

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Director for People
to
Cabinet

on
11th November 2014

Report prepared by:
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Capital

**School Admissions Arrangements for Community Schools and the Coordinated
Admission Arrangements for Academic year 2016/17**
Executive Councillor: Councillor Anne Jones
A Part 1 (Public) Agenda Item

1. Purpose of Report

- 1.1 To confirm the admission arrangements for community schools for the academic year 2016/17.
- 1.2 To agree in principle the Coordinated Admission Arrangements Scheme for 2016 onwards and to agree the mechanism for the final agreement of the scheme

2. Recommendations

- 2.1 That there is no consultation on the Admissions Arrangements for community schools for the academic year 2016/17.**
- 2.2 That consultation with governing bodies of community schools takes place on the published admission numbers for community infant, junior and primary schools for September 2016 as set out in the admission arrangements attached in Appendix 1**
- 2.3 That the proposed Coordinated Admission Arrangements Scheme for 2016 onwards attached as Appendix 2 is agreed in principle by the Council, and if there are minor issues to be resolved following consultation with schools that decisions on minor amendments be delegated to the Corporate Director for People and the Executive Councillor for Children & Learning.**

3. Background

- 3.1 The Council has the responsibilities to determine in relation to school admissions:
 - a) the admission arrangements (admission numbers, admission criteria and catchment areas) for community schools;
 - b) the coordinated admissions scheme, which sets out the way in which admissions for all schools (including academies and free schools) will operate.

3.2 The School Admissions Code states:

*“Admission authorities **must** set (‘determine’) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Consultation must be for a minimum of 8 weeks and **must** take place between **1 November** and **1 March** of the year before those arrangements are to apply.”*

3.3 For a community school, the local authority (as the admission authority) **must** consult the governing body of the school where it proposes either to increase or keep the same PAN.

3.4 Schemes for co-ordinating all admission applications to schools must be formulated and submitted to the Department for Education (DfE) by 1st January in the determination year, which for the school year starting in September 2016 will be 1st January 2015.

4. Admission Arrangement for 2016/17

4.1 Admission Criteria

4.1.1 There are no proposed changes from 2015/16 and there is therefore no requirement to consult. The admission criteria for community primary schools for September 2016 are shown in *Appendix 1*.

4.2 Published Admission Numbers

4.2.1 There are two changes to the published admission numbers used in 2015. An increase to 150 at Hamstel Junior School and Porters Grange Primary School will revert to an admission number of 60 from 90 that has been in place in previous years.

4.2.2 The published admission numbers for Hamstel Infant and Junior schools and The Federation of Greenways Infant School are dependant to the expansion of the schools that are subject to a separate report on this agenda.

4.2.3 A list of the proposed PAN's for 2016/17 is within the admission arrangements in Appendix 1.

4.3 Catchment Areas

4.3.1 The proposed catchment areas for primary schools for September 2016 are within the Admission Arrangements in Appendix 1. There are no proposed changes from 2015/16.

5. Primary and Secondary Co-ordinated Admissions Scheme for the September 2016 round of admissions

5.2 Consultation rules for coordinated arrangements are the same as admission arrangements and only need consultation once every seven years unless there are changes. The proposed scheme for 2016, at Appendix 2, recommends some minor changes as set out below in paragraphs 5.2.1 to 5.2.2 of this report.

5.2.1 The time for parents to accept or refuse an offer of a place will reduce from three weeks to 10 school days. This is put in place to assist parents with reallocations of places and give schools a more definitive list of entrants sooner. Please see paragraph 4.1.18 of the proposed scheme.

5.2.2 The proposed scheme includes specific reference to the admission of summer born children being in line with DfE guidance amended in May 14 and a recent decision of the Office of the Schools Adjudicator on the matter. Please refer to paragraph 4.1.21 of the proposed scheme.

5.3 Consultation on the scheme will be necessary and approval is required from all schools.

6. Approval Process

6.1 The co-ordinated admissions scheme for the academic year 2016 onwards is agreed in principle by the Council. If, following consultation with schools there are minor issues to be resolved, in order to meet the requirement to submit this to the Department for Education (DfE) by 1st January, that decisions on minor amendments be delegated to the Corporate Director for People and the Executive Councillor for Children & Learning.

6.2 The Council will then write to all schools requesting their approval to the scheme. DfE guidance assumes that schools agree if they do not respond.

6.3 The Council will not consult on admission criteria or catchment areas for community schools, leaving these unchanged.

6.4 The Council will consult individually the Governing Bodies of community schools as required for increased or unchanged PAN's.

6.5 A report will be made to the March 2013 Cabinet formally to approve the PAN's and determine the admission arrangements.

7. Corporate Implications

7.1 Contribution to Council's Vision & Corporate Priorities – These arrangements will assist pupils within the Borough to access to quality learning opportunities to achieve the best possible outcomes for all children.

7.2 Financial Implications – There are no direct financial implications for the Council. The administration of school admissions is funded from the Dedicated Schools Grant.

7.3 Legal Implications
The determination of admission arrangements for community schools and the provision of a coordinated admissions scheme is a statutory requirement.

7.4 People Implications
None

7.5 Property Implications
None

7.6 Consultation
The admission arrangements and the coordinated scheme were considered by the Admission Forum at a meeting on 9th October 2014. The forum were in agreement with the proposed changes to the coordinated scheme. Individual Governing Bodies to be consulted as at paragraph 3.3.

7.7 Equalities and Diversity Implications
A co-ordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places.

7.8 Risk Assessment
If the Council does not agreed a scheme, one will be imposed by the DfE, and the Council's reputation will suffer.

7.9 Value for Money
No direct implications.

7.10 Community Safety Implications
None envisaged.

7.11 Environmental Impact
None envisaged

8. Background Papers

8.1 School Admissions Code 2012 –
<https://www.gov.uk/government/publications/school-admissions-code> and
School Admission Appeals Code 2012 -
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Advice on the admission of summer born children July 2013
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308008/Summer_born_advice_amended_May_14.pdf

9. Appendices

9.1 **Appendix 1** – The admission criteria for community primary schools for September 2016 including PANs.

9.2 **Appendix 2** - Proposed Co-ordinated Admissions Scheme for September 2016 onwards.

