



**Doncaster  
Council**

**Qualifying  
Co-ordinated Admissions Scheme For  
Secondary Schools  
In Doncaster**

**Academic Year - 2024-2025**

**[www.doncaster.gov.uk](http://www.doncaster.gov.uk)**

# CONTENTS

	<b>Page No.</b>
<b>Introduction</b>	2
<b>Interpretation</b>	2
<b>The Scheme</b>	3
<b>Schedule 1:</b>	4
Part I: The Scheme	4
Testing	5
Processing Applications	5
Determining Offers In Response To Applications	5
Part II: Late Applications	7
Part III: Waiting Lists	7
Part IV: In-year Transfers	7
Part V: In Year Fair Access Protocol	8
Part VI: Doncaster Armed Forces Community Covenant	8
Part VII: False Information	8
<b>Schedule 2</b>	8
Determination Of Nearest Appropriate School	8
<b>Schedule 3</b>	9
Co-ordinated Scheme Timetable – Year Of Entry	9
<b>Schedule 4</b>	10
Co-ordinated Scheme Timetable – In Year Transfers	10
<b>Schedule 5</b>	11
Admission Authorities Of Doncaster Secondary Schools Covered By The Scheme	11

# Qualifying Co-ordinated Admissions Scheme For Secondary Schools In Doncaster

## Introduction

- 1 This scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

## Interpretation

- 2 In this scheme –

“the Council” means Doncaster Council acting in their capacity as the Local Authority;

“the Council area” means the administrative area covered by Doncaster Council;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“admission authority” in relation to an academy refers to the academy trust;

“school” refers to an academy (but not a special school);

“appropriate school” means a secondary school or academy providing secondary education;

“the specified year” means the school year beginning at or about the beginning of **September 2024**;

“academy” are defined in Section 1A of the Academies Act 2010;

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“in-year transfer” means an application for a place in a year group other than the first year of secondary education, or any application for admission to the first year that is received on or after **31 August 2024**; and

“resident” for the purposes of the year of entry applications received by the closing date, resident means the area of the local authority where a person is ordinarily resident on **31 October 2023** i.e. they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. At all other times this relates to the address at the time of application.

## **The Scheme**

- 3** Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils (other than for those pupils with an Education Health and Care Plan (EHCP) or proposed EHCP for secondary schools in the Council area and to the secondary schools of those other Councils who have agreed to co-ordinate their admission arrangements with Doncaster Council (“the scheme”).
- 4** The scheme referred to below shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 3.
- 5** The scheme shall apply to every secondary school in the Council area (except special schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 5.
- 6** For Year of Entry applications, the Council will co-ordinate with those Councils who have agreed to co-ordinate their admission arrangements in Schedule 5.
- 7** For In-Year applications the Council will only co-ordinate applications made for Doncaster Schools.

# SCHEDULE 1

## PART I - THE SCHEME

- 1 Parents will be invited to make their applications online.
- 2 The online application process must be used as a means of expressing up to three preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Council area wishing to express a preference for their child -
  - a) to be admitted to an academy within the Council area;
  - b) to be admitted to a school located in another Council's area (including community, VA, foundation schools and academies).
- 3 The online application process will –
  - a) invite the parent to express up to three preferences including schools outside the Council's area in rank order of preference.
  - b) invite parents to give their reasons for each preference.
  - c) specify the closing date.
- 4 The Council will make appropriate arrangements to ensure:
  - a) parents to apply on line for a school place;
  - b) that the CAF is available on request from the Council, from all primary and secondary schools in the Council area, online; and
  - c) that details of the co-ordinated admissions scheme are available online.
- 5 The Council, with the co-operation of Doncaster schools, will take all reasonable steps to ensure that every parent resident in the Council area who will have a child in their last year of primary education in the school year prior to the specified year, receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed through the online application form or CAF are valid applications and will be considered in accordance with the published admission arrangements for the respective school.

### Equal Preferences

- 8 This scheme shall be classed as an 'Equal Preference Scheme'. All applications will be considered against published admission criteria, but without any reference to how the school applied for has been ranked by parents. If an individual child can be offered a place at more than one school, a place will be offered at the highest ranked school at which a place was available.

## Supplementary Information Forms (SIF)

- 9 An admission authority can require parents who wish to nominate, or have nominated, their school through the online application process or CAF, to provide additional information on a supplementary information form (SIF) only where the additional information is required for them to apply their oversubscription criteria to the application. Where a SIF is required it must be returned to the school.
- 10 A SIF it will not be regarded as a valid application unless the parent has also completed the online application process or CAF and the school is nominated on it. Under the requirements of the scheme, parents will not be under any obligation to complete an individual SIF.

## Testing

- 11 No Doncaster secondary schools operate admission arrangements that include criteria for selection by ability or aptitude. Where a parent applies for a school in another Council which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, that admission authority should ensure that parents are informed of the outcome of entry tests before they make their applications for other schools.

## Processing of Applications

- 12 The closing date for applications is **31 October 2023**. The default position is for parents to apply online.

## Determining offers in response to Applications

- 13 The Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to an application. The Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed through the online application process or CAF where-
- (a) it is acting in its separate capacity as an admission authority, or
  - (b) where it has been asked to act on behalf of another admission authority, or
  - (c) an applicant is eligible for a place at more than one school, or
  - (d) an applicant is not eligible for a place at any school that the parent has nominated, in which case the Council will allocate a place in accordance with the provisions set out below.
- 14 **By 1 December 2023**, the Council will have provided other Councils with all relevant details of every preference expressed for a place in a secondary school maintained by them by a parent resident in Doncaster, and will have received from other Councils all relevant details of every preference expressed for a place in a Doncaster secondary school by a parent resident in their area.

The Council will also have provided the relevant admission authority for each Doncaster secondary school with all relevant details of every preference expressed by a parent for a place at their school.

"All relevant details" will include any SIF required in support of the application by the admission authority and received by the above date.

**15** **By 11 December 2023** the admission authority of each Doncaster secondary school will have considered all preferences expressed for a place at the school in accordance with the published admission arrangements for the school, and have provided the Council with a list of children ranked according to the school's oversubscription criteria (published as part of the admissions arrangements) and confirmed those children eligible to a place.

**16** **By 12 January 2024** The Council will have matched each ranked list against the ranked lists of all other schools in Doncaster and:

- Where the child is eligible for a place at only one of the schools preferred on the online application form or CAF, that place will be allocated to the child.
- Where the child is eligible for a place at more than one school listed on the online application form or CAF, a place will be allocated at the school ranked highest by the parents on the online application form or CAF and,

The Council will inform other Councils of the children of parents resident in their area who are eligible for a place in a Doncaster secondary school and of those children not eligible together with the reasons for the unsuccessful preference.

**17** **By 22 January 2024** the Council will, as a consequence of information received from other Councils regarding children of parents resident in Doncaster eligible to a place in a secondary school maintained by those Councils, have again carried out the actions identified above and, **by 5 February 2024**, have informed other Councils of the consequences of doing so.

**18** **By 9 February 2024**, following any consequential amendments arising from the actions carried out in accordance with the above, the Council will make no further changes to the ranked list of each Doncaster secondary school and will offer to the parent the place at the school allocated to their child at that date.

Where a child has not been allocated a place at all of the schools preferred on his/her online application form or CAF, a place will be allocated at a school determined in accordance with the provisions of Schedule 2.

The Council will also have informed Doncaster secondary schools of the pupils to be offered places at their schools.

**19** **On 1 March 2024** parents will be sent an email notifying that they are being offered a place at the allocated school. This will give the following information:

- The name of the school at which a place is offered;
- If a place is not offered at any preferred school listed on the online application form or CAF – the reasons for the refusal;
- Information about the statutory right of appeal against any decisions made;
- Contact details to lodge appeals as necessary.

The email will not inform parents of places still available at other schools.

**20** **15 March 2024:** the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

## **PART II - LATE APPLICATIONS**

- 21** The national closing date for applications in the normal admissions round is **31 October 2023**.

Applications received between **1 November 2023 and 3 March 2024** inclusive will be sent offer/refusal emails by the Council no later than **31 March 2024**.

Applications received between **4 March 2024 and 3 April 2024** inclusive will be sent offer/refusal emails no later than **28 April 2024**.

Applications received after **4 April 2024** and up to **31 August 2024** will be processed by the Council on an ongoing basis.

Applications received after **31 August 2024** will be dealt with as in-year transfers.

- 22** **By 30 June 2024** the Council will offer a place to any Doncaster child it is aware of, for whom it has not received an application, in accordance with Schedule 2.

## **PART III – WAITING LISTS**

- 23** Unless otherwise indicated in the individual admission arrangements, a waiting list will be held for any school for which a place has been refused until the end of the autumn term in the admission year.

## **PART IV – IN-YEAR TRANSFERS**

- 24** Applications received from **1 September 2024** onwards for admission into any year group are classed as in-year transfers.
- 25** The Council will be co-ordinating all applications for in-year transfers within Doncaster.
- 26** Applications for admission to any secondary school in Doncaster must be made on the online admissions system.
- 27** Where a place is not available at the requested school(s) Doncaster Council will allocate a place in accordance with the provisions of Schedule 2.
- 28** A single offer of a place will be made by the Doncaster Council in respect of applications for Doncaster Schools.

## **PART V – IN YEAR FAIR ACCESS PROTOCOL**

- 29** All admission authorities within Doncaster are part of the In Year Fair Access Protocol. In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements.

## **PART VI – DONCASTER ARMED FORCES COMMUNITY COVENANT**

- 30** To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official email that declares a relocation date and a Unit postal address or quartering area address.



- 31** Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

## **PART VII – FALSE INFORMATION**

- 33** Where an offer of a place made under the scheme is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 34** In determining whether to withdraw the offer of the place, account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 35** Where a place or an offer has been withdrawn the application will be reconsidered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.

## **SCHEDULE 2**

### **ALLOCATION OF ALTERNATIVE PLACES DETERMINATION OF NEAREST APPROPRIATE SCHOOL**

- 1** For the purposes of Schedule 1 the Council will allocate places as follows where a pupil has not secured a place at a requested school or schools.
- 2** If there are vacancies, a place will be given first at a pupil's catchment area school.
- 3** If after allocating places in accordance with paragraph 2 above, there remain pupils to which no school has been allocated then, consideration will be given to allocating a place at the nearest Doncaster school with a vacancy to the pupil's home address. This will be determined by measuring the distance, by road, from the point of the front entrance of the pupil's home address - to the entrance nearest to the reception point of the school. Measurements will be made using a computer system.
- 4** In the case of split site schools, 'entrance nearest to the reception point' will refer to the lower school site.
- 5** At each stage above, if there are insufficient places, the schools admission policy will determine which child(ren) should be allocated places.
- 6** In all instances, a parent will be offered the right to an independent appeal and be able to apply for an alternative school. There will be no compulsion for the parent to accept the allocated place.

## SCHEDULE 3

### CO-ORDINATED SCHEME TIMETABLE

- 31 October 2023:** Closing date for online applications.
- 1 December 2023:** By this date:  
A final transfer/receipt of applications from/to neighbouring Councils will be undertaken.
- Details of applications for places for other admission authorities to be sent to the respective schools.
- 11 December 2023:** By this date:  
Doncaster admission authorities will have provided the Council with ranked lists of applicants in accordance with the published policy.
- 12 January 2024:** By this date:  
The Council applies the co-ordinated scheme to determine single potential offer. The Council will notify neighbouring authorities of potential offers for their residents.
- 22 January 2024:** By this date:  
Having received from neighbouring Councils potential offers of places at schools in their area (together with reasons for any unsuccessful preferences) the Council will again match the ranked lists of all the schools to identify potential offer of places in accordance with Schedule 1
- 5 February 2024:** By this date:  
The Council will notify neighbouring Councils of those potential offers they intend to notify to parents and of those they will not be notifying (with reasons).
- 6-10 February 2024:** The Council will notify neighbouring Councils of any consequential potential offers that can now be offered to applicants resident in their areas.
- 9 February 2024:** By this date:  
The Council will, for the final time, match the lists of all the schools to identify the final offer of places in accordance with Schedule 1.
- In accordance with paragraph 16 of Schedule 1, the Council will allocate a place to any pupil not eligible to a place at all preferred schools through the application process.
- 1 March 2024:** Notifications sent to parents.
- 15 March 2024:** Last date for offers to be accepted by parents where required by the admission authority.
- 1 May 2024:  
(Onwards)** Independent Admission Appeals commence and must be heard within the following timescales:

- a) for applications made by 15 January, appeals must be heard within 40 school days of the deadline for lodging appeals;
- b) for applications made after 15 January, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

**September 2024**

New intake starts at school.

## SCHEDULE 4

### IN-YEAR TRANSFERS CO-ORDINATED SCHEME TIMETABLE

#### 1. Application Requested

**Within 2 Working Days of Request**

Application Form sent



#### 2. Application Received - Determination of Eligibility

##### Option A – Schools for whom the Council is determining Eligibility

**Within 7 School Days**

School Contacted to determine availability of places

##### Option B – Other Doncaster Schools

**Within 2 School Days\***

Preference Information sent to Admission Authority (AA)

**Within 10 School Days of Receipt of Form\***

Determination made by AA and Council notified

\*Subject to agreement schools may be contacted by telephone for a determination.



#### 3. Following Receipt by Council of Determination

**Within 7 School Days of Determination**

Decision Letter sent to Parents by Council



#### 4. Following Offer

**Within 10 Days of Letter**

Place Accepted by Parents (if required)

## SCHEDULE 5

### ADMISSION AUTHORITIES OF DONCASTER SECONDARY SCHOOLS COVERED BY THE SCHEME

#### Academies and Free Schools Admissions Authority: Trustees

Armthorpe Academy	Ridgewood School
Ash Hill Academy	Rossington All Saints Academy
Astrea Academy, Woodfields	Sir Thomas Wharton Academy
Campsmount Academy	The Hayfield School
De Warenne Academy	The Laurel Academy
Don Valley Academy	The McAuley Catholic High School
Hall Cross Academy	Trinity Academy
Hungerhill School	XP East
Outwood Academy Adwick	XP School
Outwood Academy Danum	

### Further Information

Further, more detailed information about the admission process is available from the Council and can be found in the Admission To Secondary School Booklet, available as follows:-

Telephone: 01302 736754

Address: Learning Provision Organisation Service (School Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)