E VA Primary, St Michael's Woolmer Green VA C of E Primary, St Nicholas C of E Primary (Stevenage), St Nicholas C of E VA Primary, St Nicholas Elstree C of E VA Primary, St Paul's C of E Primary, St Paul's C of E VA Primary, St Paul's RC Primary, St Peter's C of E VA Primary, St Philip Howard RC Primary, St Rose's Catholic Infants, St Teresa's RC Primary, St Thomas More RC Primary, St Thomas More RC Primary, St Thomas of Canterbury RC Primary, St Vincent de Paul RC Primary, Stapleford Primary, Tewin Cowper C of E VA Primary, Victoria C of E First School, Welwyn St Mary's C of E VA Primary

- **Foundation**

Brookmans Park, Cuffley, Fair Field Junior, Little Heath Primary, Little Reddings Primary, Parkside Community Primary, Wroxham (The)

CO-ORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF HERTFORDSHIRE LOCAL EDUCATION AUTHORITY

The proposed Scheme of Co-ordination is set out below. The dates relating to the admissions process for the school year 2005-2006 are attached at Schedule 2.

Interpretation

5. In this scheme –

“the LEA” means Hertfordshire County Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“secondary education” has the same meaning as in section 2(2) 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, foundation, or voluntary school (but not a special school”) which is maintained by the LEA;

“VA schools” means such of the schools as are voluntary aided schools;

“Foundation schools” means such of the schools as have foundation status;

“admission authority” means, in respect of any of the schools which is a community or voluntary controlled school, the LEA and, in respect of any of the schools which is a foundation or VA school, the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2005;

“admission arrangements for the specified year” 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(s) during the specified year.

“application form” means the application form supplied by the LEA on paper or electronically;

“casual admission” means any application for a school place in secondary education that is received after 1 September of the normal admission year or in subsequent years.

“late admission” means any application for a school place in secondary education that is received in the normal admissions round later than the date stipulated in the scheme.

Commencement and extent

6. This scheme applies in relation to the admission arrangements for the schools for the admission year 2005-2006 (the specified year).
7. The LEA will include in its admission arrangements for the specified year the provisions set out in the Schedule to this scheme, or provisions having the same effect.
8. The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

SCHEDULE 1

Part 1 - Co-ordinated Arrangements

1. There will be a standard application form, supplied by the County Council. Parents will also be able to apply on-line for a school place, at **www.hertsdirect.org/admissions**
2. The application form will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and for any applications made for a “casual admission” into any year group in the admissions round leading up to, and during, the academic year 2005-2006
3. The application form must be used:
 - (c) as a means of expressing one or more preferences for the purposes of section 86(1) of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to any of the schools for which the LEA’s arrangements under that section should apply; and
 - (d) as a means of applying for one or more school places, by parents wishing their child to be admitted to any of the foundation or VA schools; and by parents resident outside the LEA area wishing their child to be admitted to any of the schools.
4. The application form will –
 - (g) invite the parent to express a preference by completing the form and by nominating three schools;
 - (h) invite the parent to rank their nominations in the order in which they desire their child to receive an offer of a place at the respective schools;
 - (i) invite the parent to give their reasons for each preference;
 - (j) explain that the parent will receive no more than one offer of a school place in response to the application form;
 - (k) explain that, where such an offer is made, it will be for the highest ranked school nominated at which a place has been allocated;
 - (l) explain that, if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest).
5. The application form will also specify the closing date and where it must be returned, in accordance with paragraphs 11 and 12.

6. The LEA will make appropriate arrangements to ensure –
 - (c) that the application form is available on request from the LEA; and
 - (d) that the application form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
7. The LEA will take all reasonable steps to ensure that all parents resident in the LEA area of children of the appropriate age receive a copy of the application form (and written explanation) and understand the process.
8. All preferences expressed on the Hertfordshire standard application form (in paper or electronic formats) are valid applications.
9. The governing body of a foundation or VA school is entitled to request or require parents who wish to nominate, or have nominated, that school on the application form to provide additional information to the school on a supplementary form. Where this is requested or required, the details and procedural arrangements are entirely at the discretion of the foundation or VA school in question, except that –
 - (d) the form must not request any information about the ranking which the parent attaches to any school they have nominated or may nominate, except in the case of denominational schools, where the school may ask whether a school of that denomination has been ranked first by the parent, if required by the school's admission rules.
 - (e) A parent cannot be required to collect a form in person.
 - (f) The arrangements must be such as to enable relevant decisions to be made in conformity with the timing requirements of this scheme.

Supplementary forms should be returned direct to the school concerned. Where such a supplementary form is received, it will not be regarded as a valid application unless the parent has also completed the Hertfordshire standard form.

10. Any secondary school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude are such as to enable decisions to be made on nominations in conformity with the timing requirements of this scheme.

Processing of Application Forms

11. Completed application forms are to be returned to the LEA by the due date and time.
12. Applications on the Hertfordshire standard form received directly by schools should be date stamped and passed onto the LEA immediately. Similarly, supplementary forms returned to the LEA will be date stamped and passed on to the relevant school.

13. Completed application forms that are received after the closing date will be considered, except that the procedure must not prevent the proper processing under the scheme of application forms received on time.
14. The LEA will process all application forms. All completed application forms must be treated as a confidential communication. VA and foundation schools will, however, be provided with a list of relevant details of those pupils for whom they are a preference. In addition information relating to parents ranking of a non-faith school or one of a different faith may be provided to those church schools where such ranking is a criterion.
15. All ranked applications received by the deadline will be considered before any ranked applications received after this deadline.
16. The process of allocating places at schools which have not been given as a preference on an application form (i.e. those pupils for whom it has not proved possible to allocate a place at a school of preference), will be carried out after all ranked applications have been considered, including those received after the closing date.
17. All processing and notifications in the following paragraphs must be completed in accordance with the written timetable.

Determining offers in response to the application form

18. The LEA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form. Except where acting in its separate capacity as an admission authority, the LEA will not be making any decision with respect to the offer or refusal of a place in response to any application form.
19. Where a foundation or VA school is listed on the standard application form, the LEA will forward the appropriate details to the Governing Body, including, if necessary, relevant additional information (see para 14 above). The admission authority for each school will then provide the LEA with a list of pupils indicating the order in which places should be allocated under each criterion. This list will exceed the school's admission number by 25%, and will include only pupils for whom the LEA received an application form.
20. In any instance where a school in another LEA is listed on the standard Hertfordshire form, details will be forwarded to that LEA.
21. Following the allocation process, the admission authority for each school will provide the LEA with a waiting list of nominations for which they were not able to allocate a place provisionally.
22. No decision by an admission authority on any nomination shall pay any regard to the ranking expressed by any parent (except as provided in paragraph 9).

23. During the allocation process, the LEA will match the provisional allocations of places against each parent's ranking and proceed as follows:

- **Where a parent has been provisionally allocated a place at the school which they ranked first** – the allocation will become firm. The LEA will then withdraw any provisional allocation of a place for that parent at schools which the parent ranked second or third or remove the parent's nomination from a school's waiting list (as the case may be).
- **Where a parent has not been provisionally allocated a place at the school which they ranked first, but has been provisionally allocated a place at the school which they ranked second** – the LEA will hold the provisional allocation for that parent, pending further rounds, and will withdraw any provisional allocation of a place for that parent at the school which the parent ranked third or remove the parent's nomination from the school's waiting list (as the case may be).
- **Where a parent has not been provisionally allocated a place at the school which they ranked first or second, but has been provisionally allocated a place at the school which they ranked third** – the LEA will hold the provisional allocation for that parent, pending further rounds.

24. When a provisional allocation is withdrawn, the LEA will provisionally allocate the place instead to one of the nominations on the waiting list in accordance with the over-subscription criteria for that school and their ranking against the criteria. The processes in paragraph 23 will then be repeated and will continue until the LEA is unable to withdraw any provisional allocations. The LEA will require additional names (25% above the admission number of the school) at the start of the process, so that schools will not need to be contacted at each iteration.

25. All allocations then in existence will become firm allocations of a place at the school concerned and parents will be offered those places accordingly. All parents whose nominations then remain on the waiting list for a school will be treated as having been refused a place by the admission authority for that school.

26. At the end of the allocation process, all admitting authorities will receive from the LEA an audit trail demonstrating how the final allocations were made through the iterative process.

Late Applications

27. Late applications will be processed after the admission rules have been applied to all ranked applications received on time.

Children who have not been allocated a place in the iterative processes

28. The LEA will match:

- (c) those children of parents resident in the LEA area that require to be admitted in the specified year but have received no offer of a place under the above procedure, against
- (d) those of the schools that, on the basis of their published admission number, appear to the LEA likely to have places remaining unfilled after the procedure above.

29. The criteria used by the LEA for matching will allocate pupils to their nearest school using the shortest designated route, unless that route would require transport to be provided on safety grounds and there is an alternative school on a safe walking route, which is under the statutory distance for entitlement to free transport. Then this school will be allocated instead.

30. The LEA will notify each of the schools in paragraph 28 (b) of the children which it has matched to that school.

31. The admission authority for the school will consider each of the children notified under paragraph 28 for a place at the school on the same basis as if the LEA's notification were an application (or preference) made by the child's parent falling within section 86 of the 1998 Act. The admission authority will notify the LEA of the children to whom it has allocated (or refused) a place.

32. Further rounds of the procedure in paragraphs 28 to 31 may be undertaken if necessary.

Notification to parents

33. The LEA will write to all parents to whom offers can be made, notifying them of an offer of a place:

- a) at one of the schools nominated on their application form; or
- b) at another school – in addition, in such a case they will provide the parent with a list of all other community or VC schools in Hertfordshire with suitable secondary places available and of any foundation or VA schools that have notified the LEA that they have places available.

Continuing Interest

34. After parents have been notified of the offer of a school place, it is open to them to accept that place but also to indicate continuing interest a school which they rank at a higher preference. This could mean that in iterations immediately following 1 March, a place at their preferred school could

become available and a subsequent offer made. This process does not take away the parents right of appeal to an independent appeal panel.

The right to appeal

35. The LEA's letter will give parents appropriate information about their right of appeal against any refusal of a place by the admission authority for a school under the procedures in this scheme.

PART 2 - CASUAL ADMISSIONS: THE PROCEDURE AFTER THE NORMAL DATE OF TRANSFER

Parents will be sent the necessary information (Casual Admissions Pack) within 5 working days of the LEA receiving the request.

Community and Voluntary Controlled Secondary Schools

Parents will be required to complete the standard Hertfordshire form and return it to the LEA.

Where there is a vacancy, and there is no child on the waiting list with a higher priority, a place will be offered. If this is not possible, other schools nominated on the standard form will be considered in ranking order.

Where one or more schools nominated on the form is a foundation or VA school, the LEA will liaise with the school and forward appropriate information as necessary.

If no place is available at a school for which a preference has been expressed, then a place will be offered at the nearest appropriate school with a vacancy.

Children who have not been offered a place at a preferred school may have their name placed on a waiting list (Continuing Interest) for the school. The waiting list will be ranked according to the school's oversubscription criteria.

Parents will receive an offer letter detailing the place to be offered and the reasons why a higher ranked school could not be offered (if appropriate). Parents will be informed of their right of appeal to an independent appeals panel.

Foundation or Voluntary Aided Secondary Schools

Where a foundation or VA school receives a direct application and there is a vacancy with no other child on the waiting list with a higher priority, the place can be offered and the LEA notified.

Where the school does not have a vacancy, or there are other children on the waiting list with a higher priority, the parents will:

Receive an appropriate letter of refusal

Be referred back to the LEA in order to seek a place at another secondary school

Be informed of their right of appeal to an independent appeal panel

Be offered the option of a place on the waiting list

SCHEDULE 2

Timetable of Co-ordinated Scheme for Secondary Schools

KEY EVENT	DATE
Closing date for standard Hertfordshire form to be returned/submitted to the LEA	22 October 2004 (Recommendation by Pan-London Board)
Closing date for late applications	22 November 2004
Initial exchange of information with other LEAs	14 November 2004 (Recommendation by Pan-London Board)
Details of applications forwarded to Hertfordshire foundation and VA schools	19 November 2004
Foundation and VA schools provide LEA with ranked lists of applicants	17 December 2004
Exchange of information about potential allocations with other LEAs (Herts child applying out-county or out county child applying to a Herts school to determine if necessary, the allocation to the higher ranked school)	DATE NEEDS TO BE AGREED BETWEEN LEAS
Applications received after this date will not be processed until after 1 March	
Confidential information of allocations sent to primary schools	25 February 2005
Offer letters posted for delivery	1 March 2005
Date by which parents may confirm whether they have rejected offers	15 March 2005
OR	
Date by which parents accept (provisional or firm) place and apply for CI	15 March 2005
Date by which parents return appeal forms	30 March 2005
Any places which have become available are allocated to parents in priority order	Week commencing 28 March 2005

SCHEDULE 3

The following secondary schools are covered by the co-ordinated scheme:

- **Community and voluntary-controlled.**

Adeyfield, Astley Cooper (The), , Barclay (The), Barnwell, Beaumont, Birchwood High, Bishop's Hatfield Girls, Bridgewater, Broxbourne (The), Cavendish (The), Chauncy (The), Collenswood, Edwinstree C of E Middle, Fearnhill School Maths and Computing College, Francis Combe School and Community College, Freman College, Greneway (The), Heathcote (The), Hemel Hempstead (The), Hertswold, Highfield (The), Hitchin Boys, Hitchin Girls, Kings Langley, Knights Templar, Longdean, Marriotts, Meridian (The), Monks Walk, Nobel (The), Onslow St Audrey's, Presdales, Priory (The), Ralph Sadleir, Richard Hale, Roundwood Park, Roysia Middle, Sandringham, Sele (The), Sheredes, Simon Balle, Sir Frederic Osborn, Sir John Lawes, St Albans Girls', Stanborough, Thomas Alleyne (The), Tring, Turnford, Verulam, Westfield Community Technology College

- **Voluntary-aided**

Dame Alice Owen's, John F Kennedy Roman Catholic, John Henry Newman RC, Loreto College, Nicholas Breakspear RC, Parmiter's, St Clement Danes, St George's St Joan of Arc RC, St Mary Roman Catholic, St Mary's Church of England Voluntary Aided High, St Michael's Catholic High School, Thomas Coram C of E VA Middle(The), Townsend C of E (VA) Secondary, Watford Grammar School for Boys, Watford Grammar School for Girls

- **Foundation schools**

Ashlyns, (The) Bishop's Stortford High School, Bushey Hall, Bushey Meads, Chancellor's, Cheshunt, Francis Bacon, Goffs, The Hertfordshire & Essex High, Hockerill Anglo-European College, John Warner, The Leventhorpe, Marlborough, Mount Grace, Queens', Rickmansworth