

Public Document Pack

Executive Member Decisions

Friday, 22nd February, 2019

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Date Published: 22nd February 2019
Harry Catherall, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF: Executive Member for Resources

LEAD OFFICERS: Director of Digital & Business Change

DATE: 22/01/2019

PORTFOLIO/S AFFECTED: Resources Health and Adult Social Care

WARD/S AFFECTED: All

SUBJECT: Replacement of the Council's Unix Servers

1. EXECUTIVE SUMMARY

The report seeks approval to progress with the replacement of the Council's current Unix servers.

2. RECOMMENDATIONS

That the Executive Member:

Further to approval of the Capital Programme for 2018-2021 at Finance Council in February 2018, the Executive Member is asked to approve the reallocation of £51,000 from the reserve in 2018/19 to replace the Council's Unix servers and to enter into a contract for the supply with the winning bidder.

3. BACKGROUND

The Council current UNIX environment runs a number of key line of business applications – Mosaic (Adult Social Care), ResourceLink (HR & Payroll), Childview (YOT), Exor (Highways), M3 (Planning) and Symphony (Land & Property Gazetteer).

The hardware is now end of life and support has ceased which creates a risk to the Council. There is also a requirement to expand the solution with additional memory which is cost prohibitive due its age.

Although there is currently disaster recovery in place on the current solution it is not an automatic process and requires manual intervention taking in excess of ½ a day to bring back into operation in the event of a failure.

Given the criticality of the systems involved the department wish to implement new servers and licences to replace the existing ones in order to provide better resilience and include an automated failover.

An invitation to quote was launched through the Chest procurement portal which invited 12 companies to quote for the Council's requirement including a 5 year support package evaluated on a cost only basis. A total of 3 quotes were received back with marks awarded as follows;

Supplier A – 89.84%

Supplier B – 97.40%

Supplier C – 100%

It is therefore recommended to award the contract to Supplier C as they provided the cheapest

quotation.

There will also be a requirement for additional Oracle software licences for the new platform which will be purchased direct through them under the Crown Commercial Services MOU at a cost of £20,000 including 5 years support.

4. KEY ISSUES & RISKS

- Disaster recovery is not automatic and in the event of a failure results in system downtime in excess of ½ a day.
- The current hardware is now end of life and support has lapsed which creates a risk to the Council.

5. POLICY IMPLICATIONS

The equipment will support the “Deliver a Fit For Purpose Organisation” by refreshing technology that is outdated and does not meet the Council’s needs.

6. FINANCIAL IMPLICATIONS

A total of £51k of Capital is required for the project to cover equipment purchase, Oracle licences and ITM&G staff time working on the project which will be funded through existing ITM&G Capital reserves.

The department currently has an annual revenue budget of £8,000 for the current server support which equates to the new annual support costs.

7. LEGAL IMPLICATIONS

The procurement process is in accordance with the Public Contracts Regulations 2015 and the Council’s Contract Procurement Procedure Rules.

All contracts and contract variations will be in a form approved by legal officers in the Commissioning and Procurement team.

8. RESOURCE IMPLICATIONS

There will be an impact to some existing staff within the department which will be mitigated through work planning; this is currently estimated at 21 days in total.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Consultations will occur with the affected system owners prior to the swapping over of the hardware and to update them on the new resilient features.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Peter Hughes
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DATE:	22/01/2019
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BACKGROUND PAPER:	None
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	ITM&G - Resources	Date the activity will be implemented	08/02/2019
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Brief description of activity	Replacement of the Councils current UNIX servers
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	P. Hughes
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>N.Master</i>
Date	22/01/2019

EXECUTIVE MEMBER DECISION



REPORT OF: Executive Member for Children's Services

LEAD OFFICERS: Director of Children's Services

DATE: 6 February 2019

PORTFOLIO/S AFFECTED: Schools and Education

WARD/S AFFECTED: All

SUBJECT: Blackburn with Darwen Borough Council's proposed admission arrangements for 2020/21 academic year.

EXECUTIVE SUMMARY

To advise the Executive Member of the Local Authority's proposed admission arrangements for the 2020/21 academic year and request that the Executive Member formally determines the proposed admission arrangements for the 2020-21 academic year. To also advise the Executive Member of the co-ordinated admission scheme for the 2020/21 Admissions round, and the In-year Co-ordinated admissions scheme and seek approval of these schemes.

2. RECOMMENDATIONS

That the Executive Member for Children's Services & Education

(1) formally determines the proposed admission arrangements for 2020/21 attached as Appendices A and B, and

(2) adopts the Co-ordinated admission scheme for the 2020/21 admissions as attached at Appendix C, and the In-Year Co-ordinated admissions scheme for 2020/21 as attached at Appendix D.

3. BACKGROUND

The Local Authority is the admissions authority for community and voluntary controlled schools in Blackburn with Darwen and has a statutory duty to act in accordance with the provisions of the School Admissions Code 2014 ("the Code").

As the admission authority for all community and voluntary controlled schools the statutory responsibility for determining and publishing the admission arrangements for those schools rests with the Local Authority.

Under the current School Admissions Code, all admission authorities are required to "determine" (i.e. formally agree) their admission arrangements annually by 28th February even if those arrangements have not been changed from previous years. The Local Authority must also determine and adopt a "co-ordinated admissions scheme" every year. In addition, the Code also stipulates that admission authorities must consult on their admission arrangements (and co-ordinated admissions scheme) at least once every seven years, even if there have been no changes during that period. Blackburn with Darwen Borough Council will be consulting with relevant parties (as required by the Code) to determine the 2021/22 admissions arrangements and co-ordinated admissions scheme.

The proposed admissions arrangements provide clear and concise information and enable parents and pupils to make informed choices when making applications for school places. The co-ordinated admissions scheme enables Blackburn with Darwen Borough Council to co-ordinate admission arrangements for all publicly funded schools within our area, as required.

4. KEY ISSUES & RISKS

The Local Authority would be in breach of its statutory duties if it failed to annually determine admission arrangements for its community and voluntary controlled schools, and adopt a Co-ordinated admission scheme for all publicly funded schools in our area.

5. POLICY IMPLICATIONS

None

6. FINANCIAL IMPLICATIONS

None

7. LEGAL IMPLICATIONS

Appropriately determining admission arrangements for community and voluntary controlled schools and the annual co-ordinated admissions scheme fulfils the Local Authority's statutory duties under relevant legislation and the Code (although it is acknowledged that the Co-ordinated admissions scheme for the 2020-21 admissions should have been formally adopted earlier).

8. RESOURCE IMPLICATIONS

Managed through established staffing resource

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

The Local Authority consulted with Governing Bodies of Community Controlled and Voluntary Controlled School in the Autumn 2018 term. No objections were received.

In accord with the requirements of the School Admissions Code, Blackburn with Darwen Borough Council will be consulting with relevant parties between 1 October 2019 and 31 January 2020 before determining the 2021/22 admissions arrangements. Blackburn with Darwen will also consult relevant parties over the co-ordinated admissions scheme before 1st January 2020.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Carol Grimshaw
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DATE:	6 February 2019
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BACKGROUND PAPER:	Appendix A: Admission policy for Community and Voluntary Controlled primary schools for 2020/21 academic year. Appendix B: Admission Arrangements for Community Junior Schools for 2020/21 academic year. Appendix C: Co-ordinated Admissions Scheme for 2020/21 Admissions. Appendix D: In Year Coordinated Admissions Scheme Appendix E : Published Admission numbers for Community and Voluntary Controlled Schools for 2020/21
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Admission policy for community and voluntary controlled primary schools for 2020/21 academic year

Children to be admitted

The law does not require any child to receive a suitable education until the start of the term following the fifth birthday. In Blackburn with Darwen we operate a single start date of September for all children who will become 5 during that school year. All children who have their fifth birthday between 1 September 2020 and 31 August 2021 may start school in the Autumn Term 2020.

Deferred admission

Parents may wish to consider delaying their child's admission until the term after their fifth birthday. This is called deferred admission. Parents considering deferred admission are strongly advised to still apply for a reception place by the closing date. The offer of a reception place will be kept open, even if your child does not take it up until later in the academic year. Free nursery places would cease at the end of the term when the child turns five.

However, if you delay your child starting school until September 2021, the original offer of a place in the Reception class will be withdrawn. You will have to re-apply for a place in the school as this is a new academic year. The Admission Authority would then make a decision about whether your child can be offered a place in their normal age group. If your child is refused admission to the school, you have a right of appeal to an independent appeal panel, but the school may claim "class size prejudice".

Please note that deferred admission is different from your child being admitted to a year group outside their normal age group. Full details of the process that applies to requests for a child to be admitted to a year group outside their chronological age are provided later in this policy. Please read that information carefully if you are considering making such a request.

Further information about deferred admission is included in the Council's admissions booklet for parents and can be provided by the Council's Schools Admissions Team.

Making an application

Applications for admission for September 2020 should be made on the common application form between 9 September 2019 and 15 January 2020. It is not normally possible to change the order of your preferences for schools after the closing date (15 January 2020).

Parents must complete their home Local Authority application form, stating three preferences. The forms are available from the community/voluntary controlled

primary/infant schools, on-line at <http://www.blackburn.gov.uk/admissions> or from the Councils Schools Admissions Team.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16 April 2020. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

All preferences expressed on the application form will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Local Authority will consider all preferences equally against the oversubscription criteria shown below.

Admission Criteria for Oversubscribed Schools

Children with an Education, Health and Care plan (EHCP), for whom the preferred school is named in the plan will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admission policy, in the priority order given below:

(a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangements order, or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions;

(b) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousins, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;

(c) Children with proven exceptional medical, social or welfare needs which are directly relevant to the school concerned. If you wish to be considered under this category you must provide appropriate supporting evidence with your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school (see note below);

(d) Geographical proximity - under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer programme.

Tie-breaker

If category (b), (c) or (d) is oversubscribed, geographical proximity (as set out in category (d)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use a random draw allocation (which is carried out automatically by the local authority's computerised system) to decide which of the children can be offered a place.

Priority for Twins/Multiple births

Where there are twins/multiple births/2 or more siblings in the same year group wanting admission and there are insufficient places left within the published admission number, the Local Authority will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances admission authorities are able to offer places to the other siblings in the birth /year group even when this means breaching infant class size limits.

NOTE – Criterion (c) medical, social, welfare reasons

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (c) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence **MUST** be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion:

1. Only *exceptional* reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents/carers to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

Late applications for admission

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the Local Authority have established the list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the admission criteria.

Address of pupil

The address used on the common application form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school/Local Authority. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Local Authority reserve the right to make enquiries of any relevant third parties, e.g. the child's G.P. Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non Routine Admissions

In Year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents need to submit an "In Year Application Form" to the Council's Fair Access Team. If there is a place in the appropriate school, your child will normally be admitted. If there is no place, the application will be refused but information will be provided about how to appeal against this refusal.

If your family is moving house, your application (and any appeal) will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to Reception rather than year 1.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Local Authority. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children seeking admission to Reception in the September after their fifth birthday

Parents of children seeking admission to Reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the Local Authority for their child to be admitted out of the normal age group and submit this with the required evidence outlined below.

Please note: The Local Authority will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all of their preferred schools, rather than just their first preference school.

The Local Authority will make a decision on the request before the offer date if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make an in-year application to the Local Authority for admission to year 1 for the September following their child's fifth birthday.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Local Authority. It is the responsibility of the parent(s)/carer(s) to provide the Local Authority with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Local Authority is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Local Authority will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Local Authority will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Appeals

Where the Local Authority is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should complete and return the appeal form to the Local Authority by 15 May 2020.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents normally receive 14 days notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

If your family is moving house, your appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

This right of appeal against the Local Authority's decision does not prevent you from making an appeal in respect of any other school. However, please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent applications

Where the Local Authority discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent, (for example, a false claim of residence) which effectively denies a place to a child with a stronger claim, then the Local Authority may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Waiting list

Where a school has more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list at that time will be offered a place. This is not dependent on whether an appeal has been submitted. Please note that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access protocol must take precedence over those on the waiting list.

This waiting list will operate until 31 December 2020.



Admission Arrangements for Community Junior Schools for 2020/21 Academic Year

Making an application

Applications for admission for September 2020 should be made on the common application form between 9 September 2019 and 15 January 2020. It is not normally possible to change the order of your preferences for schools after the closing date (15 January 2020).

Parents must complete the Local Authority application form, stating three preferences. The forms are available from the community infant schools, on-line at <http://www.blackburn.gov.uk/admissions> or from the Council's School Admission Team.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16 April 2020. Parents of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

All preferences expressed on the application form will be considered equally. If the number of children requiring admission does not exceed the school's published admission number, all the children will be offered admission. If the number of children requiring admission exceeds the published admission number, then the Local Authority will consider all preferences equally against the oversubscription criteria shown below.

Admission criteria for oversubscribed schools

Children with an Education, Health and Care plan (EHCP), for whom the preferred school is named in the plan will be admitted first. The remaining applicants who have named this school as a 1st 2nd or 3rd preference will then be considered equally against the Council's admissions policy, in the priority order given below:

(a) 'Looked after' children and children who were previously 'looked after' but immediately after being looked after were adopted or became subject to a residence/child arrangements order, or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

(b) Pupils completing Year 2 at Audley Infant School if applying for admission at Audley Junior School, or Longshaw Infant School if applying for Longshaw Junior School or Meadowhead Infant School if applying for admission at Meadowhead Junior School, or Shadsworth Infant School if applying for admission at Shadsworth Junior School.

(c) Children with an older sibling (sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, not cousins, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address) who will still be attending the preferred school when the younger child is admitted;

(d) Children with proven and exceptional medical, social or welfare needs which are directly relevant to the school concerned. . If you wish to be considered under this category you must provide appropriate supporting evidence with your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school (see note below).

(e) Geographical proximity - under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line between the home front door and the main gate of the school using a computer programme.

Tie-breaker

If category (b), (c), (d) or (e) is oversubscribed, geographical proximity (as set out in category (e)) will be used as the 'tie-breaker' to decide between the remaining cases. If after measuring distances it is still not possible to decide on the child/ren to be offered admission (for example two children living in the same block of flats or in the same house) the Local Authority will then use random allocation (which is carried out automatically by the local authority's computerised system) to decide which of the children can be offered a place.

Priority for twins/multiple births

Where there are twins/multiple births/2 or more siblings in the same year group wanting admission and there are insufficient places left within the admission number, the Local Authority will exercise as much flexibility as possible. In exceptional circumstances admission authorities are able to offer places to the other siblings in the birth/year group even when this means breaching the school's published admission number.

NOTE – Criterion (d) medical, social, welfare reasons

If you feel that there are exceptional medical/social/welfare needs relating to your child which support the need for your child to attend a particular school, and wish your application to be considered under criterion (d) you must state this on your application form AND provide appropriate written supporting evidence for your application from a doctor, social worker or other professional. This evidence must explain why the preferred school is the most suitable and what difficulties would be caused if the child had to attend another school.

This evidence should accompany the application form. If necessary, parents can submit the application form and send the supporting evidence at a later date but the supporting evidence **MUST** be received by the Local Authority on or before the closing date for applications. It is the parent's responsibility to ensure that the Local Authority receives the supporting evidence.

If you do not provide the supporting evidence on or before the closing date, then it will not be possible to consider your application under the medical/social/welfare criterion.

Please bear in mind the following points in relation to this criterion –

1. Only *exceptional* reasons associated with the child and directly relevant to the suitability of that specific school (i.e. showing why the child needs to be admitted to that particular school) are normally accepted under this criterion.
2. All schools can make provision for special educational needs and can also manage common conditions – e.g. asthma, diabetes, epilepsy.

After the closing date, during the early stages of the allocations process, all applications which have requested consideration on the grounds of medical/social/welfare need are considered separately by a panel from the Admission Authority. This involves considering all statements and evidence provided by parents/carers to support the application. The panel may, at their own discretion, contact parents/carers and third parties (with parental consent) to request further information where this is needed to reach a decision.

The Panel's focus in assessing each claim for consideration under this criterion will be to assess whether the evidence provided (a) actually confirms that this child has an exceptional medical/social/welfare need AND (b) demonstrates a clear and exceptional need for this child to attend that specific school for reasons arising from the exceptional medical/social/welfare need.

Where the reasons claimed are not considered exceptional or do not disclose an exceptional need for the child to attend that specific school, then the application will be dealt with under the other admission criteria for the school(s) requested.

Late applications for admission

Where there are extenuating circumstances for an application being received after the closing date for applications, and it is before the Local Authority have established the list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the closing date will be considered after all the others, and placed on the waiting list in order according to the admission criteria.

Address of pupil

The address used on the common application form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school/Local Authority. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the Local Authority reserve the right to make enquiries of any relevant third parties, e.g. the child's G.P. Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non Routine Admissions

In Year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as in-year admissions. Parents need to submit an "In Year Application Form" to the Fair Access Team. If there is a place in the

appropriate school, your child will normally be admitted. If there is no place, the application will be refused but information will be provided about how to appeal against this refusal.

If your family is moving house, your application (and any appeal) will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Children who are already of school age

Parent(s)/carer(s) must submit their written request for admission out of the normal age group to the Local Authority. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Please note: The Local Authority will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all of their preferred schools, rather than just their first preference school.

The Local Authority will make a decision on the request before the offer date if at all possible.

If the request is for admission to a year group below the child's chronological age and it is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and apply to a different admission authority/school.

Making the decision

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Local Authority. It is the responsibility of the parent(s)/carer(s) to provide the Local Authority with all relevant information relating to this request, including the parent(s)/carer(s) views; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

The Local Authority is required to take into account the views of the Head Teacher on the application as well as the information from the parent(s)/carer(s). The Local Authority will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

The Local Authority will then inform the parent/carer of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent admission appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Appeals

Where the Local Authority is unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should complete and return the appeal form to the Local Authority by 15 May 2020.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents normally receive 14 days notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

If your family is moving house, your appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

This right of appeal against the Local Authority's decision does not prevent you from making an appeal in respect of any other school. However, please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Fraudulent applications

Where the Local Authority discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent, (for example, a false claim of residence) which effectively denies a place to a child with a stronger claim, then the Local Authority may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Waiting list

Where a school has more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later may have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list at that time will be offered a place. This is not dependent on whether an appeal has been submitted. Please note

that looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access protocol must take precedence over those on the waiting list.

This waiting list will operate until 31 December 2020.



Blackburn with Darwen Borough Council Co-ordinated Primary Admission Scheme for 2020/21 Academic Year

Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all primary schools.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives one offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date, but before the start of the school year.

Schemes must also set out how applications that are made during the academic year for admissions to age groups other than the normal year of entry i.e. "In-Year applications", will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by 28 February 2019. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

Co-ordinated scheme for the 'normal admission round'

Age and entry of admission to reception

The law does not require any child to start school until the start of the term following the fifth birthday. In Blackburn with Darwen a start date in September is used for admission of all children who will become 5 during that school year. All children who were born between 1 September 2015 and 31 August 2016 may start school in the autumn term 2020.

Deferred admission

Parent(s)/carer(s) can delay their child starting school until the term after their fifth birthday. This is known as deferred admission. Parent(s)/carer(s) who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place will be kept open, even if the child does not take it up until later in the academic year. Free nursery places would cease at the end of the term when the child turns five.

Parent(s)/carer(s) of summer born children who wish to delay their child(ren) starting school until September 2021 should follow the guidance “**Summer born children full year delayed primary start**”.

If the child is refused admission to the school, then parent(s)/carer(s) have a right of appeal to an independent appeal panel. Parent(s)/carer(s) should note that “class size prejudice” (i.e. breach of the Infant Class Size limits) where applicable, will be considered at your appeal. Please also note that this right of appeal does not apply if your child is offered a place in another year group at the same school.

The law states that all children must receive a suitable education from the term after their fifth birthday. If parent(s)/carer(s) do not make suitable arrangements they could be breaking the law and be prosecuted.

Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to maintained infant/primary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school’s admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the common application form (CAF). Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered and the information given turns out to be false, that place may be withdrawn. If the place is withdrawn the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at the school, their sibling(s) will not be given priority under the “sibling” category in the admission policy if they then apply for places at the school in question.

Stage 1 – common application form

The Council will publish an admission prospectus “ Primary School Admissions for September 2020”. This will be available from the Council website www.blackburn.gov.uk/admissions, any Blackburn with Darwen primary school and from the Children’s Services Department from **9 September 2019**. Please note that parent(s)/carer(s) are being encouraged to apply on-line and this process will be available from **9 September 2019**.

The online application form or the common application form which is included in the prospectus for admission to all maintained primary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children by **15 January 2020 (“the closing date”)** and returned to the Council’s Schools Admissions Team. Schools are also requested to return completed forms sent to them in error to the Council’s Schools Admissions Team.

The online application form / common application form (CAF) will allow parent(s)/ carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

Some faith aided primary schools may also require parent(s)/carer(s) to complete an additional school application form. Parent(s)/carer(s) who are applying for admission under the faith category for The Olive School must also complete an additional school application form which is available within the Council's prospectus and should be returned to the school.

Please note that no application will be processed without an online application form or a common application form.

Parent(s)/carer(s) of BwD children resident in the borough wishing to apply for admission at schools in neighbouring Councils must include the preference(s) on the Blackburn with Darwen application form.

Stage 2 – process for considering applications

The Local Authority (LA) will provide admission authorities with details of all children whose parent(s)/carers(s) have indicated the school as a preference on the common application form by **14 February 2020**. The order of preferences will not be included in the details sent to each school.

By **14 March 2020** each admission authority will apply its own published admission criteria and return to the LA a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **14 March 2020 and 28 March 2020** the Council's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

Stage 3 – letters offering a school place

The Council's Schools Admissions Team will send letters on **16 April 2020** to all parent(s)/carer(s) of BwD children informing them of the outcome of the application for admission into a primary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) who have not received an offer of a place at the first preferred school will be asked to **accept the place either by using the on-line system or by telephone to the Council's Schools Admissions Team by 25 April 2020**.

After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not accepted the places. The Admission Authorities will write to these parent(s)/carer(s), informing them that if the place is not accepted within 7 days, the place will be withdrawn. If after 7 days if the place has not been

accepted, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of the children. The process will continue until all places have been allocated.

For admissions into Borough community and voluntary controlled schools, the LA will contact parent(s)/carer(s) who do not accept the place. If after 7 days the place is not accepted they will follow the same process re withdrawing places, as the other Admission Authorities

If parents refuse the place offered, the LA will only withdraw the place if the parent(s)/carer(s) put their refusal in writing either by letter or by email.

Late applications

1. Late applications received between the closing date and the allocation Date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **16 March 2020 (“the cut-off date”)**, a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA’s admission booklet and the closing date for the application form
- Parental/carer/child illness which required hospitalisation for the major part of the period between the publication of the LA’s admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date, but before places are allocated, will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of Blackburn with Darwen children will be sent letters from the LA informing them of the outcome of the application for admission to borough schools on **16 April 2020**.

2. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date (i.e. **16 April 2020**) until **31 December 2020**.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will

be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

Waiting lists & change of preferences

Waiting list

All admission authorities must maintain a waiting list until at least the end of the autumn term in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain a waiting list for admission to community and controlled schools. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list using the LA published oversubscription criteria.

Change of preferences

A change of preference after the closing date (but before the cut-off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

If a parent(s)/carer(s) wishes to change a preference after the cut-off date, then they must follow the process outlined above for **Applications received after the allocation date**. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parent(s)/carer(s) must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and an alternative place will be offered.

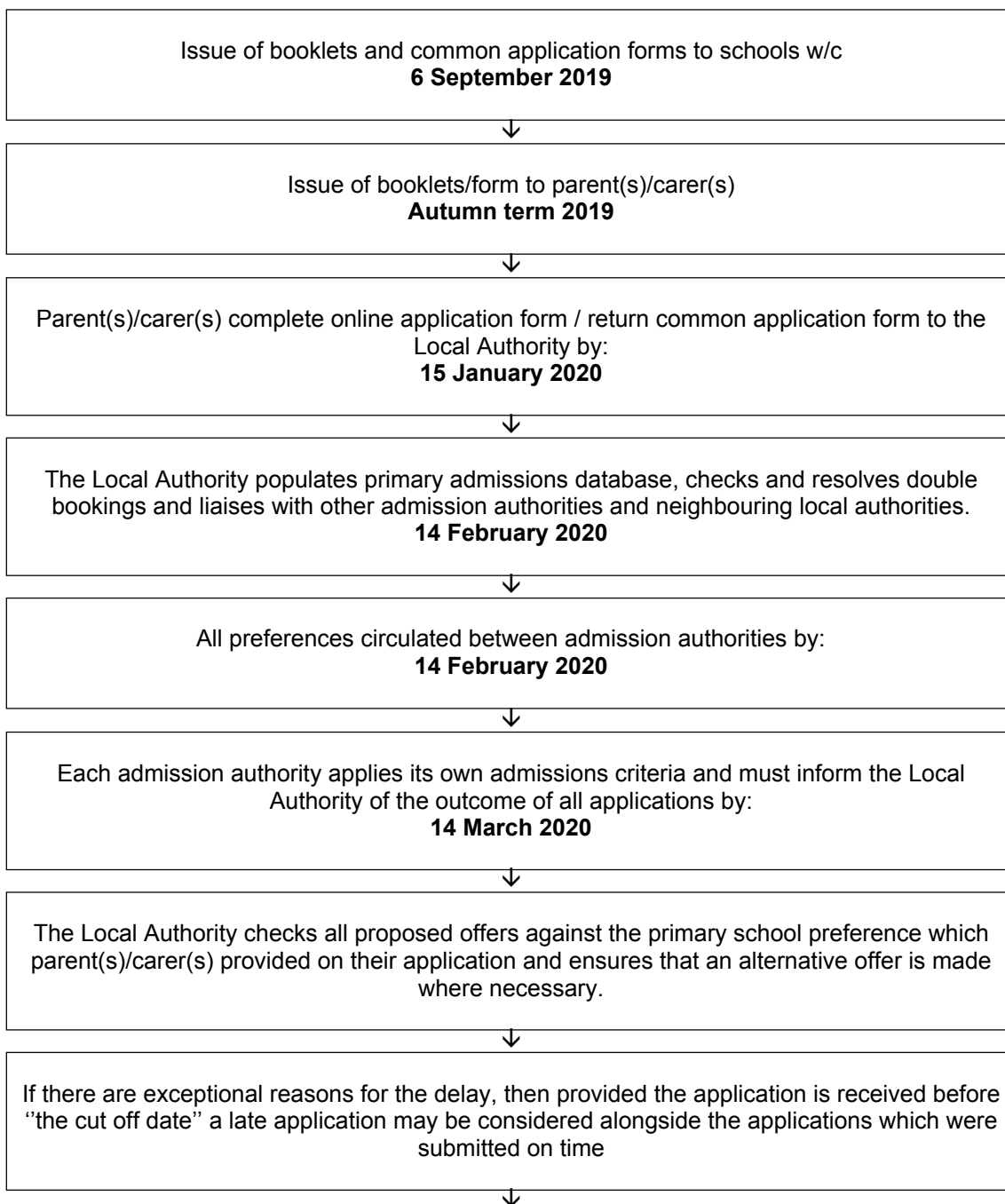
In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.



Primary Admissions 2020/21

T I M E T A B L E



The Local Authority confirms offers with all maintained primary schools which includes confirmation of alternative offers by:

25 March 2020



Offers made to parent(s)/carer(s) by the Local Authority on:

16 April 2020



Parent(s)/carer(s) to return acceptance/refusal slips to LA by:

25 April 2020



Closing Date for receipt of appeal forms for appeals to be heard in June/July 2020

19 May 2020



Appeals
June/July 2020



Blackburn with Darwen Borough Council Co-ordinated Secondary Admission Scheme for 2020/21 Academic Year

Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all secondary schools.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives an offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date but before the start of the school year.

Schemes must also set out how applications that are made during the academic year for admissions to age groups other than the normal year of entry i.e. "In-Year applications" will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by 28 February 2019. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

Co-ordinated scheme for the 'normal admission round'

Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to maintained secondary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school's admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the common application form.

Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered, that place may be withdrawn. If the place is withdrawn, the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at that school, their sibling(s) will not be given priority for places at that school under the “sibling” category in the admission policy if they then apply for places at the school in question.

Stage 1 – common application form

The Council will publish an admission prospectus “Secondary School Admissions for September 2020”. This will be available from the Council’s website. www.blackburn.gov.uk/admissions, any Blackburn with Darwen primary school and from the Children’s Services Department from **9 September 2019**. Parent(s)/carer(s) are encouraged to apply using the on-line form which will be available from **9 September 2019**.

The online application form or the common application form which is included in the prospectus for admission to all maintained secondary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children by **31 October 2019** (“the closing date”).

Parent(s)/carer(s) who live within the Borough but whose children attend non-BwD primary schools will be sent information regarding the on-line process. They must either complete the online application form or the common application form included in the “Secondary School Admissions booklet for September 2020”.

The completed forms must be returned directly to the Council’s Schools Admissions Team.

The online application form / common application form (caf) will allow parent(s)/carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

When applying for admission for St Wilfrid’s CE Academy parent(s)/carer(s) must also complete an additional school application form which is available within the Council’s prospectus and should be returned to the school.

Parent(s)/carer(s) who are applying for admission under the faith category for Tauheedul Islam Girls’ High School must also complete an additional school application form which is available within the Council’s prospectus and should be returned to the school.

Parent(s)/carer(s) who are applying for admission under the faith category for Tauheedul Islam Boys High School must also complete an additional school application form which is available within the Council’s prospectus and should be returned to the school.

When applying for admission for Queen Elizabeth’s Grammar School parent(s)/carer(s) must also complete an additional school application form which is available from the school.

No application will be processed without an online application form or a common application form.

Parent(s)/carer(s) of Blackburn with Darwen children resident in the borough wishing to apply for admission at schools in neighbouring Councils must list the preference(s) on the Blackburn with Darwen common application form/online form.

Stage 2 – process for considering applications

The Local Authority will provide admission authorities with details of all children whose parent(s)/carer(s) have indicated the school as a preference on the common application form by **27 November 2019**. The order of preferences will not be included in the details sent to each school.

By **16 December 2019** each admission authority will apply its own published admission criteria and return to the LA's Schools Admissions Team a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **4 January 2020 and 5 February 2020** the LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

Stage 3 – letters offering a school place

The LA's Schools Admissions Team will send letters on **1 March 2020** to all parent(s)/carer(s) of BwD children informing them of the outcome of the application for admission into a secondary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) will be asked to return acceptance/refusal slips to the Council's Schools Admissions Team by **8 March 2020**. After this date the LA will inform the relevant admission authorities of the children whose parent(s)/carer(s) have not returned slips.

The admission authorities will write to these parent(s)/carer(s), informing them that if the offer/refusal slip is not returned within 7 days, the place will be withdrawn. If after 7 days no slip is received, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of these children. The process will continue until all places have been allocated.

Late applications

3. Late applications received between the closing date and the allocation date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **1 February 2020 (“the cut- off date”)**, a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA’s admission booklet and the closing date for the application form
- Parental/carers/child illness which required hospitalisation for the major part of the period between the publication of the LA’s admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date but before places are allocated will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of BwD children will be sent letters from the LA informing them of the outcome of the application for admission to secondary schools on **1 March 2020**.

4. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date i.e. **1 March 2020** until **31 December 2020**.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will be passed on to the appropriate admission authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent to inform parent(s)/carer(s) of the alternative school to be offered. The LA’s letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

Waiting lists

All admission authorities must maintain a waiting list until at least the end of the autumn term in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

Change of preferences

A change of preference after the closing date (but before the cut off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

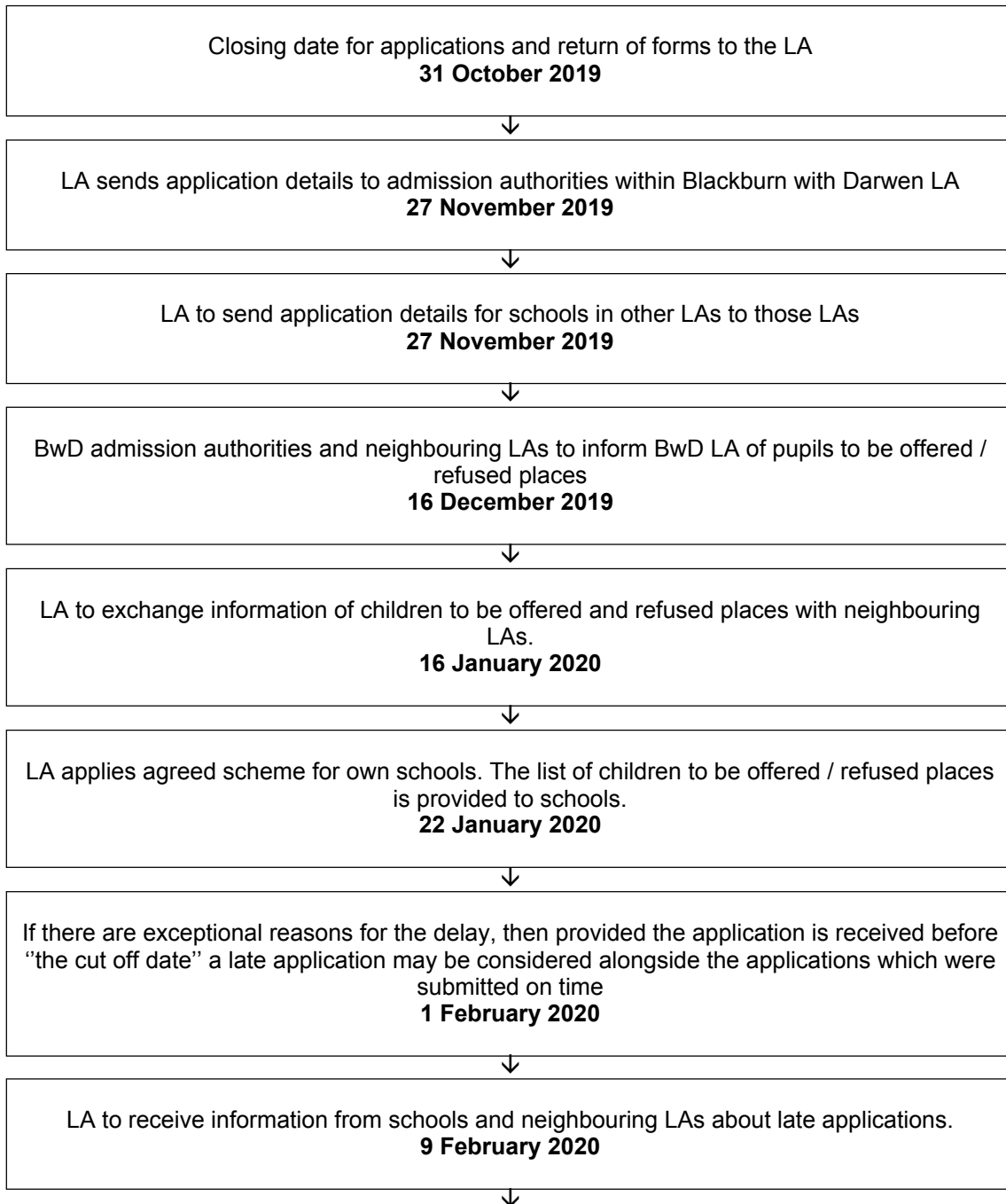
If parent(s)/carer(s) wish to change a preference after the cut-off date, then they must follow the process outlined in the section **Applications received after the allocation date**. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parents/carers must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and parent(s)/carer(s) will be advised of alternative schools which have places available.

In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.



Secondary Admissions for 2020/21 Timetable



Schools informed by LA of the list of pupils offered admission to their school,
including pupils not resident in the borough
20 February 2020



Offers made to BwD parent(s)/carer(s) by LA
1 March 2020



Parent(s)/carer(s) to return acceptance/refusal slips to LA by
8 March 2020



Closing Date for receipt of appeal forms for appeals to be heard in May/June 2020
30 March 2020



Appeals
May/June 2020



In-Year Co-ordinated Admissions Scheme

In-Year Admissions

The Local Authority (LA) has responsibility for co-ordinating admissions in all normal years of entry, i.e. admission to reception class, transfer from an Infant to a Junior school, and the transfer from primary to secondary school. The Council's Fair Access team is responsible for co-ordinating all other admissions. These are called 'in year applications' and would include:

- Children wishing to change from one school to another school within the borough
- Children who have arrived into the borough requiring a school place
- Children wishing to move from an independent school to any publically-funded school within the boundary of Blackburn with Darwen
-

The Local Authority is the admission authority for community and voluntary controlled schools. The Governing Body of a voluntary aided, foundation, trust, free school or academy is its own admission authority.

Fair Access Protocol

This protocol operates outside of the 'normal' in year admission arrangement and particularly applies to the following groups of vulnerable children:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education
- Children who have been out of education for two months or more
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers
- Children who are homeless
- Children with unsupportive family backgrounds (pupils on CPP)
- Children who are carers
- Children with special educational needs, disabilities or medical conditions (but without a statement, EHCP or IPRA)

Schools and Local Authorities are also free to include within a Fair Access Protocol other categories to meet the needs of children residing in the area. Please contact the Council's Fair Access team for further information on this.

Children with an EHCP, Statement for SEN or an IPRA

Please contact the Council's Statutory Assessment team regarding applications for a school place for a child with an Education, Health and Care Plan (EHCP), Statement for Special Educational Needs (SEN) or an Individual Pupil Resourcing Agreement (IPRA).

Stage 1 – In Year Admission Form (IYAF)

Parents / carers of Blackburn with Darwen (BwD) children must complete the Council's In-Year Admission Form in order to apply for admission to any publically-funded school within the boundary of BwD. This form is available from either the Council's Fair Access Team or Schools Admissions Team.

The completed In-Year Application form should then be submitted to the Council's Fair Access team.

The In-Year Admission form allows parents / carers to express up to three preferences in order of preference and to state reasons for the preferences.

If applying for **St Wilfrid's Church of England Academy**, you must also complete a separate supplementary form available from the School.

If applying for **The Olive School, Tauheedul Islam Girls' High School or Tauheedul Islam Boys' High School** under the Muslim faith and / or mosque membership criteria, you must also complete a separate form available from the School.

If applying for **Queen Elizabeth's Grammar School** you must also complete a separate form available from the school.

If you are applying for a place at an **aided (faith) school**, please contact the school as you may also need to complete an additional form available from the school.

Stage 2 – Process for Considering Applications

The Local Authority may seek further information from your child's current school.

The Local Authority will provide details of your application to the admission authorities of the schools which you have indicated as a preference on the In-Year Admission form. The Local Authority will normally do this within 10 school days of receiving your application form and information from the current school (where applicable).

The order of preference, whether a first, second or third preference, will not be taken into consideration at this stage.

Provided all the relevant information has been provided with the In-Year application form, each of the admission authorities will apply its own published admission criteria and reply to the Council's Fair Access team indicating whether a place can be offered to your child. The Admission Authority should do this within 5 school days of receiving all the relevant information.

Cross-border applications

Not all local authorities co-ordinate the in-year admission process. If you are considering applying for a school place outside of Blackburn with Darwen, you should contact that local authority to seek information about their application process.

Stage 3 – Letter Offering/Refusing a School Place

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the application form. Offers from lower preference schools will be removed and these places (if available) will be offered to other eligible children.

Once it has been possible to determine the Blackburn with Darwen school at which a place can be offered to your child, the Council's Fair Access team will contact you informing you of the outcome of your application for admission.

If you have been refused admission to a BwD school, the LA's letter will advise you of your right of appeal and provide details of the appeals process.

If contact with the offered school has not been made within 7 days of receipt of the written offer of a place, the offer may be withdrawn, and may be offered to another child applying for a place at that school.

Fraudulent Applications

If a school place is offered and this is then found to have been based upon fraudulent or inaccurate information then it may be withdrawn. This can apply even where a child has started at the school. If the child is allowed to continue at that school, even though the information was false, their siblings will not be given priority for places at that school under the "sibling" category in the admission criteria if they then apply for places at the school in question.

Waiting List

The LA will maintain a waiting list for admission to community/voluntary controlled schools for those children whose parents have indicated they want their children to be placed on such a list.

If your child has been refused a place at a voluntary aided, foundation, trust or free school or at an academy, please contact that school/academy to ascertain whether a waiting list is maintained by the school or academy.



**PUBLISHED ADMISSION NUMBERS FOR 2020/21
COMMUNITY & CONTROLLED PRIMARY SCHOOLS**

SCHOOL	PUBLISHED ADMISSION NUMBER FOR 2019/20	PUBLISHED ADMISSION NUMBER FOR 2020/21
AUDLEY INFANTS	105	105
AUDLEY JUNIORS	105	105
AVONDALE	60	60
BELMONT	14	14
BROOKHOUSE	30	30
CEDARS	60	60
DAISYFIELD	40	40
EDGORTH CE	30	30
FENISCOWLES	60	60
GRIFFIN PARK	30	30
HOLY TRINITY CE	60	60
INTACK	60	60
LAMMACK	70	70
LONGSHAW INFANT	90	90
LONGSHAW JUNIOR	90	90
LOWER DARWEN	60	60
MEADOWHEAD INFANT	60	60
MEADOWHEAD JUNIOR	60	60
ROE LEE PARK	60	60
SHADSWORTH INFANT	60	60
SHADSWORTH JUNIOR	60	60
ST MICHAEL & ST JOHN CE	60*	60*
ST THOMAS' CE	60	60

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Access to Learning – School Admissions	Date the activity will be implemented	01/03/2019
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Brief description of activity	To advise on Local Authorities proposed admission arrangements for the academic year 2020/21 and seek Executive Member formal determination of these arrangements.
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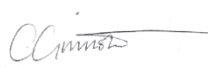
Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =	TOTAL	AGAINST = 6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	06/02/2018