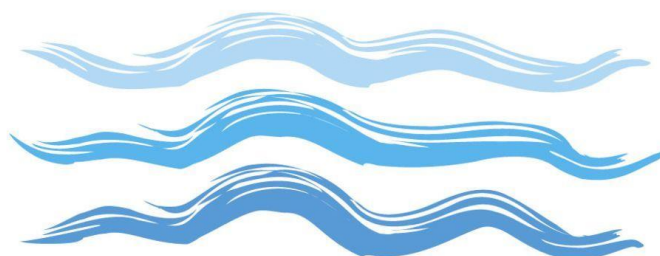


In-Year Admissions Policy & Guidance

Dee Point
Primary School



Delegate Function: committee or individual governor

Approved by Governors:

Updated: August 2013

Review date:

This policy/document was reviewed by:-

Signed.....

Date:

Position.....

Signed.....

Date:

Position.....

The next revision date is:

.....

Dee Point Primary School follows the local authority's model 'In Year Admissions Procedure'

IN YEAR GUIDANCE FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FROM 1 SEPTEMBER 2013

If you have any queries regarding the information below please do not hesitate to contact the School Admissions Team for assistance

YOU MUST

- Ensure every parent/carer completes an in year application for your school. **See attached PDF**
- Action applications in the order that they are received. **See Appendix 1 in year flow chart for schools**
- In the event that you are unable to establish which child should be offered as you have more than one application for the vacancy, contact the School Admissions Team. The team will ascertain the correct oversubscription criteria and inform you which parent/carer should be offered the vacant place based on the information provided by the parent.

For details of oversubscription criteria please view the 'Transferring to Secondary School' or 'Starting School' booklets at www.cheshirewestandchester.gov.uk/admissions.

- When the place is offered confirm offer with parent/carer and agree a start date and inform parent/carer that you will now inform the leaving school of the start date.
- You must offer a start date within 20 days of the application.
- Confirm the offer to the parent in writing and include the agreed start date in the correspondence within 5 days.
- If a place cannot be offered confirm this in writing to the parent/carer within 5 days. The correspondence **must** include the reason why the place cannot be offered, that the parent/carer have the right of appeal and that they should contact the Local Authority for information on the appeals process and vacancies by either visiting the website www.cheshirewestandchester.gov.uk/admissions or by telephoning 0300 123 7039.

Example templates are attached for both offer and no offer letters - **Appendix 2 & 3**.

- If you receive an application for a year group that is up to its published admission number but you consider that the admission of another child/children;
 - would not compromise the education of children already in the school now or in the future or,
 - would not breach class size legislation and could be accommodated within the school's capacity

please contact the School Admissions Manager to discuss the possible admittance.

- **INFORM THE LOCAL AUTHORITY OF THE OUTCOME OF ALL APPLICATIONS** as required by the Schools Admissions Code (February 2012). This is to be actioned by completing the 'Submit Notification' section on the School Admission Module (SAM). In addition this will ensure that the Authority can undertake its statutory duty of informing parents/carers of vacant places.

Please see information attached on how to submit this data via SAM. **Appendix 4**

- In the event the child does not arrive at school to start on the day agreed, to comply with safeguarding procedures, instigate the Education Welfare Service's missing children procedures.
- **Keep applications for six years.** In the event a parent/carer is unsuccessful at appeal and makes a complaint to the Ombudsman, the Ombudsman will ask for a copy of the application and the refusal letter as part of their investigation.

YOU MUST NOT.....

- **Refuse entry if the year/class has not reached your published admissions number (PAN) in the relevant year group.** The School Admissions Code is very clear on this point. For any queries in relation to this matter please contact the School Admissions Manager.
- Refuse entry as you feel you cannot 'meet the child's needs'. Schools are able to seek advice from the Local Authority to assist them in meeting all children's needs.
- Interview parents/carers.
- Offer a child out of their chronological age group without having this agreed with the Local Authority. It is only under exceptional circumstances that a child should be taught out of their chronological year group. Please contact the Schools Admission Manger for guidance.
- **Keep a waiting list.** Following the consultation process in November 2011-March 2012 the keeping of waiting lists for in year applications it was determined that they should be withdrawn for the academic year 2013-14 and beyond.

The only waiting lists that **must** be held lawfully will be those for new starters in reception or year 7 and these lists can only be held until the end of the Autumn Term 2013. From January 2014 there will be no waiting lists for these year groups also.

Details of any reception or year 7 waiting lists will be provided to you by the School Admissions Team at the start of September. These must be held in criteria order and if you have any queries as to which criteria to assign to the application please contact the School Admissions Team.

- Ask for personal details e.g. doctors details at application stage.
- Offer a place verbally if no application has been completed.
- Assign 'in area' criteria unless the child is resident in the address named on the application. A moving to address should not be used for this criteria.
- Assign sibling criteria unless the sibling has started at your school.

- Agree over PAN with a parent/carer or give an indication that they are likely to be admitted without having first having received agreement from the Schools Admissions Manger.

Failure to obtain clarification from the Local Authority regarding admitting over PAN may lead to any financial liability resting with the school's budget.

- Take a child off roll unless you have confirmed that they are on the roll of another school or have received confirmation from the Educational Welfare Service that you can do so. This is important to ensure that, in the interest of safeguarding, the whereabouts of all children is known.

YOU CAN

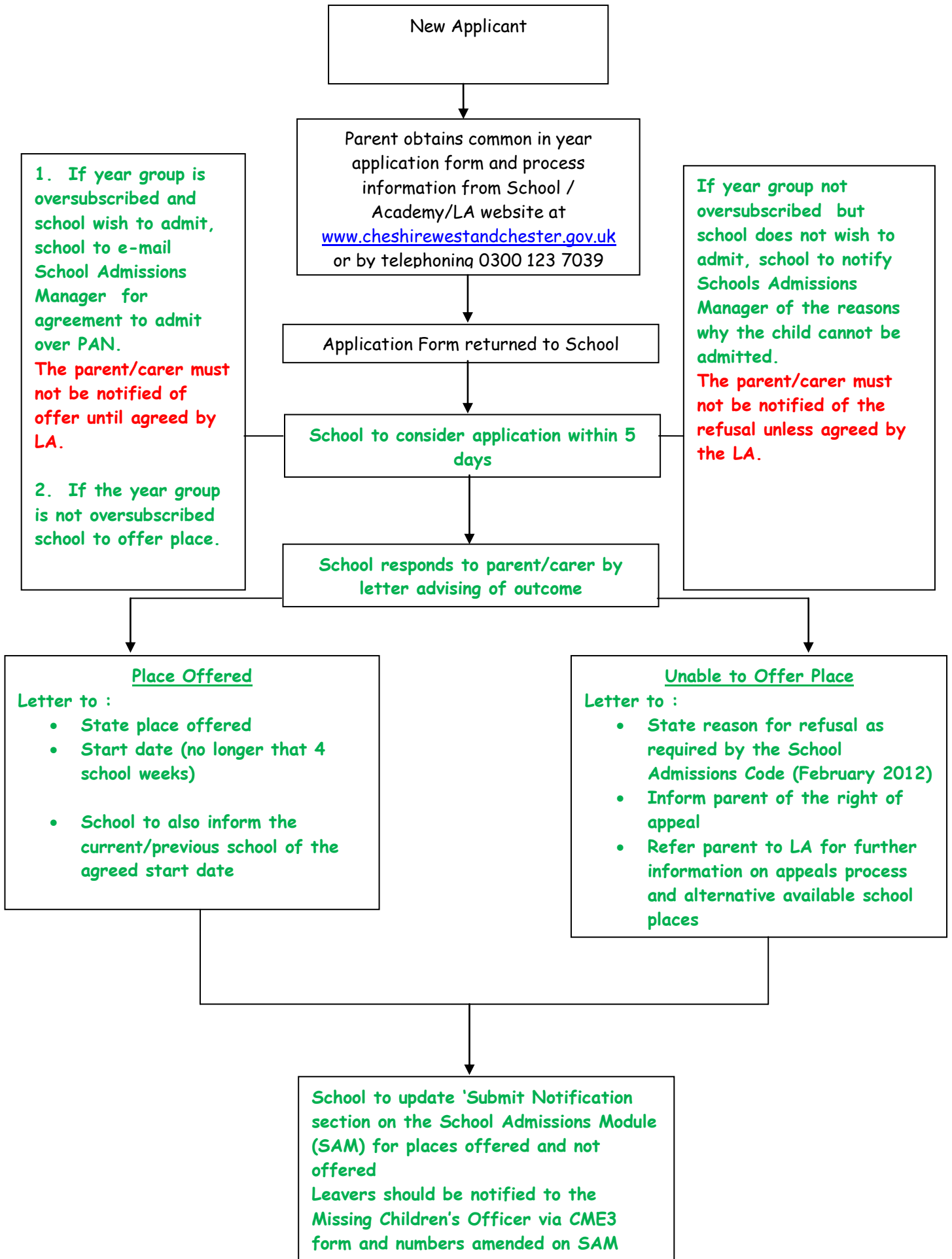
- Have the application form populated with your school name and logo and have it made available to parents on your website. A standardised form will be available to parents on the local authority website or can be obtained by calling 0300 123 7039.
- After making the offer provide the parent with a SIMS data collection sheet and arrange to receive the CTF file.
- Agree entry within a short timescale if appropriate.
- Action an application from a member of the armed forces in advance of their posting. Proof of posting must be obtained before doing so.
- Admit the following children as excepted pupils without breaching class size legislation:-

A looked after child or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a residence, or special guardianship order). For confirmation that a child falls into this category, please contact the School Admissions Team.

A child whose twin or other sibling from a multiple birth if the other twin has been admitted

A child whose parent is in the armed forces provided that proof of posting has been received from their senior officer

- Contact the School Admissions Manager or any member of the School Admissions Team for assistance on any aspect of admissions process.



Appendix 2

WORDING FOR OFFER LETTER FOR ALL
SCHOOLS/ACADEMIES

To

Our Ref

Date:

Dear

APPLICATION FOR PLACE IN YEAR XXXX

I write to confirm that a place has been offered to XXXX for year XXXXX and that you have accepted the place and have agreed that he/she should start at this school on XXXXXX.

Please note that failure to start school on that date may result in the place being withdrawn therefore it is important that you keep the school informed if there is any difficulty in your child taking up the place on the date stated above.

Your child should continue to attend their previous school until the date they start at our school.

If you require information with regard to transport please call Cheshire West and Chester Council on 0300 123 7039 or visit www.cheshirewestandchester.gov.uk/schooltransport.

Yours sincerely

Appendix 3

WORDING FOR NO OFFER LETTER FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Our Ref:

Date:

Dear

APPLICATION FOR PLACE IN YEAR

Thank you for returning your application form requesting a place in year XXXX for XXXX.

I regret to inform you that we are unable to offer XXXX a place in year XX as the school has reached it's published admission number in that year group.

You have the legal right of appeal to an independent appeals panel. To appeal against the decision not to admit your child you can complete an appeal form on line from Cheshire West and Chester Council's website www.cheshirewestandchester.gov.uk or telephone the Authority on 0300 123 7039 to request a form.

For information on where there are places available at other schools please contact Cheshire West and Chester Council on the above number.

If you have any further enquiries, please do not hesitate to contact the school.

Yours sincerely

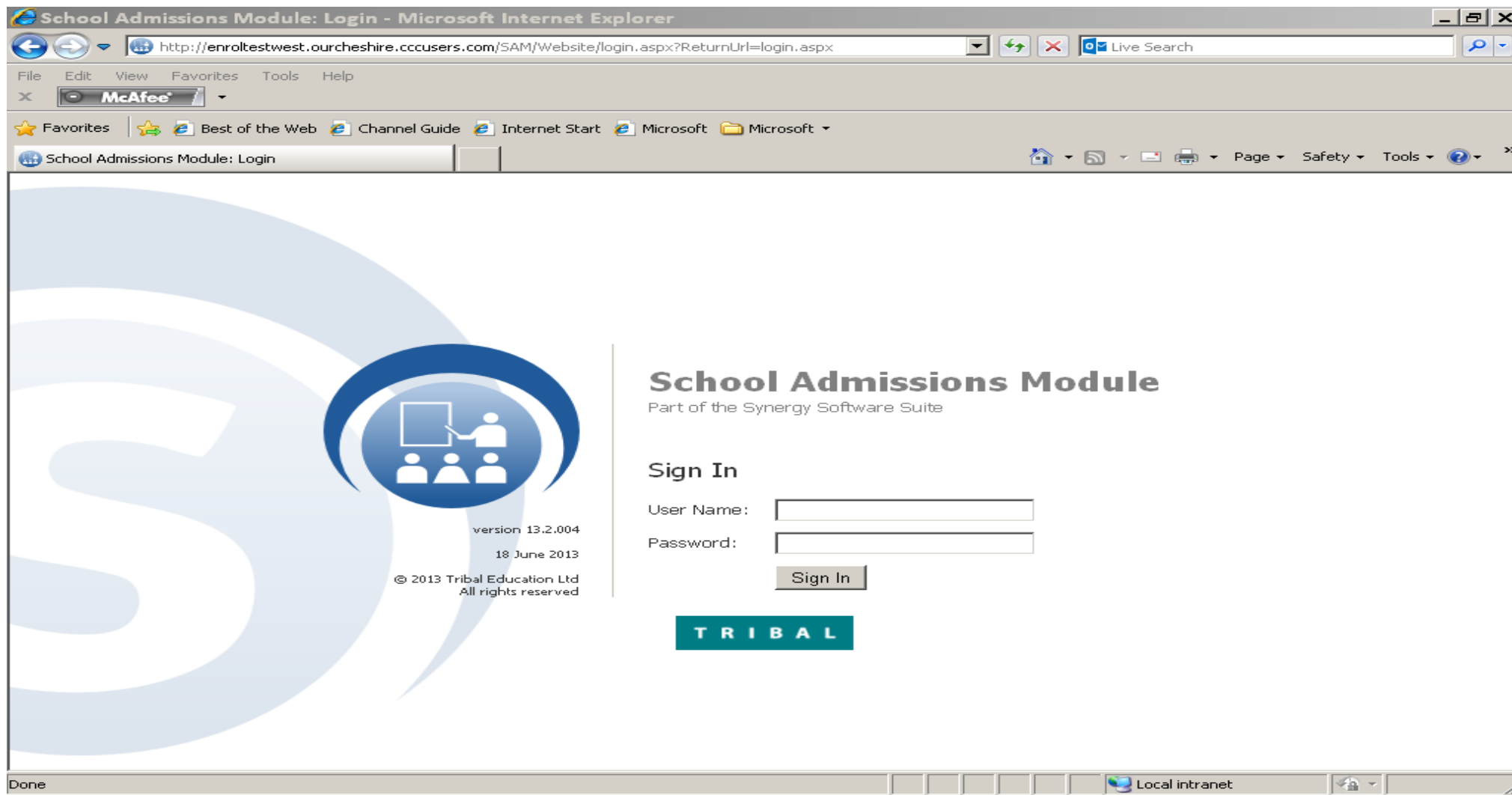
SCHOOL ADMISSIONS MODULE (SAM) GUIDANCE

The School Admissions Module, referred to as **SAM**, is a web based system which allows schools/academies to communicate the School Admissions Team. This system is to be used by schools/academies to inform the Schools Admissions Team of all in year transfer applications that have been offered or not offered. In addition you will be able to inform the team of your numbers on roll for each year group. The Schools Admissions Code requires all schools/academies to undertake the above actions and this software will enable schools/academies to communicate children's information with the Schools Admissions Team **securely**.

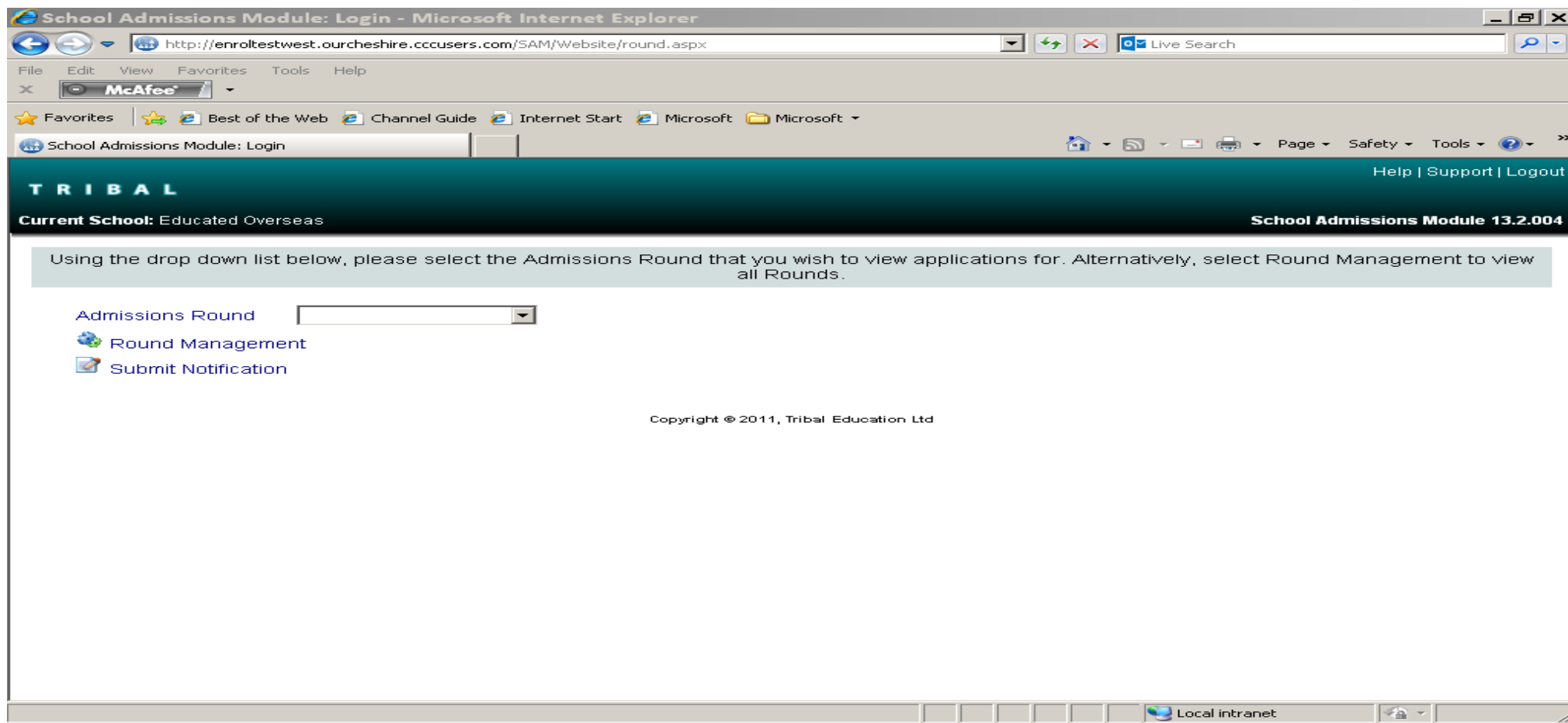
Each individual school/academy has its own user name and password.

- For **community and voluntary controlled schools** you will be sent an e-mail with your user name and password and the link to SAM to the headteacher's e-mail account. It will be for headteachers to provide this information to the relevant person who is to deal with the administration of the admissions process.
- For **aided, foundation schools and academies** there will be no change to their user name or password this will be an additional function on the SAM system and you will access it once you have logged in.

Should you need any assistance please contact the School Admissions Team who will be only too happy to help.



This login screen is accessed via the link that will be provided to you. Once user name and password is entered and you click Sign in the following screen will appear.



'Admissions Round' Used to select the relevant year group.

'Round Management' Used to inform the Local Authority of your numbers on roll when a child leaves. Only your numbers are required for this part of the process. You will still be required to inform the Missing Children's Officer of the full details of the transfer of the child to another school via the standard CME3 form.

'Submit Notification' Used to inform the Local Authority of the outcome of all in year applications. All mandatory fields must be completed and in the 'Other Notes' Section you must provide either the start date for a places offered or the reason why the place could not be offered.

To update your numbers on roll when a child leaves, log into SAM

- Choose the relevant 'Admissions Round' from the dropdown box.
- Click on 'Round Management' the following screen will appear. This displays your current numbers on roll (Attendance Count) and figures for each year group. These numbers will be initially populated by the School Admissions Team based on the numbers held by them at the end of August 2013.
- **Please note: You are only required to update your numbers on roll using this screen if a child leaves.**

- Click on the 'Edit' icon and amend the figure in the 'Attendance Count' column

School Admissions Module: Round Management - Microsoft Internet Explorer

http://enroltestwest.ourcheshire.ccusers.com/SAM/Website/VacancyDetails.aspx

File Edit View Favorites Tools Help

McAfee

School Admissions Module: Round Management

Help | Support | Change Round | Logout

TRIBAL

Current School: Educated Overseas

School Admissions Module 13.2.004

Round Management

- To edit a round, click the edit icon and update the required field(s).
- The only fields that can be updated are: Attendance Count and No. of Places Available (Depending on Round Permissions).

Display In Year Rounds

	Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List	No. of Appeals	In Year
	Reception 2013			No	0	0	30	0	0	0	0	30	0	0	No
	I.Y. Reception 2012/13			No	0	25	30	0	0	0	0	5	0	0	Yes
	I.Y. Year 1 2012/13			No	0	29	30	0	0	0	0	1	0	0	Yes
	I.Y. Year 2 2012/13			0	0	28	30	0	0	0	0	2	0	0	1
	I.Y. Year 3 2012/13			No	0	30	30	0	0	0	0	0	0	0	Yes
	I.Y. Year 4 2012/13			No	0	27	30	0	0	0	0	3	0	0	Yes
	I.Y. Year 5 2012/13			No	0	30	30	0	0	0	0	0	0	0	Yes
	I.Y. Year 6 2012/13			No	0	30	30	0	0	0	0	0	0	0	Yes

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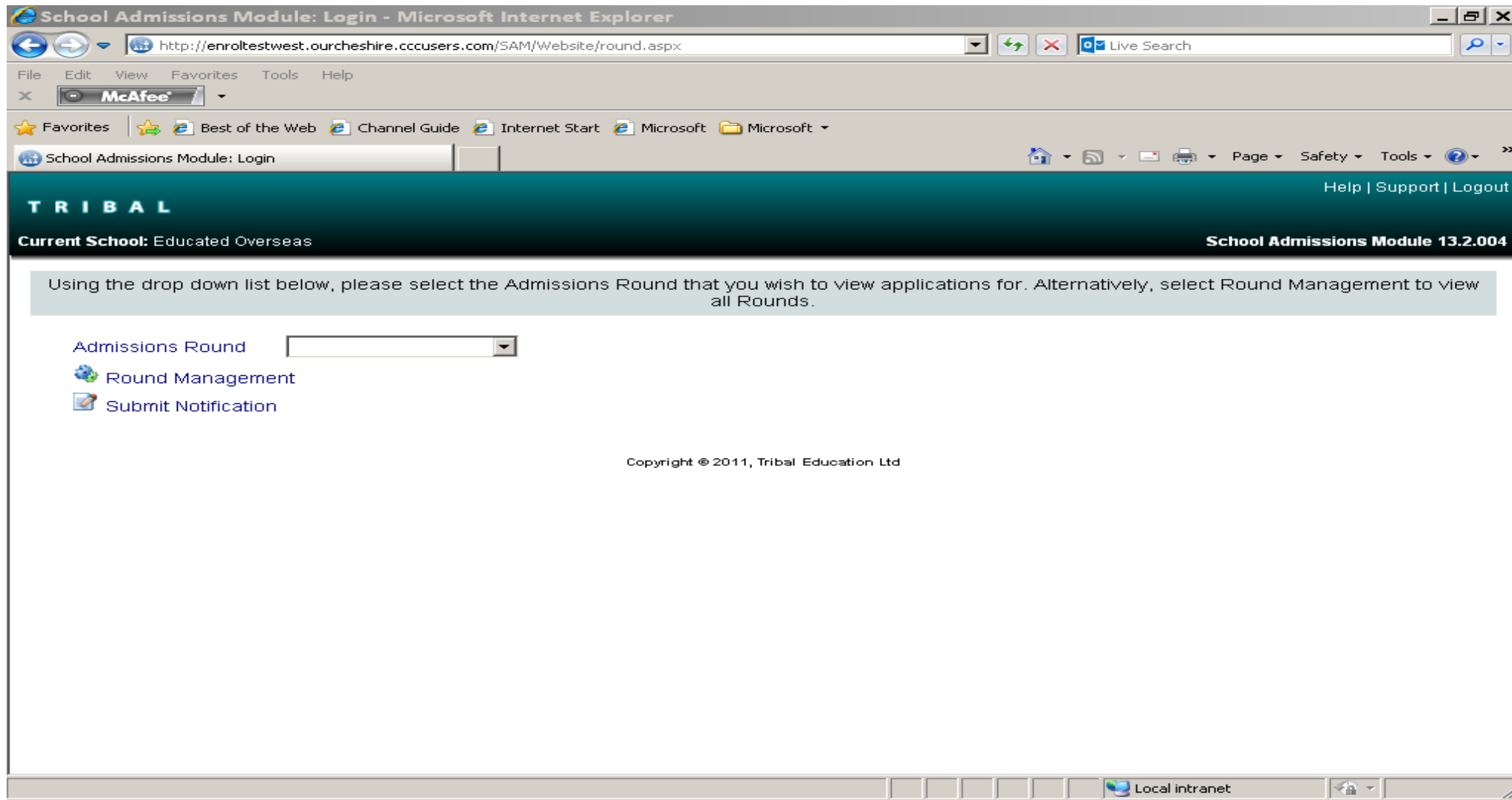
Local intranet

- Once amended click on the 'Save' icon

The School Admissions Team will then be able to run a vacancy report and inform parents/carers whether there are places available

To notify the admissions team of an in year application, log into SAM

- Choose the relevant 'Admissions Round' from the drop down box
- Click on 'Submit Notification'



The following e-form will appear. This form **must** be completed for all in year applications received whether you are able to offer a place or not.

Current School: Educated Overseas **School Admissions Module 13.2.004**

Please fill in this form to tell us about new applicants

* Denotes a mandatory field

Round *	<< Select >>	Current School LA	<< Select >>
NC Year *	<< Select >>	Current School	<< Select >>
School Officer (name) *	<input type="text"/>	Has Statement	<input type="radio"/> Yes <input type="radio"/> No (Clear Selection)
Child Forename *	<input type="text"/>	Is In Care	<input type="radio"/> Yes <input type="radio"/> No (Clear Selection)
Child Surname *	<input type="text"/>	Has an Offer Been Made *	<input type="radio"/> Yes <input type="radio"/> No (Clear Selection)
DOB *	<input type="text"/> DD/MM/YYYY	Other Notes	<input type="text"/>
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
Address Line 1 *	<input type="text"/>		
Address Line 2	<input type="text"/>		
Locality	<input type="text"/>		
Town	<input type="text"/>		
Postcode *	<input type="text"/>		

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- If you are unable to offer a place, you **must** state your reasons for refusal in the '**Other Notes**' box.
- If you are able to offer a place, you **must** state the start date in the '**Other Notes**' box.

If the current school cannot be chosen from the dropdown box e.g. may be a school abroad, please state in the '**Other Notes**' box.

Once completed click '**Submit**' - This will alert the School Admissions Team of the application and its outcome and will automatically update (if offering) the 'place offered but not yet on roll' column within the round management table and will be taken into consideration when viewing your vacancies.

Dee Point Primary School
Approved by Governors:
Updated: August 2013
Review date:

This policy/document was reviewed by:-

Signed.....

Date:

Position.....

Signed.....

Date:

Position.....

The next revision date is: