

MEDWAY PRIMARY SCHEME FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2010

A. Applications for the normal year of entry i.e. yr R and yr 3 for junior schools made at the normal time.

1. A stock of common application forms for year R and year 3 sent to primary schools for parents during term 1 of 2009.
2. Parents complete the application form (only one) which enables them to express two preferences in rank order. These forms should be returned to the first preferred primary school.
3. In addition, parents arrange for any other documentation required by individual admission authorities – i.e. baptismal certificates/supporting church statements, to be sent direct to their named schools. This will enable those schools who need this information in order to apply their oversubscription criteria, where necessary, when they receive their lists of applicants from the LA.
4. Closing date for receipt of the application form 1 March 2010.
5. The LA enters the details on a central database.
6. The LA will send primary schools lists of names of all applicants whose parents placed the school either first or second preference together with other relevant details given on the form. Both preferences are considered equally.
7. Aided schools apply their oversubscription criteria, where necessary, and return their lists to the LA indicating the rank order of all applicants.
8. Community and voluntary controlled schools need to check sibling links and return to LA. The LA will undertake the distance measurements and draw up rank orders of priority according to the oversubscription criteria.
9. Where the child's name is sufficiently high on the lists of both preferred schools that it would mean a place could be offered at both, the computer will apply the parents order of preference and only allocate a place at the school which is ranked highest on the common application form. Where neither of the two preferences can be met a place will be offered at the nearest appropriate school with a space.
10. Offers of places will be posted to parents by the LA on 26 April 2010 (this will be on behalf of the governing bodies where the LA is not the admission authority).
11. Parents can ask for their child's name to go on a waiting list for any place that may become available at any school. Parents return refusal slips/waiting list requests to the LA by 12 May 2010.
12. LA re-allocates any places that have become vacant at any school w/b 24 May 2010.
13. Last date for receipt of appeals by admission authorities is 13 May 2010.

B. Late yr R and yr 3 applications received after the closing date of 1st March 2010 but before the allocation date

1 These late application forms will be dealt with as follows:

(a) From parents who are resident in the area on the closing date of 1 March 2010.

These will normally be held and dealt with after the offer date of 26 April 2010. If the school is over-subscribed the child's name will be added to the waiting list and dealt with according to the waiting list arrangements. The LA will offer a place at the nearest school with a space

(b) From parents who have moved to Medway after the closing date 1 March 2010 and by 2 April 2010 or those in area with exceptional circumstances.

(i) These will be dealt with alongside those received by the closing date and an offer will be posted to parents on 26 April 2010.

(ii) Those received after 2 April 2010 but by allocation will be dealt with at re-allocation.

C Yr R and yr 3 applications received after the offer date but before reallocation day

1 Applications must be made on the application form and returned to the LA. Details will be entered on the central database. On re-allocation day and after consultation with the relevant admission authority a place will be offered at the school highest in the parents order of preference if there are spaces at both, if none of the preferences can be met a place will be offered at the nearest school with a vacancy. The child's name can be placed on a waiting list for a preferred school and will be dealt with according to the waiting list arrangements.

D New yr R and yr 3 applications received after reallocation day and before the beginning of the autumn term 2010

1. Applications must be made on the APPLICATION FORM and returned to the LA. Details will be entered on the central database. Where the first preference is for:

- a community or voluntary controlled school the LA will determine the application. Parents refused admission must be offered a right of appeal and the second preference considered.
- an aided school, the governing body will determine the application and notify both the parent and the LA of their decision. Where a place is refused the parent must be offered a right of appeal. The LA will then deal with, or pass details to, the second preference school.

Where the second preference cannot be met the LA will offer a place at the nearest appropriate school with a space.

E Application for all year groups (yr R to yr 6) made during 2010/2011 school year

1 The scheme for co-ordinating in year admissions will be formulated by 1 January 2010.