

## SECTION 5.0: EXAMPLES OF HOW THE CO-ORDINATED ADMISSIONS SCHEME WORKS

In Worcestershire parents are invited to express up to **three preferences on the admission form**. After the closing date all preferences are treated equally against the over subscription criteria for each school. Places are awarded until the year group is full. If it is possible to make an offer at more than one school, then the final offer will be the school ranked highest on the application. This section gives examples of how the equal preference systems works in the Co-ordinated Admissions system.

### Example 1 Philip

Philip lives in a town with three high schools. His parents have nominated the following schools, in ranked order;

- 1) School A (a Voluntary Aided School)
- 2) School B (a Community school)
- 3) School C (a Community school)

The catchment area school, for Philip's home address is School C. Philip has an older brother at School B, but his best friend (who is a practising christian) wishes to go to School A . Philip would like to transfer to the same school as his best friend; it is also the nearest school to Philip's childminders.

The admissions criteria (see paragraph 3.3 and section 17) are applied to each school. Unfortunately, Philip cannot be offered a place at School A, because he is not high enough on the criteria, all places have been allocated, and the home address is not close enough to qualify on distance grounds, for any of the remaining places. Philip can, potentially be offered a place at School B (because he has an older brother there) and School C (the catchment school).

The **single offer** will be for School B, as the higher ranked school on the application form. The same letter will also confirm the refusal of a place at School A, and will be written by Worcestershire LA, on behalf of the school's governing body.

### Example 2 Samantha

Samantha lives in a town with only two high schools. The town is a shared catchment area between School H (a Community school) and School J (a Voluntary Aided School). Because School J is a Voluntary Aided School, whose admissions criteria are set by the school's governing body, the parents have carefully read the admissions criteria in the School Prospectus.

Actually Samantha's parents prefer School K, which is located in a neighbouring LA (because her mother works nearby). Despite this, they opt to nominate the following preferences, to maximise their chances;

- 1) School J (the Voluntary Aided School, which is one of the catchment schools).
- 2) School K (the Community school in a neighbouring LA).
- 3) School H (the Community school in Worcestershire, which is the other catchment school).

Worcestershire LA will notify the neighbouring LA of the application details for School K, but do not disclose the ranking. The relevant admissions criteria are applied to each school (in the case of School K, this is done by the neighbouring LA). In this instance, it may be possible that Samantha is high enough on the criteria to potentially be offered all three schools.

Worcestershire LA will notify the neighbouring LA that the place at School K is not required. The **single offer** would be School J, which is the highest ranked school on the application form, and the offer will be made to Samantha's parents by Worcestershire LA, on behalf of the School's governing body.

### Example 3 Attia

Attia lives in a neighbouring LA, although fairly close to the Worcestershire border. Therefore her parents must complete a neighbouring LA application form, which is then returned to the neighbouring LA (either through the Primary School, or direct to the LA themselves).

Amongst the preferences on the application form, (Worcestershire LA may not be given the actual ranking) Attia's parents have nominated School Q, which is a community high school in Worcestershire.

The neighbouring LA will notify Worcestershire LA of the application details, for School Q (not the ranking). Worcestershire LA will apply the admissions criteria, and because the family live relatively close to the school, a potential place could be offered, even though she does not live in the catchment area, or have a sibling at the school already.

Worcestershire LA will notify the neighbouring LA that a potential place can be offered. The neighbouring LA (who also offer an equal preference scheme) will check against other preferences nominated on Attia's application form. Then, either;

- a) If the neighbouring LA **cannot** offer a higher ranked school, or if School Q is the highest ranked school, the neighbouring LA will write to the parents, on behalf of Worcestershire LA to make the **single offer** of School Q (even though it is a Worcestershire school).
- b) If the neighbouring LA **can** offer Attia a higher ranked school, Worcestershire LA will be notified that the place is not required, and that place can be re-allocated to another child. The neighbouring LA will write to the parents to make the **single offer** of a place at the higher ranked school.

### Example 4 Lee

Lee lives in a town with five high schools. The family live in the catchment area of school V. The parents have decided not to nominate school V as any of their preferences, in the (mistaken) belief that, as a fallback, they will be allocated school V, because it is their catchment school. They nominate the following schools;

- 1) School W (a popular Community school)
- 2) School X (a Voluntary Aided School)
- 3) School Y (a Voluntary Aided School)

The admissions criteria is applied to all three schools, but unfortunately Lee is not high enough on the criteria to be offered a place at any of the three schools. In this example, School V is also oversubscribed. Therefore the **single offer** will be for School Z, which does have vacancies (being the nearest school available), but which Lee's parents may not have even considered.

