



**Doncaster
Council**

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

Academic Year - 2023 - 2024
(V2)

CONTENTS

	Page No.
Introduction	2
Interpretation	2
The Scheme	3
Schedule 1:	3
Part I: The Scheme	3
Testing	4
Processing Applications	5
Determining Offers In Response To The Applications	5
Part II: Late Applications	6
Part III: Waiting Lists	6
Part IV: In-year Transfers	7
Part V: In Year Fair Access	7
Part VI: Doncaster Armed Forces Community Covenant	7
Part VII: False Information	7
Schedule 2	8
Co-ordinated Scheme Timetable – Year of Entry	8
Schedule 3	9
Co-ordinated Scheme Timetable – In Year Transfers	9
Schedule 4	10
Determination of Next Nearest Schools	10
Schedule 5	11
Admission Authorities Of Doncaster Primary Schools Covered By The Scheme	11

Qualifying Co-ordinated Admissions Scheme for Primary 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 or Admission Authority for community schools within the Council area;

“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;

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

“admission authority” in relation to a community school means the Council, in relation to a Voluntary Aided school means the governing body of that school and in the case of an academy or free school it will be the academy trust;

“school” means a community or voluntary aided school which is maintained by the Council or an academy (but not a special school);

“appropriate school” means a primary school providing primary education;

“the specified year” means the school year beginning at or about the beginning of **September 2023**;

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

“VA schools” means such of the schools as are voluntary-aided schools;

“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 primary education or junior school, or any application for admission to the first year that is received on or after **31 August 2023**; 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 **15 January 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 with 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 primary schools in the Council area and to the primary 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 2.
- 5** The scheme shall apply to every primary 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 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 should 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 a school within the Council area (including VA schools and academies);
 - b) to be admitted to a school located in another Council’s area (including VA 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 and where it must be returned to.
- 4 The Council will make appropriate arrangements to ensure:
 - a) parents to apply on line for a school place;
 - b) 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 has a child due to commence in a reception class of an infant school, or year 3 of a Junior school, in the specified year receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed on the online application form 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 on the online application process 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 an online application process 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 primary 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 **15 January 2023**. The default position is for parents to apply online.

Determining offers in response to the 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 on the application 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 6 February 2023**, the Council will have provided other Councils with all relevant details of every preference expressed for a place in a primary 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 primary school by a parent resident in their area.

15 **By 6 February 2023**, the Council will have provided the admission authority for each Doncaster primary 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.

16 **By 12 March 2023** the admission authority of each Doncaster primary 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.

17 **By 20 March 2023** the Council will have exchanged potential offers with neighbouring authorities.

18 **By 27 March 2023** 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 application form that place will be allocated to the child.
- Where the child is eligible for a place at more than one school listed on the application a place will be allocated at the school ranked highest by the parents on the online application and,
- Where a child has not been allocated a place at all of the schools preferred on his/her online application, a place will be allocated at a school determined in accordance with the provisions of Schedule 4.
- The Council will inform other Councils of the children of parents resident in their area who are eligible for a place in a Doncaster primary school and of those children not eligible together with the reasons for the unsuccessful preference.

19 **By 17 April 2023**, the Council will inform Doncaster primary schools of the pupils to be offered places at their schools.

- 20** On **17 April 2023** parents will be sent an email notifying them 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 application – 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.

- 21** **2 May 2023:** the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

PART II - LATE APPLICATIONS

- 22** The closing date for applications in the normal admissions round is **15 January 2023**. All applications received after **15 January 2023 and by 23 April 2023** will be sent offer/refusal emails no later than **19 May 2023**.

Applications received after **23 April 2023 and by 21 May 2023** inclusive will be sent offer/refusal emails no later than **23 June 2023**.

Applications received after **21 May 2023** and up to **31 August 2023** will be processed on an on going basis.

Applications received after **31 August 2023** will be dealt with as in-year transfers.

- 23** **By 7 July 2023** for the junior transfer group, 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 4.

PART III – WAITING LISTS

- 24** 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

- 25** Applications received from **1 September 2023** onwards for admission into any year group are classed as in-year transfers.
- 26** The Council will be co-ordinating all applications for in-year transfers within Doncaster.
- 27** Applications for admission to any primary school in Doncaster must be made on the Doncaster online admissions system.
- 28** Applications for Doncaster primary schools from parents resident in other local authorities should be made on the Doncaster online application system.

- 29** Where a place is not available at the requested school(s) Doncaster Council will allocate a place in accordance with the provisions of Schedule 4.
- 30** 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

- 31** 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

- 32** 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 letter that declares a relocation date and a Unit postal address or quartering area address.
- 33** 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. 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

CO-ORDINATED SCHEME TIMETABLE

- 15 January 2023** Closing date for applications.
- 6 February 2023** By this date:
The Council exchanges applications with Neighbouring Authorities and other admission authorities.
- 12 March 2023** By this date:
Doncaster admission authorities will have provided the Council with ranked lists of applicants in accordance with the published policy.

- 20 March 2023** By this date:
The Council will match the ranked lists of all the schools to identify potential offer of places in accordance with paragraph 16 of Schedule 1.
- By this date:
The Council will have exchanged potential offers with neighbouring Councils.
- 27 March 2023** The Council will inform other Councils of the outcome of all parental preferences for places in Doncaster primary schools from their residents together with reasons for any unsuccessful preferences.
- 17 April 2023** By this date:
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 on the application.
- 17 April 2023** Emails sent to parents.
- 2 May 2023** Last date for offers to be accepted by parents where required by the admission authority.
- 5 June 2023
(Onwards)** Deadline for appeals to be lodged.
- 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 2023** New intake starts at school

SCHEDULE 3

IN-YEAR TRANSFERS CO-ORDINATED SCHEME TIMETABLE

1. Application Requested

Within 2 Working Days of Request

Application sent



2. Application Received - Determination of Eligibility

Option A – Community/Other 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 4

ALLOCATION OF ALTERNATIVE PLACES DETERMINATION OF NEAREST APPROPRIATE SCHOOL

- 1** For the purposes of Schedule 1, outside of the normal admissions round for reception, the Local Authority 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 an appropriate computer system.
- 4** In the case of split site schools, 'entrance nearest to the reception point' will refer to the infant 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 5

Community Schools: Admission Authority – Doncaster Council		
Adwick Primary School	Long Toft Primary School	Stainforth Kirton Lane Primary School
Arksey Primary School	Mallard Primary School	Thorne King Edward Primary School
Barnburgh Primary School	Park Primary School	Tickhill Estfeld Primary School
Bawtry Mayflower Primary School	Rossington Toredale Infant School	Toll Bar Primary School
Bentley New Village Primary School	Scawsby Saltersgate Infant School	Town Field Primary School
Copley Junior School	Scawsby Saltersgate Junior School	Wadworth Primary School
Hayfield Lane Primary School	Scawthorpe Sunnyfields Primary School	Warmsworth Primary School
Kirkby Avenue Primary School	Sprotbrough Orchard Infant School	Windhill Primary School

Voluntary Aided & Academies: Admission Authority Governing Body/Trustees		
Armthorpe Shaw Wood Academy	Hatfield Woodhouse Primary School	Pheasant Bank Academy
Askern Littlemoor Infant Academy	Hawthorn Primary School	Plover School
Askern Moss Road Infant Academy	Hexthorpe Primary School	Richmond Hill Primary Academy
Atlas Academy Doncaster	Highfields Primary Academy	Rosedale Primary School
Auckley School	Highwoods Academy	Rossington St Michael's CofE Primary School
Balby Central Primary School	Hill Top Academy	Rowena Academy
Barnby Dun Primary Academy	Holy Family Catholic Primary School	Sandringham Primary School
Bentley High Street Primary School	Hooton Pagnell All Saints Church of England Primary School	Sheep Dip Lane Academy
Bessacarr Primary School	Intake Primary Academy	Southfield Primary
Branton St Wilfrid's Church of England Primary School	Kingfisher Primary Academy	Spa Academy Askern
Brooke Primary Academy	Kirk Sandall Infant School	St Alban's Catholic Primary School
Canon Popham CofE Primary Academy	Kirk Sandall Junior School	St Francis Xavier Catholic Primary School

Carcroft School	Lakeside Primary Academy	St Joseph and St Teresa's Catholic Primary School
Carr Lodge Academy	Marshland Primary Academy	St Joseph's School, A Catholic Voluntary Academy
Castle Academy	Mexborough St John the Baptist CofE Primary School	St Mary's Catholic Primary School, Edlington
Castle Hills Primary Academy	Montagu Academy	St Oswald's CofE Academy
Conisbrough Ivanhoe Primary Academy	Morley Place Academy	St Peter's Catholic Primary School
Crookesbroom Primary Academy	New Pastures Primary School	Tickhill St Mary's Church of England Primary and Nursery School
Denaby Main Primary Academy	Norton Infant School	Tranmoor Primary
Dunsville Primary School	Norton Junior School	Travis St Lawrence CofE Primary School
Edenthorpe Hall Primary Academy	Our Lady of Mount Carmel Catholic Primary School	Waverley Academy
Edlington Victoria Academy	Our Lady of Perpetual Help Catholic Primary School	West Road Primary Academy
Grange Lane Infant Academy	Our Lady of Sorrows Catholic Voluntary Academy	Willow Primary School
Green Top	Outwood Primary Academy Woodlands	Woodfield Primary School
Hatchell Wood Primary Academy	Owston Park Primary Academy	

Further Information

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

Telephone: 01302 736754

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

Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions