

Co-ordinated Admissions Scheme 2025/2026

- Under this scheme the LA is responsible for coordinating the admission of all children to Bury schools/academies. This scheme meets the requirements for a scheme for coordinating admission arrangements under The School Admission (Admissions Arrangements and Co-ordination of Admissions Arrangements).
- This responsibility will cover admission to Bury primary and secondary schools, who have community, voluntary controlled (VC), voluntary aided (VA), foundation status, academies and free schools. Admission to independent schools or maintained special schools are not covered by this scheme.
- This scheme covers applications from parent/carers for their children to start:
 - In reception in September (Primary Admissions Round)
 - In year 7 in September (Secondary Admissions Round)
 - In reception to year 11 at any other time during the academic year (In Year)
- As the coordinating body, the LA will receive applications for school/academy places from parent/carers resident in Bury and inform them of the outcome.
- As the admission authority for community and voluntary controlled schools in Bury, the LA is responsible for determining their admission arrangements. Within the admission arrangements are the oversubscription criteria. These criteria are used to determine which applicants will be allocated a place where there are more applications than places available.
- For voluntary aided schools, foundation schools, academies and free schools, the Governing Body of the school or academy is the Admission Authority. As such it will be for the Governing Body to determine their own admission arrangements. These types of school/academies are referred to as Own Admissions Authority (OAA) schools and academies. Within the admission arrangements are the oversubscription criteria. This set of criteria is used to determine which applicants will be allocated a place where there are more applications than places available. Admission Authorities are required to determine their admission arrangements by 28 February 2025 and publish/send to the LA by 15 March 2025.

- For admission as part of the Primary or Secondary admission round, places will normally only be offered up to the published admission number, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.
- For In Year admissions, it is expected that the admission number will continue to be applied. However, if circumstances at the school/academy have changed since the year of entry, a place may be refused even if the admission number has not been reached.
- Parent/carer's resident in Bury who apply for a school/academy in another authority will be required to apply to Bury LA. Parent/carers must apply to their home LA regardless of which LA their preferred school/academy is in.

Preferences

- When applying for a school/academy place parent/carer will be invited to express 3 preferences on the online application form. Parent/carers will be expected to state their preferences in priority order.
- Parent/carers will be provided with the opportunity to give reasons for their preferences and can, if appropriate, provide any additional documents in support of their preferences.
- The LA will operate an equal preference scheme. All applications will be considered against the published oversubscription criteria, but without any reference to the parent/carer's priority order. If a child can be offered a place at more than one school/academy, the LA will refer to the parent/carer's priority order of preferences and will offer a place at the school/academy that is the highest preference.

Own Admission Authority Schools (VA, Foundation and Free) and Academies.

- Some OAA schools and academies may require information in addition to that on the normal application form. In such cases a supplementary form will be available from the relevant school/academy and the LA. The supplementary information form must be returned to the school/academy being applied for.
- In circumstances where a supplementary form has not been completed, the application will be assessed on the basis of the information submitted on the LA's application form.

Primary Admission Round - Application Process

- The Primary Admission Round is for children starting in Reception for the first time. For the 2025/2026 academic year the round will include children born between 01/09/2020 – 31/08/2021.
- Parent/carers who already have a nursery place at a Bury school or Academy, must complete an application form and should not assume that they will automatically get a place in the reception class at that school/academy.
- The LA will collect address information on the incoming Reception cohort from the Health Authority and its own databases. This will be used to send application information to relevant parents.
- All parent/carers will be asked to make their application on the application form. The application form will be available on the on-line parent portal and in hard copy. Emails will be sent to parents who applied online on 16 April 2025 and letters will be posted out to all other applicants on 16 April 2025.
- Parents will be asked to apply online where possible. Copies of the admissions guide will be available on www.bury.gov.uk/admissionsprimary
- The closing date for applications will be 15 January 2025 at 11.59pm. All applications must be completed and submitted by the closing date. Any applications received after the closing date will be considered as late applications.

Processing Applications

- The LA will forward relevant information from application forms by 3 February 2025 to other local authorities where Bury residents have expressed a preference for a maintained school or academy in their area. On this date other LAs will send details of preferences for Bury schools or academies that have been expressed by their residents.
- The LA shall forward relevant information from application forms by 3 February 2025 to the OAA schools and academies in Bury where parent/carers have expressed a preference for them. Preference ranking for individual applicants will not be shared with admission authorities as this cannot lawfully be used when applying oversubscription criteria.
- Bury's OAA schools and academies will inform the LA by 3 March 2025 of the priority ranking of all applicants according to their admission arrangements.

Determining Offers

- Once the LA has received the OAA lists it will process the allocation of places for all Bury primary schools and academies, offering applicants the highest possible preference.
- By 10 March 2025 the LA will inform other local authorities of offers to be made to children resident within their boundaries and request details of offers they will be making to Bury residents. This information will continue to be exchanged until 24 March 2025.
- Where a preference cannot be offered to a Bury resident the LA will:
 - Offer a place at the nearest suitable school/academy, where places are available in accordance with paragraph 2.11 of the School Admissions Code 2012;
 - Place the applicant on the waiting list, where held, for the preference schools/academies; and
 - Provide advice and information parent/carers about the appeal process and the options available to them.
- Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy's admission arrangements. Waiting lists are not operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it. All schools/academies are required to maintain a waiting list for the Autumn term in accordance with paragraph 2.14 of the School Admissions Code (2014). Further details on operation of waiting lists can be found in the school/academy's admission arrangements.

Notifying Parent/Carers of Decisions

- The LA will send decision emails to parents/carers resident in Bury who applied online on 16 April 2025 and for all other Bury resident applicants, decision letters will be posted on 16 April 2025 confirming offers of places for all children who start reception in September. All Bury school/academies will be informed on 16 April 2025 of the children offered a place.
- The LA will make offers for September entry in reception for all school/academies. A parent has a right to defer the uptake of a reception place until a child is of statutory school age. A child becomes of statutory school age the term after their fifth birthday. Deferral of a school/academy place should be arranged directly with the Headteacher/Principal and confirmed in writing. The requirement for a school/academy to arrange for and hold a deferred place can be found in paragraph 2.16 of the School Admissions Code 2014.

Late Applications

- The closing date for applications will be 15 January 2025. Any applications received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed.
- Where possible late applicants will be sent an offer letter on 16 April 2025.
- Applications received after the 16 April 2025 will be notified of the outcome of their application as soon as possible.

Secondary Admission Round - Application Process

- The Secondary Admission Round is for children transferring from year 6 to year 7, from Primary to Secondary school. For the 2025/2026 academic year the round will include children born between 01/09/2013 – 31/08/2014.
- The parents/carers of all Y6 children who reside in Bury will apply for a secondary school/academy place to their home authority. The LA will have records for all children resident in Bury who attend Bury primary school/academies. In order to make sure that all children resident in Bury are informed of the process, the LA will ask neighboring authorities and independent schools in the area for details of children who attend their school/academies and reside in Bury. This information will be requested at the end of the Summer Term 2024.
- Applications will be made on a transfer application form or online via the parent portal. Letters informing parents to apply for a year 7 place will be posted to the Primary school of all known year 6 Bury children by 1 September 2024
- Parent/carers will be asked to apply online where possible. Copies of the admissions guide will be available at www.bury.gov.uk/admissionssecondary.
- The closing date for applications will be 31 October 2024 at 11.59pm.

Processing Applications

- The LA will forward relevant information from application forms by 15 November 2024 to other local authorities where Bury residents have expressed a preference for a maintained school/academy in their area. On 15 November 2024 other LAs will send to the LA details of preferences for Bury school/academies that have been expressed by their residents.
- The LA will forward relevant information from application forms by 15 November 2024 to OAA schools and academies where parents/carers have expressed a

preference for those school/academies. Preference ranking will not be shared with admission authorities as this cannot lawfully be used when applying oversubscription criteria.

- OAA schools and Academies will inform the LA by 6 December 2024 of the priority ranking of all applicants.

Determining Offers

- By 15 January 2025 the LA will inform other local authorities of offers to be made to children resident within their boundaries and request details of offers they will be making to Bury residents. This information will continue to be exchanged until 5 February 2025.
- Where a preference cannot be offered to a Bury resident the LA will:
 - Offer a place at the nearest suitable school/academy, where places are available in accordance with paragraph 2.11 of the School Admissions Code (2014),
 - Place the applicant on the waiting list, where held, for the preference schools/academies,
 - Provide advice and information to parent/carers about the appeals process and the options available to them.
- Waiting lists will be held in criteria order using the oversubscription criteria in the school/academy's admission arrangements. Waiting lists are not operated on a "first come, first served" basis. The amount of time an applicant is on a waiting list will not affect their position on it. All schools/academies are required to maintain a waiting list for the Autumn term in accordance with paragraph 2.14 of the School Admissions Code (2014). Further details on operation of waiting lists can be found in the school's/academy's admission arrangements.

Notifying Parents/Carers of Decisions

- The LA will send parent/carers resident in Bury an email if they applied online on 3 March 2025 or if a paper application from was completed then letters will be posted out on the national offer day, 3 March 2025, confirming offers of places for all children. All Bury school/academies will be informed on 3 March 2025 of the children offered a place.

Late Applications

- The closing date for applications will be 31 October 2024. Any application forms received after the closing date will be processed as late applications. This means an offer of a school/academy place will be made after all on time applicants have been processed. Late applications for Bury school/academies may result in parents/carers not being offered a

place at their preferred school/academy.

- Where possible late applicants will be sent an offer letter on 3 March 2025.
- Applications received after the 3 March 2025 will be notified of the outcome of their application as soon as possible.

In-Year Admissions (outside the normal round)

- All in year applications for places at maintained primary schools, secondary schools or academies should be made directly to the LA. The LA will co- ordinate all applications. If an application is made directly to a school/academy they are required to forward the details to the LA.
- All schools/academies are required to update the LA, on a regular basis of any in year allocations, their numbers on roll and their vacancies.
- If there are more vacancies at a school or academy than applicants, then all applicants will be offered.
- If there are more applicants than vacancies, the over subscription criteria for the school/academy will be applied by the Admission Authority to decide which applicants are offered a place. Offers will be made up to the school/academy's admission number.
- If a place cannot be offered at the parent/carer's preferred school/academy, the LA will inform them of their right of appeal to an Independent Appeal Panel.
- A secondary and Primary In Year Fair Access Protocol is in place to consider children who are without a school/academy place who meet the In Year Fair Access Criteria. These children will be admitted above waiting lists.
- The Department for Education (DfE) has confirmed that the operation of In Year Fair Access protocols is outside the arrangements of coordinated admissions and as such the statutory duty to comply with parental preference does not apply in those circumstances. Therefore, this scheme does not apply to children who fall under the Authority's 'In Year Fair Access Protocol'; such children will continue to be considered for admission in accordance with the procedures outlined in the Authority's agreed Protocol.

Key dates in the Primary and Secondary Admissions Round 2024/2025

<u>Event</u>	<u>Secondary Round</u>	<u>Primary Round</u>
LA sends application information to parents	01/09/2024	01/11/2024
Closing Date for applications	31/10/2024	15/01/2024
LA sends applications for other Local Authorities school/academies to other Local Authorities	15/11/2024	03/02/2025
LA sends applications to each OAA school and Academy	15/11/2024	03/02/2025
OAA schools and academies return to the LA ranked lists according to admission arrangements	06/12/2024	03/03/2025
First exchange of offers with other LAs	15/01/2025	10/03/2025
Final exchange of offers with other LAs	05/02/2025	24/03/2025
Offers sent to parents	03/03/2025	16/04/2025