

2017/18 School Admissions Services to Academies for the normal age of entry in September 2018

Definitions

Word/Phrase	Definition
Admission Arrangements	the arrangements which detail the criteria and supplementary information to be used in deciding on the allocation of school places as determined in line with the funding agreement between the Secretary of State and the Academy Trust.
Admission Authority	the body which is responsible for the admission arrangements of a child to a School (which in the case of Academies is the Academies Trust).
Appeal Hearing	each admission appeal hearing which is arranged and heard by an independent panel
Appeal	the written appeal by each Appellant in respect of their child's admission to the School
Appellant	a person who makes an appeal against the decision by the Admission Authority to refuse the admission of their child to the School
Application	the original application for a school place by each parent/carer
Coordinated Admissions Scheme	<p>This scheme determined by the County Council under The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England)) Regulations 2012 and applies to applications made by Staffordshire parents for schools.</p> <p>Academies are required under their Funding Agreements to participate in and comply with requirements in relation to local authority coordination of admission arrangements.</p>

Coordinates	The coordinates of a home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point Data.
Commencement Date	1 st September 2017
County Council	Staffordshire County Council
Customer	means the Academy subscribing to the SLA
DDA Compliant	compliant with the standards which apply under the Disability and Equality Act 2010
Catchment Area	The area as determined by the admission authority within its admission arrangements defined as its catchment area and recorded as such on the Local Authorities GIS system.
Governors	the Governing Body of the School
Notice	any notice which is served by either of the Parties on the other in accordance with the requirements of this Agreement
ONE Database	The database used by the School Admissions and Transport Service to manage the coordinated admissions process
Parents/Carers	the person who receives admissions information from the Local Authority regarding the school application process and subsequently submits an application
Parties	the Service Provider and the Customer
SATS	the Council's School Admissions and Transport Service
School	The Academy
School Day	a day on which School is in session
School Admission Code	the School Admissions Code 2014 or any subsequent Code
School Admission Appeal Code	the School Admission Appeals Code 2012 or any subsequent code
Service	unless otherwise stated within this Agreement the Service means those Services provided under paragraph 1 of this Schedule A
Service Provider	means School Admissions and Transport Service which is a department or team within Staffordshire

	County Council that will provide the Service to the Customer
Term	the period of time during which this Service is to run, as defined in paragraph 16 of this Schedule

1.0 Introduction

Admission authorities are responsible for ensuring that applications for places are dealt with in line with the statutory School Admissions Code and associated legislation.

The School Admissions Service Level Agreement provides Academies with support and advice in relation to the administration of admission arrangements, including validation of applications for admissions in line with statutory requirements; catchment area checks where relevant; distance measurements; proof of residency where required and provision of ranked lists in line with coordinated admissions scheme.

2.0 Service Specification

Package One: Applications for Admission at the Normal Age of Entry (available from 1 Sept – 31 August)

- 2.1 The service will provide the School with initial catchment area data (where relevant to the schools admission arrangements). This data will consist of the numbers of pupils registered on the ONE database by current school is provided during September. This will enable schools to determine the actual number of children resident within their catchment area at the beginning of the academic year and may be useful statistical information if recorded by schools on an annual basis.

Provision of Verified Applicant Information

Schools that do not purchase package 1 will be responsible for carrying out the following verification checks themselves

- 2.2 The service will verify on behalf of the School and advise the school accordingly whether or not an applicant for the School

resides within its catchment area (where relevant) using the Local Authority's GIS system.

- 2.3 The service will verify on behalf of the School and advise the school accordingly whether or not the home address and present school details provided by an applicant match those held on the ONE database.
- 2.4 The service will investigate any queries arising from 2.3 (up to a maximum of 2 per annum) on behalf of the School in order that the School can make a decision on the information gathered from the investigation.
- 2.5 The service will verify on behalf of the School and advise the school accordingly whether or not the applicant attends a named "feeder" school where relevant to the determined oversubscription criteria.
- 2.6 The service will verify on behalf of the School and advise the school accordingly whether the information provided on behalf of siblings matches that as held on the ONE database.
- 2.7 The service will verify on behalf of the School and advise the school accordingly whether or not the applicant has a statement of special educational need, an Educational Health Care Plan or is a child with Looked After status for admissions purposes.
- 2.8 The service will carry out straight line distance measurements to 3 decimal places on applicants home address data. These will be calculated from the main front gate of the School and where the School uses the same method and coordinates to calculate distances as the Local Authority. The home address used will be the one provided within the ONE database. (If a school specifies walking distance this will incur an additional charge as specified in 6.3).

Provision of Ranked List of Applicants

Schools that do not purchase package one will be required to return a ranked list of applicants in accordance with their admission arrangements by the date predetermined within the coordinated admissions scheme

- 2.9 The service will provide a ranked list of applicants according to the school's published admissions criteria for ratification by the Academy Trust where the School's published admissions criteria mirrors that of the Local Authority.
- 2.10 The service will maintain waiting lists on behalf of the School up to 31 December in the offer year or until the end of Year 2 where Infant Class Size legislation applies (where this is stipulated within the schools admission arrangements).

Package Two: Catchment Area Checks & Straight Line Measurements for Applications for Admission at the Normal Age of Entry (available from 1 Sept – 31 August)

Schools purchasing package two will be required to return a ranked list of applicants in accordance with their admission arrangements by the date predetermined within the coordinated admissions scheme

- 2.11 The service will carry out straight line distance measurements to 3 decimal places on applicants home address data and include data on list of applicants provided to the school on the date specified within the Coordinated Admissions Scheme. These will be calculated from the main front gate of the School and where the School uses the same method and coordinates to calculate distances as the Local Authority using the Local Authority's GIS system. The home address used will be the one provided within the ONE database and will not take account of any outstanding address verification queries. (If a school specifies walking distance this will incur an additional charge as specified in 6.3).
- 2.12 The service will verify on behalf of the School and advise the school accordingly whether or not an applicant for the School resides within its catchment area (where relevant) using the Local Authority's GIS system. The home address used will be the one provided within the ONE database and will not take account of any outstanding address verification queries.

3.0 Exclusions to the Service

The following are matters which are not covered by this Agreement:

- 3.1 Responsibility for applying the school admission arrangements in relation to in-year admission requests.
- 3.2 Responsibility for consulting and determining annual admission arrangements in behalf of the school.
- 3.2 The schools case for submission to an independent admission appeal panel.
- 3.3 Provision of an officer to act as Presenting Officer at an independent appeal hearing.

4.0 Customer Responsibilities

The School is responsible for:

- 4.1 Responding to requests for information in a timely manner in order that SATS can carry out its statutory functions and services to which the School subscribes.
- 4.2 Referring potential applicants to the SATS where the school is contacted directly.
- 4.3 Complying with statutory guidance in relation to school admission and appeals arrangements when determining its admission arrangements and considering applications for places.
- 4.4 Participating in the Local Authority Coordinated Admissions Scheme.
- 4.5 Advising the SATS in writing or by electronic mail where it wishes the Local Authority to allocate places above the published admission number by end of January in the offer year.
- 4.6 Advising the SATS in writing or by electronic mail where it is made aware that there are changes either to any initial applicant data or list of children offered places at the School.

- 4.7 Verifying and ranking any applications received in accordance with “religious criteria” where relevant under the School determined admissions criteria.
- 4.8 Verifying and ranking any applications received in accordance with “medical or social criteria” where relevant under the School determined admissions criteria.
- 4.9 Verifying and ranking any applications received on behalf of siblings where the elder child is currently Y11 or older.
- 4.10 Providing a ranked list of applicants by the date determined in the Coordinated Admissions Scheme ratified by the Academy Trust
- 4.11 Determining whether or not an applicant received after the national closing date should be ranked alongside those applications received within the deadline.
- 4.12 Determining the outcome of any queries arising from package 1, 1.5 following the provision of information gathered from the investigation by SATS.
- 4.13 Signing up to and utilising PRIME as the portal for receiving admissions and applications information.

5.0 Role of the Service Provider

SATS is responsible for:

- 5.1 Complying with statutory guidance in relation to school admission and appeals arrangements when carrying out its functions.
- 5.2 Issuing basic application and admissions information to parents/carers of pupils due to transfer at the normal age of entry.
- 5.3 Data entry / transfer of applications to schools onto the ONE database.
- 5.4 Providing application data as provided by the applicant to the School in order that the admission authority can apply its

determined admissions criteria and return a ranked list as specified within the Local Authority Coordinated Admissions Scheme.

- 5.5 Issuing decisions to parents/carers advising of the outcome of their application and information about the independent appeals process where applicable.
- 5.6 Advising schools of changes to applicants details made after initial provision of application details.

6.0 COSTS

Subscription Charge

- 6.1 A fixed fee per pupil on roll for Packages One and Two will be charged as a lump sum charge as follows. All charges will be billed as a lump sum which is not apportioned or those Academy conversions which occur during the academic year.

Package	Cost based on total pupil on roll according to previous January Plasc Count
One	£3.37
Two	£2.32

- 6.2 A fixed fee of £20 per map will be charged for the provision of an individual electronic admission appeal map to be charged on a pay as you go basis.
- 6.3 An hourly charge of £60 will be charged for School Admissions Advice and Consultancy for any other activities or issues not covered by the above packages. Customers will be charged a

minimum of £60 and cost will be rounded up to each hour i.e. 1 hour 20 mins cost of £120.

7.0 Timescales

7.1 The Local Authority Coordinated Admissions Scheme sets out the timescales in relation to admissions at the normal age of entry for Packages One and Two.

7.2 Requests in relation to admission appeal maps will require 48 hours notice (for less than 10 applicants) and 72 hours notice (for 10 and above) and will be subject to availability of staff and IT systems.


8.0. Availability

The Service Provider's guaranteed hours of opening, excluding public and additional local government bank holidays are:

9:00am to 5:00pm, Monday to Thursday; and
9:00am to 4:30pm on Friday.

In practice, a member of staff will usually be available outside these hours and in some instances the Service Provider may be able to agree with the Customer, out of hours contact details.

9.0. Contact Details

Name	Contact	Specialism/Role
<i>Andrew Marsden</i>	<i>County Commissioner for Access to Learning</i>  <i>01785 278787</i> <i>andrew.marsden@staffordshire.gov.uk</i>	<ul style="list-style-type: none"> • <i>Strategic management</i>
<i>Samantha Nicol</i>	<i>Principal Officer for School Admissions and Transport Service</i>  <i>01785 278676</i> <i>samantha.nicol@staffordshire.gov.uk</i>	<ul style="list-style-type: none"> • <i>Complaints</i> • <i>Management of School Admissions and Transport Service</i> • <i>School Admissions and Appeals Advice</i>
<i>Lisa Bowers</i>	<i>Senior Officer for School Admissions and Transport Service</i>  <i>01785 278801</i> <i>lisa.bowers@staffordshire.gov.uk</i>	<ul style="list-style-type: none"> • <i>School Admissions and Appeals Advice</i>

Day-to-day contact between the Customer and the Service Provider about the Service being provided should in the first instance be referred to the person allocated to undertake the work within the School Admissions and Transport Service.

10. Monitoring of Service

From time to time the Service Provider will invite a proportion, or all, of its Customers to provide feedback on the Service being provided mainly by way of a Customer Care Survey or attendance at a Customer Care Focus Group.

11. Annual Review

The Service Provider will review the operation of this Agreement at least annually.

12. Term

This Service shall be provided under this Agreement for 1 year and shall expire immediately without further notice unless agreed in writing between the Parties in accordance with clause 3 of the Terms and Conditions.

Any monies owing to the Service Provider will be paid by the Customer, up to and including the termination date. If the Service Provider wishes to exercise its right to end this Agreement, then the Service Provider will be mindful to the conclusion of any existing matter on behalf of the Customer and will take into account any professional standards that apply.