

## Appendix 3

### Warrington Borough Council Families and Wellbeing

#### Scheme for co-ordinating the transfer to year 7 at secondary schools for academic year 2024/2025

##### 1. Legal background

- 1.1 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 require all Local Authorities to prepare schemes for co-ordinating the normal admissions round for all maintained schools within their areas.
- 1.2 All admission authorities have a statutory duty to act in accordance with the relevant provisions of The School Admission Code and has been issued under Section 84 of the School Standards and Framework Act 1998. The Code imposes mandatory requirements and provides guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by all maintained bodies including Schools Adjudicators and School Appeal Panels.

##### 2. Preparation of the scheme

- 2.1 The local authority is the admitting authority for Culcheth High School. All other mainstream secondary school provisions are their own admitting authorities.
- 2.2 If an admission authority proposes to make changes to their admission arrangements, they must consult on the arrangements that will apply to admission applications for the following academic year.
- 2.3 Where admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

##### 3. The scheme

###### 3.1 Timetable for secondary school co-ordinated admissions

The timetable for the transfer from primary to Year 7 at secondary school from September 2024 is set out in Section 12 of this document.

##### 4. The composite prospectus

- 4.1 The composite prospectus sets out the arrangements in relation to parents/carers making an application for children transferring from year 6 at primary school to year 7 at secondary school from September 2024.
- 4.2 A copy of the local authority's composite prospectus is available to view or download at [www.warrington.gov.uk/schools](http://www.warrington.gov.uk/schools) Paper copies can be provided upon request by contacting the School Admissions Team on 01925 446226 or by emailing [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk) The prospectus will be available from 1 September 2023. The application closing date for the transfer from primary to secondary school is 31 October 2023.
- 4.3 Parents/carers are strongly advised to read the parents information booklet before submitting their application. If, after reading the booklet, parents/carers have any further questions or queries they are advised to contact the school admissions team and contact numbers are provided in the booklet.

##### 5. Stating preferences for schools

- 5.1 Parents/carers are encouraged to apply on-line for their child's Year 7 place. Parents/carers are asked to state up to three preferences and to rank them in order of priority. They also have the opportunity to give reasons for their preferences.

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- 5.2 The admissions team will arrange telephone appointments in advance of the application closing date to support parents/carers who do not have access to the internet or who do not have an e-mail account to complete their on-line form.
- 5.3 All parents/carers must apply by completing their 'home' authority ie parents/carers living in Warrington must apply to Warrington local authority. They may express a preference for any state funded school in any area of the country but must do so via the 'home' application form. Neighbouring local authorities will be asked for details of Warrington pupils in Year 6 of their primary schools so that parents of these children can be notified of the process.
- 5.4 It is made clear on the on-line form and in the composite prospectus that where preferences are for faith schools parents/carers should also complete the school's own supplementary information form. This is required so that the school's oversubscription criteria can be applied. Supplementary forms are available online via the Council's website or from the school directly.
- 5.5 All admission authorities must rank all preferences strictly in oversubscription criteria order. The home local authority must co-ordinate the allocation of places for all state funded schools.
- 5.6 The local authority will maintain a database of all applications received and all preferences expressed.
- 6. Sharing information with own admission authority schools and other local authorities**
- 6.1 By **24 November 2023**, the local authority will exchange relevant information with other local authorities where schools in their area have been listed as a first, second or third preference.
- 6.2 The local authority will forward copies of all applications to all own admission authority schools, where the school in question is listed as a first, second or third preference. Own admission authorities will receive this information by **15 December 2023**.
- 6.3 All admission authorities must consider all applications and rank them strictly in oversubscription criteria order. They are informed that they **must not** have regard to the order of preference.
- 6.4 By **15 January 2024**, governors of own admission authority schools must return their ranked lists to the local authority.
- 6.5 The local authority will rank applications for places at community schools strictly in accordance with the oversubscription criteria.
- 6.6 Where a place is available for a child at more than one of the preferred schools, the local authority will ensure, so far as is reasonably practicable, that the child is offered a place at whichever of these schools is the highest preference.
- 6.7 Co-ordination with own admission authority schools and other local authorities will continue up to **15 February 2024** in order to ensure that children living in Warrington will receive a **single offer** of a state funded school place.
- 6.8 At the end of the process, if the local authority is unable to offer a place at one of the parents' preferred schools, it will offer a place at the next nearest appropriate school which has a place available.
- 7. Offers of places**
- 7.1 Secondary schools in Warrington will receive their allocation list by **29 February 2024**.

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- 7.2 On **1 March 2024** notification of the offer of places in Warrington secondary schools and schools in other local authorities will be sent by Warrington Local Authority to Warrington residents, via email and letter. Where a higher ranked preference has been refused the offer letter will also include advice about waiting lists and right of appeal to an independent appeal panel.
- 8. Late applications**
- 8.1 All applications received by the closing date will be dealt with at the same time. Late applications will be processed after those which were received on time unless the child has changed address or has recently been taken into care. Address changes with documentary proof will be treated as on time up until **15 February 2024**.
- 8.2 All late applications submitted after **15 February 2024** will only be considered after the allocation date.
- 8.3 For the purposes of the local authority admission arrangements, documentary proof is defined as a copy of the council tax bill or a copy of the exchanged of contracts for the new property which is to be the child's new home address. If the change of address is to a rented property, a copy of the tenancy agreement is required instead of the exchange of contracts and the tenancy must be for at least 6 months.
- 8.5 Parents/carers are made aware that a late application could reduce the chance of gaining a place at the preferred school.
- 9. Late changes of preference**
- 9.1 Applicants may change their application at any time up **31 October 2023**, the closing date for applications.
- 9.2 After the closing date any changes of preferences will be processed after those which were received on time unless the child has changed address or has recently been taken into care. Address changes with documentary proof will be treated as on time up until **15 February 2024**.
- 9.3 Changes of preference for other reasons or, changes of address with documentary proof which is submitted after **15 February 2024** can only be considered after the allocation date.
- 9.4 For the purposes of the local authority admission arrangements, documentary proof is defined as a copy of the council tax bill or a copy of the exchanged of contracts for the new property which is to be the child's new home address. If the change of address is to a rented property, a copy of the tenancy agreement is required instead of the exchange of contracts and the tenancy must be for at least 6 months.
- 10. Waiting lists**
- 10.1 The local authority will maintain waiting lists for the transfer to Year 7 on behalf of all maintained secondary schools in Warrington which are oversubscribed. Parents/carers refused a year 7 place for their child will be informed of their statutory right of appeal and their child will automatically be placed on a waiting list(s) for their preferred school(s). The waiting lists are held strictly in oversubscription criteria order. This means that any late applications must be ranked in accordance with the criteria which may result in applicants moving up or down the waiting list.
- 10.2 The waiting lists will operate until the end of the Autumn Term 2024.
- 10.3 If places become available between the allocation date and the end of the Autumn Term 2024 they will be allocated to the next child on the relevant waiting list.

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**11. Right of appeal**

Parents/carers can submit an appeal in respect of each school for which admission has been refused. All appeals should be sent to the local authority maintaining the school where the admission has been refused. All appeals lodged by the **15 April 2024** should be heard within 40 school days of this date.

**12. Timetable for co-ordinated admissions to year 7 at secondary school for academic year 2024/2025**

Closing date for applications <b>31 October 2023</b>
Applications for schools in other LAs sent to those LAs <b>By 24 November 2023</b>
Applications will be sent to own admission authority's in Warrington by <b>By 15 December 2023</b>
Other LAs to be informed of initial offers made to their residents <b>By 15 February 2024</b>
Schools informed of allocation outcome <b>By 29 February 2024</b>
Offers made to parents <b>1 March 2024</b>
Appeals to be lodged with the LA maintaining the school by <b>15 April 2024</b>