



Procedure for Own Admission Authority Schools on how to process in-year applications received from September 2015 onwards

This applies to all Academies, Free Schools, Foundation and Voluntary aided Schools

1 September 2015

Introduction

As part of the Admissions Consultation for 2015/2016 held in January and February 2014, we proposed to stop co-ordinating in-year admissions for Own Admission Authority (OAA) schools. This is because there is no longer a requirement within the School Admissions Code for the Local Authority (LA) to do so. It was subsequently agreed that from September 2015 the LA would no longer co-ordinate in-year applications for OAA schools.

This document sets out the proposed procedure between OAA schools and the LA for all in-year applications from September 2015. We invited schools to let us know if they were unable to adopt this procedure. We received a few comments from schools and have responded to them in this final version of the procedures. We did not receive any responses from schools to let us know they were unable to follow them and so assume that all are happy to do so. If this is not the case, please let us know.

Department for Education School Admissions and Appeals Codes

The School Admissions Code (2014) and the School Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

The School Admissions Code (December 2014), paragraph 2.22, states:

*‘Own admission authority schools **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, 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.’*

We invited some academies, free schools and the Church of England Diocesan Authority to work in partnership with us to develop a new procedure that would comply with the Code and be simple to administer. Three of our high schools and a Church of England Diocesan Authority representative worked with us to develop the flowchart on the next page.

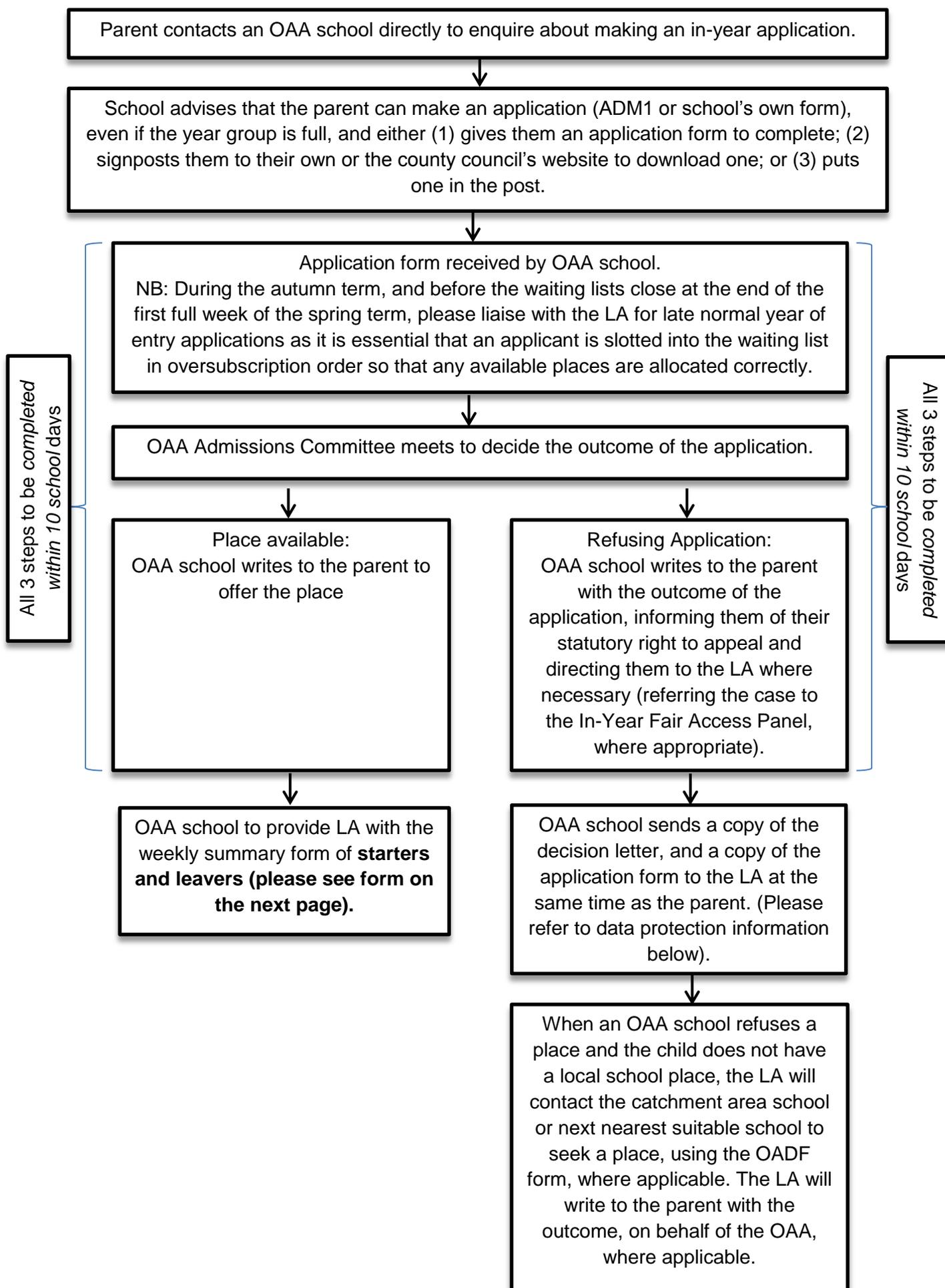
Some parents may find the in-year application process complicated, particularly if they wish to apply for a place at an OAA school and a community school. In working together, we hope that the process for parents would be easy and that they can be signposted quickly to the LA when it is not possible for an OAA school to offer their child a place.

All OAA schools are asked to follow the procedure in order to comply with the School Admissions Code and to ensure a consistent, fair and simple process for parents.

If you have any queries please contact the admissions team on 01473 260992

or email admissions@suffolk.gcsx.gov.uk

Flowchart for Processing In-Year Applications



ADM1 application form

The School Admissions Code, paragraph 2.21, says that Local Authorities must, on request, provide a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

We have developed an ADM1 application form which is available on our website at www.suffolk.gov.uk/admissions / apply for a school place in 2015/2016 / step 3. This includes a disclaimer to explain how the Governing Body/Academy Trust will use the applicant's information. This says, *"The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. They will check and/or share this information with other admission authorities, local authorities, schools or education professionals, where necessary, to process your application and to enable Suffolk County Council to keep up to date figures on the availability of school places. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law."* Should you decide to develop your own application form we would recommend that you use this disclaimer, or you may prefer to seek your own advice.

Data Protection

- You will need to send information to us securely. This may mean password protecting the document before sending and telephoning the password to the Admissions Team. We will remove the password when we receive your document as it will be stored in a secure place.
- We would like to remind schools that you should have a message on your website that states personal data is processed in accordance with the Data Protection Act 1998.

Starters and Leavers form

In order for the LA to be able to respond accurately to parental enquiries regarding the availability of school places in the area, please provide all of your leavers as well as starters and those who have been offered a place but have not yet started. We have developed the Starters and Leavers form on the next page and ask that all OAA schools complete and return this to us on a weekly basis, when there has been pupil movement in or out of any year group.

Please note that listing a leaver on this form does not affect the normal procedure to record a child as missing education (CME) as this procedure must still be followed.

Signposting Parents

The Schools in Suffolk 2016/2017 booklet will make it clear to parents that they should make an in-year application directly to an OAA school. We will highlight the OAA schools in the Directories Of Schools in Suffolk 2016/2017 to help parents. In addition, we will maintain an OAA Schools list on our website from September 2015 and keep it updated to reflect any changes to a school's status.

Decision Letters

We have provided some proposed text that you may wish to include in your decision letters to parents.

