

# Southend-on-Sea Borough Council

Department of the Chief Executive

John Williams - Director of Democratic & Legal Services

Our ref:

Telephone: **01702 215000**

Your ref:

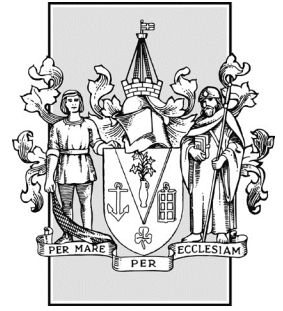
Fax: **01702 215994**

Date: 23<sup>rd</sup> January 2018

E-mail: **committeesection@southend.gov.uk**

Contact Name: Colin Gamble

DX 2812 Southend



Dear Councillor

## **CABINET - MONDAY, 29TH JANUARY, 2018**

Please find enclosed, for consideration at the next meeting of the Cabinet taking place on Monday, 29th January, 2018, the following report that was unavailable when the agenda was printed.

### **Agenda No    Item**

#### **4.      School Admission Arrangements (Pages 1 - 168)**

Report of Deputy Chief Executive (People)

This page is intentionally left blank

# Southend-on-Sea Borough Council

## Report of Deputy Chief Executive (People)

to  
**Cabinet**

on  
**29<sup>th</sup> January 2018**

Report prepared by: Catherine Braun – Group Manager Access  
and Inclusion

in collaboration with Chrissy Papas, June Edwards and Michael  
Smith

**Agenda  
Item No.**

---

### **School Admissions Arrangements for Community Schools and the Coordinated Admission Scheme for Academic year 2019/20**

**Executive Councillor: Councillor James Courtenay**

#### **Part 1 (Public Agenda Item)**

---

#### **1. Purpose of Report**

- 1.1 To present an evaluation of the response to the Council's public consultation on Admission Arrangements Community Schools for the academic year 2019/20.
- 1.2 To determine the catchment areas within Admission Arrangements for Community Schools for the academic year 2019/20.
- 1.3 To determine the oversubscription criteria (including explanatory notes) and PAN (Published Admission Numbers) within Admission Arrangements for Community Schools for the academic year 2019/20.
- 1.4 To note that the Determined Coordinated Admission Scheme for the academic year 2019/20 was published on 31<sup>st</sup> December 2017.

#### **2 Recommendations**

- 2.1 **That no changes be made to the current 2018 catchment areas (with the exception of small changes to the catchment area of Fairways Primary School as per 3.78-85 below) and that the Council determines the Catchment Areas within the Admission Arrangements for Community Schools for the Academic Year 2019/20 as set out in Appendix 2.**
- 2.2 **That changes be made to the oversubscription criteria (including explanatory notes) and PAN (Published Admission Numbers) as per 3.86 to 3.94 below and that the Council determines these same matters within the Admission Arrangements for Community Schools for the Academic Year 2019/20 as set out in Appendix 2.**

- 2.3 To note that the Determined Coordinated Admission Scheme for the academic year 2019/20 was published on 31<sup>st</sup> December 2017 (Appendix 3).

### 3 Background

#### Statutory Framework

- 3.1 The Council has the responsibility to determine the following in relation to school admissions:
- a) the Admission Arrangements for Community Schools (including catchment areas, oversubscription criteria and PANs); and
  - b) the Coordinated Admissions Scheme, which sets out the way in which admissions for all schools (including academies and other Own Admission Authority schools) will operate.
- 3.2 The local authority (as the admission authority for all Community Schools) **must** consult on the Admission Arrangements for Community Schools, if it proposes to make any changes to the existing arrangements or, at least every seven years, even if there are no changes.
- 3.3 Admission Arrangements for Community Schools in Southend must be determined by 28<sup>th</sup> February 2018 and included in a composite prospectus for all schools by 15<sup>th</sup> March 2018. These are statutory deadlines and must be adhered to by all admission authorities.
- 3.4 Own Admission Authorities, (academy, foundation and voluntary aided schools) have the responsibility to consult on and determine their own Admission Arrangements including catchment areas.
- 3.5 The current Admission Arrangements for Community Schools (including catchment areas) were last consulted on and approved by the Council for the admissions in the academic year 2013/14 (six years ago).
- 3.6 The Admissions Code 2014 provides that the official window for formal consultation on final proposed arrangements for admissions (including catchment areas) is between 1 October and 31 January and the consultation must last for a minimum of 6 weeks.

#### Catchment Areas

- 3.7 Section 1.14 of The School Admissions Code 2014 states:  
*“Catchment areas must be designed so that they are reasonable and clearly defined. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.”*
- 3.8 Catchment areas for community primary schools, although reviewed annually, have remained the same for 8 years. The last consultation where proposals were made to changes to catchment was in relation to the 2009 arrangements

- 3.9 Own Admission Authorities in Southend have retained the Council's catchment areas and have continued to determine the same catchment area in their arrangements year on year. Any proposed change to current catchment areas requires the full collaboration of all schools in any area that has proposed changes to ensure that all Southend addresses are identified within a catchment area. For example, if a catchment area is reduced to better represent the community and provide a reasonable expectation for admission, neighbouring catchment areas must be increased and aligned to ensure there are no gaps and all children/addresses are accommodated within all areas. However, catchment areas can overlap and there can be shared catchment areas.

### **Why consult on Changes to Catchment Areas?**

- 3.10 For the majority of Southend primary schools, existing catchment areas have continued to be effective in allocating places for school admission where schools are oversubscribed. This in turn has provided an assurance for parents that if they identify their catchment school as one of their preferences there is a reasonable expectation that they will gain a place in catchment if a higher preference has not been successful.
- 3.11 From analysing primary national offer day data for Community Schools a pattern had emerged whereby a small number of Community Schools had not met catchment applications over the last 6 years. With the exception of the 2017 September reception intake, Leigh schools south of the London Road had seen a pattern of at least one of the three schools not meeting catchment applications on offer day as demonstrated in Chart 1 below:

<b>Southend Community Schools - numbers of catchment pupils unsuccessful in gaining a catchment place</b>						
<b>School name/catchment Area</b>	<b>2017 Offer Day</b>	<b>2016 Offer Day</b>	<b>2015 Offer Day</b>	<b>2014 Offer Day</b>	<b>2013 Offer Day</b>	<b>2012 End of Coordination (offer Day was not captured this year)</b>
Barons Court (shared catchment area with Milton Hall Primary)	0	0	0	0	0	0
Chalkwell Hall Infants	0	0	3	14	0	0
Earls Hall Infants/Primary	0	0	0	0	0	0
Edwards Hall Primary	0	0	0	0	0	0
Fairways Primary	0	0	0	0	0	0
Heycroft Primary	0	0	0	0	0	0
Leigh Primary/Infants	0	0	0	4	14	12
Temple Sutton Primary	0	0	0	0	0	0
West Leigh Infants	0	27	2	15	0	5
<b>Total</b>	<b>0</b>	<b>27</b>	<b>5</b>	<b>33</b>	<b>14</b>	<b>17</b>

*Chart 1*

- 3.12 After national offer day, there are some further changes which occur between April and the starting school date in September. The above Leigh schools

continued to be unable to offer all catchment places at the end of this process, as shown in Chart 2 below:

School name	2017 End of Co-ordination	2016 End of Co-ordination	2015 End of Co-ordination	2014 End of Co-ordination	2013 End of Co-ordination	2012 End of Co-ordination
Chalkwell Hall Infants	0	0	2	14	0	0
Leigh Infants	0	0	0	3	6	12
West Leigh Infants	0	25	0	9	0	5
<b>Total Leigh schools</b>	<b>0</b>	<b>25</b>	<b>2</b>	<b>26</b>	<b>6</b>	<b>17</b>

Chart 2

- 3.13 For one school in particular – West Leigh Infants – the consequences of not gaining a place in a catchment school can be significant. Disappointed applicants, are usually those resident in either the north westerly or south westerly section of the catchment area due to being the furthest from the school. These residents are also situated on the border of the Borough and as such the next nearest Southend school with availability is usually much further away and over the statutory walking distance from their home.
- 3.14 The majority of schools within the Leigh area are Community Schools and as such the Council is responsible for consulting on any proposed changes for these schools including catchment areas.
- 3.15 Forecasting was carried out by the Council based upon a DfE model, “School Capacity (SCAP) survey 2014, Guide to forecasting pupil numbers in school place planning and guidance for all local authorities”. Using this model and available data provides indications of future admission applications for each cluster area. Forecasting uses the following sources:
- Registered births provided by Southend Registry Office
  - Historical and current numbers on school roll (January school census DfE)
  - Housing developments (confirmed planning applications)
  - Local trends (admissions preference data)
  - Local knowledge, school reorganisations and Ofsted outcomes
  - Early Years data (based upon 2, 3 & 4 year old funding places)

Forecasts are completed by geographically grouping individual schools into groups known as ‘clusters’. The Leigh Cluster is demonstrated in Chart 3 below. The forecast figure is the Cluster total (row 15). Schools are then forecast an admission number of how many children they are likely to admit on national offer day, by distributing the cluster total across all the schools. (Southend’s Forecasting methodology was published as part of the consultation Frequently Asked Questions document, and can be found in **Appendix 4**).

- 3.16 From 2019 onwards, the forecast data for Southend admissions predicted that there were specific risk areas where meeting catchment preferences may become more difficult in coming years due to births being higher than PAN:

	A	B	C	D	F	G	I	J	L	M
1	<b>Figures Based on September 2017 ASC</b>									
2	<b>BIRTH YEAR</b>	<b>PAN</b>	<b>BIRTHS IN</b>	<b>Forecast</b>	<b>BIRTHS IN</b>	<b>Forecast</b>	<b>BIRTHS IN</b>	<b>Forecast</b>	<b>BIRTHS IN</b>	<b>Forecast</b>
3	<b>ADMISSIONS</b>		<b>2012/13</b>	<b>Pupil</b>	<b>2013/14</b>	<b>Pupil</b>	<b>2014/15</b>	<b>Pupil</b>	<b>2015/16</b>	<b>Pupil</b>
4				<b>Numbers</b>		<b>Numbers</b>		<b>Numbers</b>		<b>Numbers</b>
5				<b>2017/18</b>		<b>2018/19</b>		<b>2019/20</b>		<b>2020/21</b>
6	Blenheim	90	96	80	63	80	94	90	75	60
7	Chalkwell Hall	120	131	108	157	120	157	120	134	120
8	Darlinghurst	120	58	90	56	90	53	90	51	90
9	Eastwood	60	31	60	42	52	31	50	38	60
10	Fairways	60	53	60	66	60	60	60	67	60
11	Leigh	90	97	90	100	90	109	90	93	90
12	Our Lady of Lourdes	60	0	60	0	60	0	60	0	60
13	West Leigh	120	113	120	118	120	127	120	125	120
14	<b>LEIGH GROUP TOTAL</b>	<b>720</b>	<b>579</b>	<b>668</b>	<b>602</b>	<b>672</b>	<b>631</b>	<b>680</b>	<b>583</b>	<b>660</b>
15	<b>Cluster Factor</b>		<b>1.15</b>	<b>668</b>	<b>1.12</b>	<b>672</b>	<b>1.08</b>	<b>680</b>	<b>1.13</b>	<b>660</b>
16										

Chart 3

- 3.17 However, there are obvious limitations to this process of forecasting. The 'Forecast pupils numbers' in Chart 3 is not the actual number of expected applications for a school, but an indication of whether all the places for each school (the PAN) are likely to be filled. The actual number of admission applications in any one year is based on parental preferences and as such are always open to change dependent upon those preferences. These are often influenced by Ofsted ratings, changes in school leadership and local media and public conception regarding a school's popularity. As well as these factors, inward migration into popular areas and numbers of children born to families of specific faiths also influence preferences, numbers of applications and choices for each school. These factors are particularly relevant due to three schools in the Leigh area currently rated as 'Requiring Improvement' by Ofsted. These Ofsted ratings include academy, faith and independent schools, and for some are fairly recent, which increases uncertainty when looking at trends for previous patterns of admission.
- 3.18 The reliance on the number of births does not always prove to be accurate in practice. This has been particularly evident for schools in the Leigh area, as years of catchment oversubscription have not necessarily followed the years of higher births and years of higher births have not necessarily resulted in schools being unable to meet catchment preferences.
- 3.19 Due to site capacity restrictions at West Leigh, Leigh North Street and Chalkwell Hall, making additional places available to meet forecast pupil population increases is not possible. Chalkwell Hall has had a small PAN increase from 108 to 120 for September 2017 intake but this increase was possible due to a school reorganisation as opposed to building expansion. Instead additional places were added at Darlinghurst Primary School in 2011 to meet the Leigh area demand. Darlinghurst has been admitting over 50% of their pupils from outside of their catchment area since this expansion.

- 3.20 As well as catchment oversubscription risks, a review across all Southend primary schools identified a small number of schools where numbers of births resulted in significant year on year under subscription. This threatens the financial viability of these schools and also provided reasonable justification to propose changes to catchment areas.
- 3.21 Schools identified with consistent under-subscription according to births within the area were predominantly Darlington Academy and Eastwood Primary. Darlington Academy's births are on average less than 50% of the schools PAN. Over the last 5 years the average admission for reception places on national offer day for Darlington is 106 raising no concerns for financial viability. However over 50% of these offers were for children living out of catchment and many being alternate offers for those being unsuccessful in gaining a catchment place in their local school. Similarly, Eastwood Primary also has low numbers of births, although their average admission for reception places for the same period is much lower with only 44 children. Eastwood Primary's intake also includes patterns of admitting higher numbers of out of catchment applications through parental preference, most of whom are from the Blenheim catchment area. Being a far smaller school, only admitting around 73% of PAN can have financial challenges, particularly when the number from births is often under 50%

#### **Formal Consultation on Admission Arrangements for Community Schools for the academic year 2019/20**

- 3.22 The consultation during the statutory timeframe was run by Southend Borough Council, from 6th November to the 15th December 2017. (At the same time a number of Own Admission Authorities consulted on their 2019 Admission Arrangements). A full evaluation of the formal consultation, including the changes proposed and the reasons for and against change, can be found in **Appendix 1** identified under each individual school.
- 3.23 The full list of schools that consulted on their 2019 Admission Arrangements is as follows:  
Barons Court Primary School and Nursery, Blenheim Primary School & Nursery, Bournes Green Junior School, Chalkwell Hall Infant School, Chalkwell Hall Junior School, Darlington Academy, Earls Hall Primary School, Eastwood Primary School, Edwards Hall Primary School, Fairways Primary school, Friars Primary School, Hamstel Infant School, Hamstel Junior School, Heycroft primary School, Leigh North Street Primary School, Our Lady of Lourdes Catholic Primary, Porters Grange Primary School, Sacred Heart Catholic Primary School, St George's Catholic Primary School, St Helen's Catholic Primary School, Temple Sutton Primary School, The Federation of Thorpe Greenways Schools, West Leigh Infant School, West Leigh Junior School, Belfairs Academy, Cecil Jones Academy, St Bernard's High School and St Thomas More High School
- 3.24 During the formal consultation period, a total of 291 people responded to the consultation. The responses represent 0.49% of the area's adult population (aged 24-64). In addition to this, feedback was also received from emails, telephone enquiries and two public events.



- 3.25 The consultation was publicised at all the schools consulting, throughout the consultation period. Along with the schools, posters and leaflets were distributed to local community areas (libraries, community centres, children centres, etc.) as well as large GP surgeries and religious centres. On top of this, all early years providers and all schools in Southend were informed of the consultation and asked to share the consultation with their parents. A full list of all bodies informed of, and publicity used for, the consultation can be found in an annex to **Appendix 1**.
- 3.26 With the exception of the libraries, the Council has no control on whether centres publicised the posters and information, however media attention was widespread within local newspapers and social media, as well as school and Southend Borough Council websites
- 3.27 All residents affected by a proposed catchment change were issued with a letter via leaflet drop from a local newspaper distributor. Due to it later becoming apparent that not all addresses had received this letter, all affected addresses were sent another letter to ensure that people were given the opportunity to be aware and respond to the consultation if they wanted.
- 3.28 Notwithstanding the widespread publicity, very small numbers (in comparison to school pupil numbers) of parents of children aged 0-4 and ward populations generally responded to the consultation. The responses represented only 0.49% of the area's population. The highest response was to West Leigh Infants, receiving 125 surveys and 50 emails and the lowest was 0 in relation to Edwards Hall Primary.
- 3.29 In relation to those schools with proposed changes to catchment areas the majority found them unreasonable, West Leigh being the lowest at 63% and Chalkwell Hall Juniors being the highest at 90%.
- 3.30 Over 60% of responses in relation to Leigh North Street, Chalkwell Hall Juniors and Earls Hall Primary stated that the proposed admission criteria were unreasonable.
- 3.31 Over 60% of respondents were not in agreement with the proposed admission arrangements for Leigh North Street, Chalkwell Hall Juniors and Fairways Primary.
- 3.32 The majority of responses across all schools found arrangements easy to understand and clear.

### **Factors Considered in Making Final Recommendations**

#### **Consultation Feedback:**

- 3.33 The majority of those responding to the consultation were against some or all of the proposals, with changes in catchment areas being the most controversial aspect of the consultation in particular for West Leigh and Leigh

North Street. See **Appendix 1** for a full evaluation and breakdown of responses.

- 3.34 Many people in their responses, particularly those responding to Chalkwell Hall and Leigh North Street, recognised the risk factors identified with catchment oversubscription. However they generally favoured remaining in existing catchment areas acknowledging the risks and preferring to take a chance, rather than change the catchment areas.
- 3.35 From West Leigh residents, there was a strong perception that residents living in Area 1 were being penalised for having properties of greater value and treated unfairly. In contrast, there was also a smaller number of responses expressing their gratitude and in favour of the changes. These were predominately people living on the roads bordering Hadleigh and furthest from the school, or people living in the roads directly surrounding the school.
- 3.36 A number of residents, in their consultation responses and meetings with the portfolio holder and officers raised the perceived issue of 'gaming the system' and fraudulent applications. While the Council has no evidence to suggest systematic gaming or fraud, and has frequently called upon residents to provide information where possible, it has agreed to look further into this perceived problem and to review whether it is possible to strengthen the message and/or policy regarding the concern. Officers anticipate being able to feedback to Members on the outcome of this review by 31st March 2018. For more information regarding fraudulent and misleading applications, refer to page 103 of Annex 1 Consultation Evaluation in **Appendix 1**.
- 3.37 Other common themes relating directly to the changes in catchment areas were in relation to perceived risks associated with children crossing the A13/London Road, child road safety and increased traffic as a consequence of change. Concerns regarding performance and Ofsted ratings for alternative schools in the area and depreciation of house prices as a consequence of change were also themes from the majority of schools in south Leigh.
- 3.38 In contrast to the above, the proposed changes to Fairways catchment area identified far fewer responses and challenge. Only 11 parents responded to the survey, with 3 only completing the first identifying question. Of the 11, only 5 responses were fully completed, 3 of which were parents and 2 grandparents. 4 considered the proposed catchment area unreasonable and one thought it reasonable.

#### **Birth Data:**

- 3.39 Within the Leigh Cluster there is a total of 720 school places available according to school PANs (see Chart 3 above). Although there remain sufficient school places within the cluster, from 2019 four schools have births higher than their PAN and three of these schools have a history of oversubscription. This relates to West Leigh, Leigh North Street and Chalkwell Hall. This concern of births exceeding PAN for all three oversubscribed schools was one of the primary factors for consulting on changing catchment areas.

- 3.40 Available information in relation to births in the Leigh area at the time of the consultation was limited to admission year 2020/21, due to the previous academic year (births in 2016/17) not yet being readily available for analysis. The full year's births for the following year 2021/22 became available during the consultation period and identified that the previously increased numbers of births for 2019/2020 and 2020/2021 for West Leigh Infants had not been maintained and in fact had reduced considerably to well under PAN (106), (see Chart 4 below). This factor significantly reduces the risks of catchment oversubscription for West Leigh Infants for the 2021 admission year.

	A	B	O	P
1	<b>Figures Based on September 2017 ASC</b>			
2	<b>BIRTH YEAR</b>	<b>PAN</b>	<b>BIRTHS IN 2016/17</b>	<b>Forecast Pupil Numbers</b>
3	<b>ADMISSIONS</b>			<b>2021/22</b>
4				
5	Blenheim	90	<b>76</b>	60
6	Chalkwell Hall	120	<b>164</b>	120
7	Darlinghurst	120	<b>68</b>	90
8	Eastwood	60	<b>42</b>	60
9	Fairways	60	<b>48</b>	60
10	Leigh	90	<b>84</b>	90
11	Our Lady of Lourdes	60	<b>0</b>	60
12	West Leigh	120	<b>106</b>	120
13	<b>LEIGH GROUP TOTAL</b>	<b>720</b>	<b>588</b>	660
14				
15	<b>Cluster Factor</b>		<b>1.12</b>	660

Chart 4

- 3.41 Similarly, births for Leigh North Street Primary have also reduced to below PAN (84), again considerably reducing risks for catchment oversubscription. However, births for Chalkwell Hall Infants have increased by 25% from 2017 to 164, exceeding the PAN by 44 (37%) and so increasing the risk of oversubscription.
- 3.42 This new information considerably reduces the previous concerns about longer term needs for West Leigh Infants and Leigh North Street. However it still indicates some challenges for Chalkwell Hall. This changeable pattern mirrors that of previous years where catchment oversubscription occurs mostly with one rather than all the schools at any one time. However, as noted above, there is often no correlation in practice between number of births and oversubscription.

#### Priority areas:

- 3.43 The proposed method of minimising dissatisfaction and risk was to introduce priority areas, which appeared to provide a positive solution to reducing catchment oversubscription in years of higher applications and allowed for minimal change in years of lower catchment applications.
- 3.44 The majority of consultation responses in respect of south Leigh schools wanted no change to catchment areas and found the proposals for change to be unreasonable. However there were a number who expressed the view that if change needed to happen, it would be fairer, if the area being removed from

catchment, was identified within the oversubscription criteria as a priority area after catchment children. In years of lower catchment applications this area would be the next priority for a place at the school. In the same vein, there was also feedback regarding criteria for siblings. Rather than all siblings being admitted before catchment children, many expressed the view that only catchment children and those living within the priority areas identified within criteria should gain priority over non-sibling catchment children and siblings living out of catchment should not have a higher criteria than catchment children.

- 3.45 Legra Academy Trust who were opposed to including this method of priority areas for Leigh North Street and Chalkwell Hall were asked to reconsider this option. Although the Trust identified that they were keen to support the Local Authority in their need to change the catchment areas, they stated that they were only in agreement for recognising Areas 2 and 3 for the recognition of siblings for a period of two years and did not agree to these areas being identified in community school arrangements.
- 3.46 The reasoning given was the same as previously; they wanted assurances regarding the size of the areas being moved to Darlinghurst School (average pupil product) and raised concerns regarding the lack of clear break away from the current catchment model.
- 3.47 It should be noted that catchment areas do not provide assurance of actual pupil numbers as this relies solely upon parental preference. Catchments merely provide a guide to parents when making their decisions.
- 3.48 Serious consideration was therefore given to creating priority areas within arrangements, without the consent of Legra. In years of lower births, offering Areas 1, 2 and 3 as priority areas after catchment was deemed the most fair and reasonable alternative to no change and as such the best solution if other information had not been made available to weaken the argument for change.

#### **2018 Admission Preferences:**

- 3.49 Due to the 2018 admission round closing on the 15<sup>th</sup> January, it is too early to have a comprehensive breakdown of admission preferences for individual schools. Ranking against oversubscription criteria for each school takes place over the next two months, with Council officers ranking community school applications and Own Admission Authorities ranking applications for their own schools. The procedure involves exchanges with other local authorities, identification of first criteria Looked After Children, previously looked after children and children with Education, Health and Care plans naming individual schools, changes in home address before March as well as the verification process that applications go through as part of processing and accepting applications.
- 3.50 Although the full process still needs to be undertaken, officers are able to give an indication of the catchment preferences. Indicative data has not been provided in this report for two reasons. Firstly, releasing information of this nature prior to national offer day could provide either false hope or unnecessary anxiety for families. Secondly the Admission Code 2014 is clear

that Admission Authorities must not provide any guarantees to applicants of the outcome of their application prior to national offer day. Sharing early data on catchment applications could identify for some whether they have been successful in gaining a place at their preferred school.

- 3.51 The previous patterns for West Leigh applications (with the exception of the 2017 admission year) identified that there were typically more catchment applications than those born into the area suggesting a strong correlation with families migrating to the West Leigh area after the birth of their child/ren and accounting for the previous catchment oversubscription. The percentage increase for numbers of catchment births compared to numbers of all catchment applications was on average 25% from 2014 – 2017.
- 3.52 However, the early 2018 admission data suggests that for the second year running this trend of increases from births to applications has not continued and applications for this year remain on par with births. While this data is unverified and so definitive conclusions cannot be made, nevertheless there is a clear indication of a clear break in trends and admission patterns for this school and as such should be duly considered when making decisions for change.
- 3.53 Similarly there has also been a reduction in catchment applications for both Leigh North Street and Chalkwell Hall in comparison with similar birth years. However it is more difficult to draw conclusions about these schools as previous years have not shown the same similarities and trends as West Leigh applications. Nevertheless early data does suggest that applications are not currently indicating any significant catchment oversubscription concern for 2018.
- 3.54 The school with the most significant risk of known oversubscription based on 2019/20 and 2020/21 births and previous inward migration admission trends was West Leigh Infants. However this two year break in trends, showing little or no increase from births to applications, does reduce the concern of significant oversubscription. As Chart 1 above shows, in the 2016 reception admission round 27 catchment children were unsuccessful in gaining a catchment place on national offer day. In 2016 148 catchment applications were received for West Leigh compared to 113 corresponding births. This was an increase of 10 (6% increase) applications when measuring against the number of births from the previous year where 125 catchment applications were received for West Leigh compared to 100 corresponding births, demonstrating inward migration was rising. However if future admission years continue to go against this trend with admission applications comparable to births, the concerns previously identified for 2019 and 2020 are considerably reduced to far smaller numbers being unsuccessful. If applications continue to be on par with births, numbers of oversubscription for catchment children are likely to be under 10 (less than 6% of the schools PAN) at the most.
- 3.55 In summary therefore, whilst there may well be some children who are unsuccessful in obtaining a catchment area place at the three schools in question, it seems that the numbers will be far lower than originally anticipated. Consequently, there does not appear to be a sufficiently strong case for changing the catchment areas in Leigh south of London Road.

- 3.56 One way of reducing this disappointment, is to ensure families most at risk (those living on the north and south westerly points of the catchment) are aware of these risks and use all their preferences when making applications, being aware of surrounding schools both in Southend and Essex.

### **Recommendations in relation to school catchment areas**

#### **West Leigh Infant School**

- 3.57 West Leigh typically saw more catchment applications than those born into the area due to an inward migration of on average 25% increase. It is this factor that saw some children not receiving their catchment preference for the reception intake on national offer day in 4 of the 6 years demonstrated in Chart 1.
- 3.58 The risks identified for 2019 and 2020 admission years are related to births being higher than PAN and, if patterns of inward migration continued, oversubscription for this school seemed likely to be higher than in 2016 where 27 children were unsuccessful in gaining a catchment place.
- 3.59 As identified in section 3.57 inward migration trends for 2017 and 2018 are no longer evident and in fact early data suggests that catchment applications are on par with births. Although for 2019 and 2020 it is likely that catchment oversubscription will continue, without inward migration, these numbers remain low.
- 3.60 New birth data for 2022 admission years provides evidence that births for West Leigh have dropped again to below PAN.
- 3.61 The consultation also identified that the majority of residents were not in favour of the change.
- 3.62 The risks for this school are therefore significantly reduced with only two years showing a small number of children living in catchment that are at risk of not gaining their catchment school.
- 3.63 On the basis of the above, the recommendation for West Leigh Infants School is to retain the current 2018 catchment area. Children living within the catchment area and eligible for Pupil Premium are prioritised above catchment pupils to ensure the most disadvantaged are able to gain a place at the school.

#### **Leigh North Street Primary School**

- 3.64 As demonstrated in Chart 1, in 3 of the last 6 years some Leigh North Street catchment children have not received their catchment preference for the reception intake on national offer day. This was most evident in 2013 where 14 catchment children, representing 15.5% of the school's PAN, did not gain a place.
- 3.65 The risks identified for this school were births being higher than PAN in 2019 and 2020 admission years, along with inward migration concerns due to

increases in identified approved planning applications for more houses and flats in the area.

- 3.66 Risks in relation to housing development remains a concern but this factor does not appear to have resulted in any increased applications to date.
- 3.67 Births in this catchment area are mostly above PAN, with 2019 reception entry evidencing 19 more births than places in the area. The recent trends for Leigh North Street however do not demonstrate clear correlations between birth numbers and application numbers, with some years identifying more applicants than births and others less. Equally, higher birth years did not necessarily result in years of catchment oversubscription. It is therefore particularly challenging to predict future patterns of admission for this school.
- 3.68 The catchment area was also at significant risk due to the proposals in the consultation to increase the catchment area to the west to alleviate the risks originally identified for West Leigh's catchment area.
- 3.69 To mitigate these risks, identifying Area 2 within the oversubscription criteria addressed the uncertainties for high and low birth years. However Legra Trust were not in agreement to these proposals.
- 3.70 Factors that have changed to reduce risks:
- Births in 2021 have reduced to below PAN (Chart 4)
  - Catchment area is no longer increasing to the west due to the risks being reduced for West Leigh
  - No evidence of increased applications for 2017 and 2018 as a result of current housing development
- 3.71 On the basis of the above, the recommendation is to retain the current 2018 catchment area for Leigh North Street Primary.

### **Chalkwell Hall Infant and Junior School**

- 3.72 As with the two schools referred to above, Chart 1 also identified previous oversubscription for Chalkwell catchment children, although to a lesser degree than West Leigh and Leigh North Street. Chalkwell has also increased its PAN from 108 to 120 from September 2017, which could mitigate any need to change the catchment area.
- 3.73 Births as evidenced in Charts 3 and 4 remain considerably above PAN. However, Chalkwell's catchment preferences have previously seen on average 9% of applicants placing a higher preference for a local faith school and a smaller percentage choosing a local independent school which explains the above behaviour patterns. This in part mitigated the risk of oversubscription, however due to these schools both Requiring Improvement (Ofsted rating), there was uncertainty that these patterns of admission would continue.
- 3.74 Another risk factor is the increased housing development in the catchment area, particularly along the London Road. The number of approved planning applications in October 2017 for the area was 12 houses and a further 84 flats.

- 3.75 To mitigate these risks, identifying Area 3 within the oversubscription criteria addressed the uncertainties for high and low birth years, however Legra Trust were not in agreement with these proposals.
- 3.76 Factors that have changed to reduce risks:
- The schools PAN has increased from 108 to 120
  - No evidence of increased applications for 2017 and 2018 as a result of current housing development
  - No current change in application patterns evidencing a reduction in parents applying for the local faith school
- 3.77 On the basis of the above, the recommendation is to retain the current 2018 catchment area for Chalkwell Hall Infant and Junior schools.

### **Fairways Primary School**

- 3.78 It remains likely that Fairways will continue to offer places outside of the catchment area, identifying little change for residents in the area.
- 3.79 The proposal for catchment area changes for Fairways Primary School (removing four roads south east of the catchment area), is not linked to concerns of oversubscription but a reorganisation of 3 school catchment areas to reflect current admission patterns and proposed changes to two neighbouring own admission authority schools.
- 3.80 The changes support the current year on year under subscription of Eastwood Primary due to the very low birth numbers in their area by increasing their catchment area to the South and reducing Blenheim Primary to the North. Blenheim Primary's catchment area has then been increased to the west and Fairways reduced.
- 3.81 These specific areas chosen for the realignment of the catchment areas reflect the trends in previous years admission preferences for Eastwood, Blenheim and Fairways, i.e. a proportion of residents living in these areas already chose a higher preference for the school where we are proposing changes (not their catchment school).
- 3.82 Birth numbers appear fairly contained at Fairways Primary and although range between slightly above or below PAN there are not current concerns with oversubscription due to historic patterns of parents applying to neighbouring schools such as Blenheim Primary.
- 3.83 The proposed catchment area for Fairways Primary is estimated to continue to offer out of catchment area children and it is expected that parents in the area will apply using their preferred school as they do currently, with little change to current patterns of admission. It is not expected that these changes will impact negatively on residents and that children will continue to access schools in very close proximity to their homes.



- 3.84 Consultation feedback for this school was particularly low, indicating that the majority of parents were either happy with the changes or indifferent.
- 3.85 The recommendation is to accept all proposed changes as stated in the formal consultation. Based on previous patterns of admission it is very likely that parents within a reasonable distance to the school i.e. catchment and bordering roads within the Blenheim catchment will be able to gain a place in average birth years as current through applying parental preferences.

### **Recommendations in relation to oversubscription criteria, Published Admission Numbers (PAN) and explanatory notes**

- 3.86 The proposed changes below are based on all material considerations, including recent determinations from the Office of the School Adjudicator, consultations with governing bodies, Headteachers and Own Admission Authorities, and from evaluating the formal consultation responses. The Admission Arrangements proposed for Determination are set out in **Appendix 2**.
- 3.87 The proposals incorporate significant change from the current arrangements (2018/19) including changes to oversubscription criteria, PANs, explanatory notes and catchment areas.
- 3.88 **Published Admission Numbers (PAN):** As part of the determination of Admission Arrangements, for Community Schools, the local authority (as the admission authority) must also consult the governing body of each school where it proposes either to increase or keep the same PAN.
- 3.89 The proposed admission limits for all community primary schools for September 2019 are shown on Page 3 of the Admission Arrangements for Community Schools at **Appendix 2**.
- 3.90 **Oversubscription Criteria:** This section of the arrangements has been completely changed. In 2018, with the exception of Leigh North Street, all Community Schools had the same criteria. It is no longer viable for the remaining ten Community Schools to have the same criteria and this is mainly driven by market demands, as with the catchment area review.
- 3.91 The main changes recommended to the oversubscription criteria:
- a) As required by law, the requirement for priority to children who have an Education, Health and Care plan has been made explicit. The 2019 oversubscription notes that: 'If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following'

- b) All schools have introduced the criteria 'pupils of staff at the School' with the definition notes in the explanatory notes.
- 3.92 Other than the above changes the following schools have not changed their arrangements further: Barons Court; Chalkwell Hall Infant School; Earls Hall; Edwards Hall Heycroft and Leigh North Street
- 3.93 The following schools in addition to changes stated above have further changed their oversubscription criteria:
  - a) Chalkwell Hall Junior School: The admission criteria, which include the catchment area, have been changed completely from the model in 2018. The 2019 criteria provide priority to year 2 children in the Infant school. The Schools Adjudicator found the provision or 'automatic' priority to children in the infant school as non-compliant and therefore the criterion has been amended to ensure compliance.
  - b) Fairways Primary School: The admission criteria, which include the catchment area, have been changed completely from the model in 2018. The 2019 criteria propose a new catchment area with priority to all siblings. Reasoning for catchment changes can be found above in sections 3.78-3.85 . The criteria has been changed to identify all siblings to ensure families living in the area being moved out of catchment still have the same priority for siblings attending the school as with current arrangements. This avoids the need for siblings being required to attend different primary schools.
  - c) Temple Sutton Primary School: The admission criteria have been changed completely from the model in 2018. The 2019 criteria propose a lower down priority for children at the nursery. Temple Sutton is not an oversubscribed school and always admits pupils out of the catchment area. This additional criterion does not disadvantage any child living in catchment or any sibling both in and out of catchment. It does however allow those children of the school, attending the nursery during the year before reception admission to gain priority over any other out of catchment child.
  - d) West Leigh Infant School: The admission criteria, has been changed completely from the model in 2018. The 2019 criteria provide priority to children in the catchment area that are in receipt or eligible for pupil premium. This addition to the criterion was added to ensure that in any year of catchment oversubscription, the most disadvantaged pupils within the catchment area were allocated a place before general catchment pupils (criteria 4)
- 3.94 **Explanatory Notes:** The explanatory notes have been re-written to ensure compliance with the School Admission Code. The revised explanatory notes in **Appendix 2** provide clarification for all admission criteria.

## Consultation with the School Admission Forum

- 3.95 The Southend Admission Forum met on the 19<sup>th</sup> January 2018 to consider the proposed Admission Arrangements including catchment areas for effectiveness and how well they serve the interests of children and parents within the local area.. The Forum also had the opportunity to suggest other amendments.

- 3.96 The Forum recognised the factors that had been considered in making the final recommendations and made no additional recommendations or amendments. It was noted that the consultation had been thorough and evidenced that the community had been provided with ample opportunity to provide feedback and that the views had been fully considered in the final recommendations. There was also evidence that the final decision was based upon a number of factors and recognised the need for change was less compelling, however noted that some families may be dissatisfied by the outcome. The Forum recognised that pleasing all families would be impossible and that the proposals and the final recommendations appeared to represent the best way forward in the light of all of the information currently available.

#### **4 Other Options**

- 4.1 Proposed changes to the catchment areas for West Leigh, Leigh North Street and Chalkwell Hall were consulted upon. These changes were mostly unpopular with parents in those areas (see 3.33-3.38 and **Appendix 1**), with residents living within Areas 2 and 3 being moved completely out of all catchment arrangements.
- 4.2 Creating priority areas within all three south Leigh schools was also considered. This would have meant little or no change from current arrangements in normal years, whilst giving greater assurance of a place for those living in catchment in years of higher applications. It would also reduce the likelihood of children with alternate admission offers having to travel an unreasonable distance (over 2 miles) to get their children to the next nearest school with available places.

Although this option appeared to provide the best solution to the original problem, as set out above, subsequent information showed that the case for change was not so strong.

#### **5 Reasons for Recommendations – Admission Arrangements 2019/20**

- 5.1 The Council has the responsibility to determine the Catchment Areas within Admission Arrangements for Community Schools as set out in **Appendix 2**
- 5.2 The Council has the responsibility to determine the oversubscription criteria (including explanatory notes) and PAN (Published Admission Numbers) within Admission Arrangements for Community Schools as set out in **Appendix 2**
- 5.3 Admission Arrangements for Community Schools must be determined by 28th February 2018 and included in a composite prospectus for all schools by 15th March 2018. These are statutory deadlines and must be adhered to by all admission authorities.

#### **6 Corporate Implications**

- 6.1 Contribution to Council's Vision & Corporate Priorities

These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children.

‘Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment.’

6.2 Financial Implications

None

6.3 Legal Implications

The determination of Admission Arrangements for Community Schools and the provision of a coordinated admissions scheme is a statutory requirement.

6.4 People Implications

Risk of children not receiving a primary school place within their catchment school

6.5 Property Implications

No risks to Council property

6.6 Consultation

Requirement within the Admissions Code 2014 to formally consult on any changes to Admission Arrangements

6.7 Equalities and Diversity Implications

A full equality impact assessment was prepared in respect of the proposed catchment area changes in the consultation and modified thereafter, as described in section 3 of this report. This EIA is available to Members on request, but it did not identify any likely or measurable impact on persons or groups of persons with a protected characteristic. The changes now proposed are much more limited and there is no reason to think that a new EIA is necessary.

6.8 Risk Assessment

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

6.9 Value for Money

No direct implications.

6.10 Community Safety Implications

Consideration should be given for travel planning around schools and safe routes to schools

6.11 Environmental Impact

None envisaged – parents have raised concerns of increase traffic from the proposed arrangements in the consultation, however a number of parents are already travelling to schools other than their catchment school. The proposed arrangements include catchment areas that have a reasonable walking distance to school. The arrangements do not suggest a need for parents to drive their children to school.

## 7 **Background Papers**

Special Meeting, Cabinet, Tuesday 10th October 2017 at 4pm  
<http://democracy.southend.gov.uk/ieListDocuments.aspx?CId=130&MIId=2879>

Special meeting, People Scrutiny Committee, Tuesday 10th October at 6.30pm  
<http://democracy.southend.gov.uk/ieListDocuments.aspx?CId=132&MIId=2597>

The Council, Thursday 19th October 2017 at 6.30pm  
<http://democracy.southend.gov.uk/ieListDocuments.aspx?CId=131&MIId=2580>

Consultation pack  
[www.southend.gov.uk/schoolconsultation](http://www.southend.gov.uk/schoolconsultation)

### **Statutory references:**

School Admissions Code 2014 —  
<https://www.gov.uk/government/publications/school-admissions-code--2>  
and School Admission Appeals Code 2012 -  
<https://www.gov.uk/government/publications/school-admissions-appeals-code>  
School Standards and Framework Act 1998 -  
<http://www.legislation.gov.uk/ukpga/1998/31/contents>  
Education Act 2002 -  
<http://www.legislation.gov.uk/ukpga/2002/32/contents>

## 8 **Appendices**

**Appendix 1** — Evaluation of the response to the Council's public consultation on Admission Arrangements for Community Schools for academic year 2019/20

**Appendix 2** – Proposed Admissions Arrangements for Community Schools for Academic Year 2019/20 including Published Admission Numbers on Page 3.

**Appendix 3** – Coordinated Admission Scheme 2019/20

**Appendix 4** – Pupil Numbers Forecasting Methodology

This page is intentionally left blank

**Southend-on-Sea Borough Council**

**Evaluation of the Response to the  
Council's Public Consultation on the  
Community Primary School  
Admission Arrangements for  
2019/20**

**January 2018**

**Catherine Braun, Group Manager Access and Inclusion**

## Table of Contents

1. Introduction.....	3
2. Barons Court Primary School and Nursery.....	6
3. Chalkwell Hall Infant School.....	7
4. Chalkwell Hall Junior School.....	23
5. Earls Hall Primary.....	37
6. Edwards Hall Primary .....	46
7. Fairways Primary.....	47
8. Heycroft Primary.....	57
9. Leigh North Street Primary.....	58
10. Temple Sutton Primary.....	74
11. West Leigh Infant School.....	84
12. Fraudulent or Intentionally Misleading Applications.....	103
13. Consultation of Explanatory Notes .....	104
Annex 1 Proposed Explanatory Notes.....	105
Annex 2 Proposed Catchment Map.....	111
Annex 3 Consultation Information Distribution.....	112



The council, as the admission authority, has the duty to consult on and determine the admission arrangements for 2019 for all community schools. The Council is not the admission authority for all other types of school (voluntary aided, foundation, academy, free schools). This report contains the analysis from the formal consultation held between 6<sup>th</sup> November to the 5<sup>th</sup> December 2017, as required by the Admission Code 2014.

The report refers to the following schools and the proposed changes from the consultation to admission arrangements including catchment areas, criteria for oversubscription and proposed admission limit (PAN).

<b>Community schools</b>	<b>Consulted changes to catchment area</b>	<b>Changes to admission arrangements</b>	<b>Proposed admission limit</b>
Barons Court Primary School and Nursery	No	Yes	35 <sup>+</sup>
Chalkwell Hall Infant School	Yes	Yes	120 <sup>+</sup>
Chalkwell Hall Junior School	Yes	Yes	120 <sup>+</sup>
Earls Hall Primary School	No	Yes	90 <sup>+</sup>
Edwards Hall Primary School	No	Yes	60 <sup>+</sup>
Fairways Primary School	Yes	Yes	60 <sup>+</sup>
Heycroft Primary School	No	Yes	60 <sup>+</sup>
Leigh North Street Primary School	Yes	Yes	90 <sup>+</sup>
Temple Sutton Primary School	No	Yes	90 <sup>++</sup>
West Leigh Infant School	Yes	Yes	120 <sup>+</sup>

+ Published admission limit for each year group for admission in 2019

++Temple Sutton Primary School, PAN for 2019 is 90, PAN for years 1-6:120

The consultation included changes to catchment areas for four schools as identified above. A number of Own admission Authorities (voluntary aided, foundation, and academy schools) were also consulting during this time. This report does not provide analysis of their responses.

Results from feedback is displayed according to the individual school. Proposed explanatory notes and catchment map (Annex 1 & 2) apply to all community schools and can be found at the end of the report from page 62.

Feedback was received from emails, telephone enquiries and verbal feedback from two public events which has been broken down into themes and statistical feedback is provided from the individual school consultation surveys (both online and paper returns).

In total 69 emails were received of which 18 also responded to at least one of the consultation surveys; 45 people (33 on 23<sup>rd</sup> November and 12 on 5<sup>th</sup> December) attended the public events and 291 people submitted individual surveys.

The below table represents the total population of individual wards as published on the Southend on Sea Borough Council Website, the population is further broken down into 24-64 year olds (being the age bracket with the highest percentage of parents/carers), numbers of completed surveys for individual schools (both paper and online) and the representing population percentage:

WARD	Ward at 2014 as published on SBC website	Population (24-64) 2014 as per SBC website	School Survey responses:									TOTAL	% Of 24-64 residents
			Barons Court	Heycroft	Temple Sutton	Earls Hall	Fairways	Chalkwell Jnr	Chalkwell Inf	Leigh North St	West Leigh Inf		
Belfairs	9,458	4,441					8			3		11	0.25%
Blenheim	10,755	5,424		1			1		5	1	1	9	0.17%
Chalkwell	10,311	5,759						2	7			9	0.16%
Eastwood Park	9,504	4,633								1		1	0.02%
Leigh	10,202	5,851						11	28	64	15	118	2.02%
Milton	11,291	6,264	1		1		1		1			4	0.06%
Prittlewell	10,303	5,087				4			1	1		6	0.12%
ST Laurence	9,915	5,056				1						1	0.02%
St Luke's	11,356	6,025			4	1						5	0.08%
West Leigh	9,356	4,822					1			11	109	121	2.51%
Westborough	11,026	6,283							6			6	0.10%
<b>TOTAL</b>		<b>55,293</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>13</b>	<b>48</b>	<b>81</b>	<b>125</b>	<b>291</b>	<b>0.49%</b>

Responses were less than 3% of the ward population. West Leigh Ward had the highest number of responses, representing 2.51% of the 24-64 year olds living in the area, followed by Leigh Ward, representing 2.02% 24-64 year olds. All other responses were less than 1%.

The consultation was promoted through a range of media:

- Southend Borough Council website
- All local Councillors and MPs
- Press release and advertisement to the local newspaper The Echo
- Wide coverage of articles within local newspapers The Echo and Leigh Times.
- Twitter and Facebook
- Personal email to people who had previously requested information during the pre-consultation phase

- Emails containing letters and posters were sent to the schools affected to be distributed via their parent email network
- Printed copies of the poster were mailed to nursery/pre schools, child minders, libraries, GP surgeries, dental practices and local shops
- Banner on display in the Civic Centre
- Post public events, banners used for the events were rotated for display between infant and primary schools in the last two weeks.

A distribution list can be found at the end of the report in Annex 3

## Barons Court Primary School & Nursery

School places	245
Number on Roll	232
School Net Capacity (DfE management & finance guidance 2002)	240
Ward population 24-64 years (Milton)	6264
Number of respondents to consultation	1

### Characteristics of the School

Historically Barons Court receives more admissions applications than they have places. Barons Court is a small primary school with unique characteristics. One is how the school has an open plan teaching approach and mixed classes with a pan OF 35. Although births in catchment exceed the PAN for Barons Court and the school receives more catchment applications than places, the school shares its catchment area with Milton Hall Primary school and collectively the births and applications do not exceed the combined PAN of both schools. The school also sits within an area of close proximity to two faith schools who also admit pupils from the surrounding area. The school is slightly under the recommended net capacity for the number of pupils attending.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area served by the school who have a sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils who live outside the catchment area and who have a sibling attending the school;
5. Pupils of staff at the school
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

### Catchment area:

There are no perceived risks regarding the current catchment area for Barons Court and as such no changes to current catchment areas were proposed as part of the formal consultation. (Please refer to the full proposed explanatory notes at the end of the report.)

### Survey responses

Only one person responded to the survey, only completing their name, address and their relationship to the school. No answers regarding the proposed arrangements were completed.

### Recommendation:

**Accept all proposed changes** for Barons Court Primary School and determine the admission arrangements as outlined in Appendix 2

## Chalkwell Hall Infant School

School places (Jan 17)		324
Number on Roll (ASC Jan 17)		323
School Net Capacity (DfE management & finance guidance 2002)		314
Ward population 24-64 years	(Chalkwell)	5759
	(Leigh)	5851
Number of respondents to consultation	Surveys	57
	Emails	3

### Characteristics of the School

Chalkwell Hall Infant school has a history of receiving more applications than places and in some years has been unable to meet all catchment applications. Chalkwell's births are historically higher than their Published Admission Number (PAN), with an average of 9% of their catchment births applying for a reception place at a local Catholic school (Our Lady of Lourdes).

The north of Chalkwell's current catchment area has a much higher percentage of children eligible for pupil premium than the rest of its catchment. This area lies adjacent to Darlington's catchment.

Chalkwell increased its PAN for September 2017/18 intake from 108 to 120. The school underwent some reorganisation of learning spaces and as a consequence the Net Capacity, determined from the sustainability assessment is now 360 with the current number on roll also 360, due to this only recently happening this is not yet reflected in the school places and net capacity assessments taken in January 2017 as reflected in the table above. The PAN increase reduces the level of the previous risk of catchment oversubscription; however previous bucks in trends and multiple housing developments within the catchment area provide uncertainty for future catchment applications.

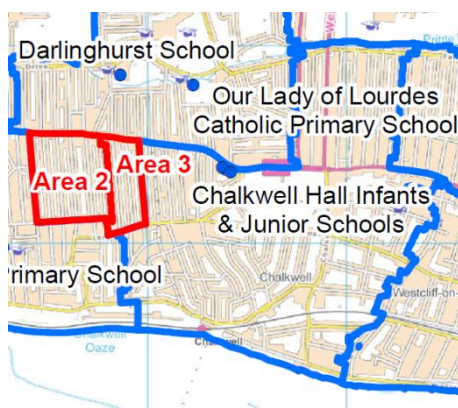
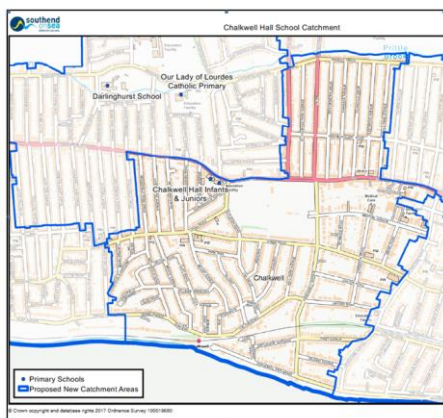
Chalkwell Infant is situated on the same site as the junior school. The site uses all available space to maximum efficiency both inside and out and has no available space to expand further, without impacting negatively on the outside areas for outside play and sport.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
  2. Pupils who have a sibling attending the school or Chalkwell Hall Junior School;
  3. Pupils of staff at Chalkwell Hall Infant and Junior schools;
  4. Pupils who live in the catchment area;
  5. Pupils who live outside the catchment area.
- (for all criteria see explanatory notes)

### Catchment area:

The proposal included changes to the catchment area removing three roads west of the catchment area (area 3):



Arguments for and against making no changes to catchment areas:

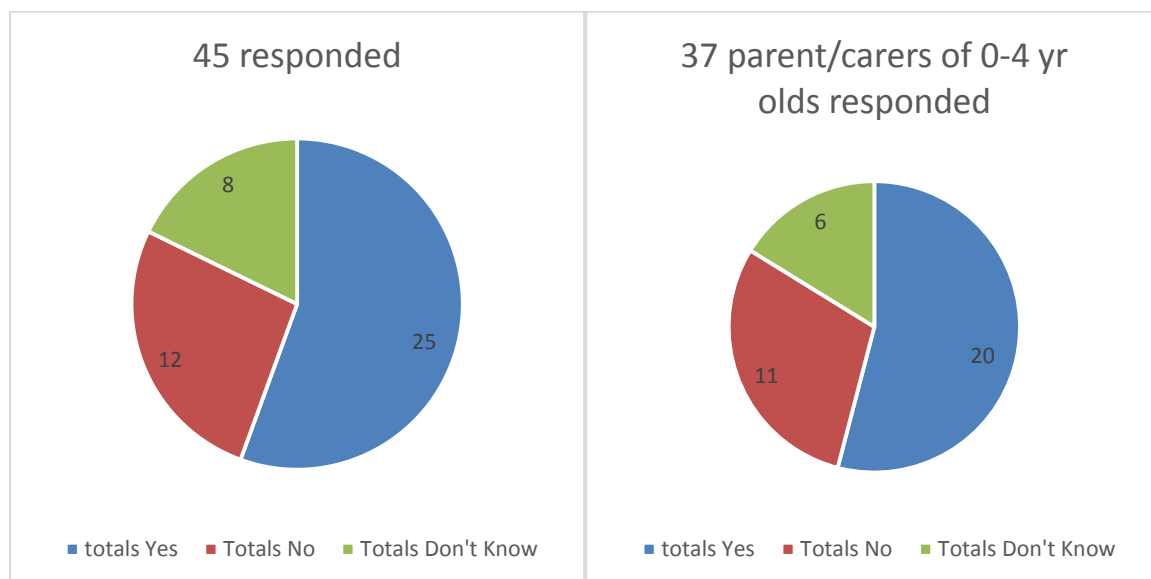
For	Against
School has increased PAN from 108 to 120 (12 places)	Risk of further family migration into the area - Significant housing development has been agreed within the catchment area in close proximity to the school
Previous oversubscription from catchment applications did not exceed 14	Risk of continued patterns of higher numbers of catchment applications than places - Births continue to significantly exceed number of places
History of a small number of catchment parents applying for the local Faith school Our Lady of Lourdes	Risk of change in parental preference - Our Lady of Lourdes has an Ofsted rating of Requires Improvement
History of some catchment parents applying for independent schools, Saint Pierre being located within the catchment area	Risk of change in parental preference - Saint Pierre has an Ofsted rating of Requires Improvement
Not popular by those living in the catchment area (details contained in below feedback)	

## Survey responses

57 responses were received in relation to this school of which 9 were duplicates and three contained no responses beyond the initial identifying data. Of these responses, 42 were parents, 2 ex-parents, 1 grandparent, 1 local resident and 2 information was not given. 45 individual responses have been used for the below analysis (this includes all data received in relation to questions relating to the admission arrangements, duplicate surveys from the same respondent have not been included in the statistical analysis).

## Survey Questions and answers:

### Do you agree with the Published Admission Number (PAN) for Chalkwell Hall Infant School?



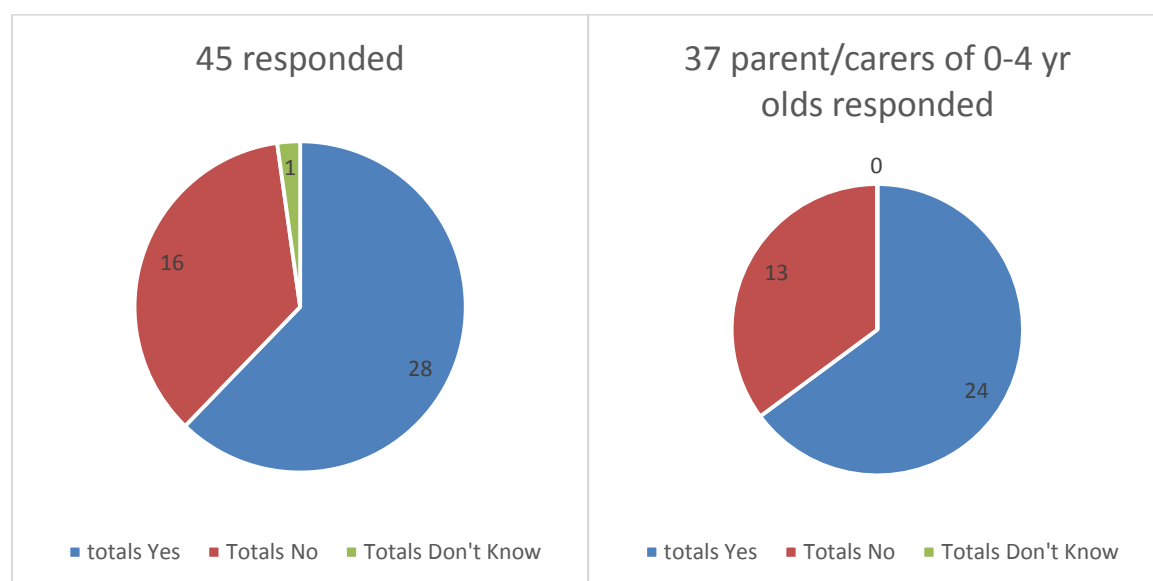
All responses: Yes 25 (55.6%) No 12 (26.7%) Don't know 8 (2.2%)

**Parents 0-4 Yr olds: Yes 20 (54.1%) No 11 (29.7%) Don't know 6 (16.2%)**

The majority of respondents agreed with the published admission number. Themes from free text regarding why people responded that they did not agree with the published admission number or didn't know:

- None of the responses related to the question (admission number)
- 5 people identified that the information was not clear/didn't understand
- All other responses were in relation to admission arrangements
  - 2 dividing the community
  - 6 No change
  - 1 sibling priority only for those in catchment
  - 1 not in agreement to children of staff
  - 1 concerns relating to Darlington Ofsted rating
  - 3 concerns relating to crossing the London Road/safety/increased traffic
  - 1 concerns of people fraudulently gaining admission/gaming
  - 2 reduction in house price value
  - 1 data used is incorrect/ no reason for change
  - 2 specifically purchased in catchment – now being removed

## Do you find the oversubscription criteria for admission to Chalkwell Hall Infant School for 2019 easy to understand?



All responses: Yes 28 (62.2%) No 16 (35.6%) Don't know 1(2.2%)

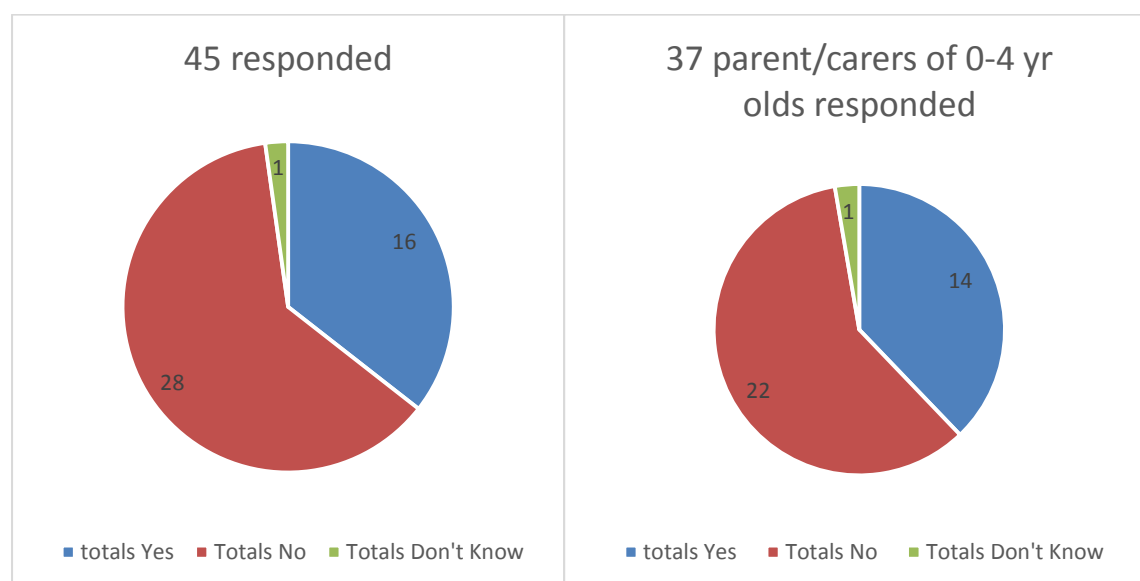
**Parents 0-4 Yr olds: Yes 24 (64.9%) No 13 (35.1%) Don't know 0 (0%)**

The majority of people agreed that the oversubscription criteria were easy to understand. Themes from free text of those that responded that they did not find the criteria easy to understand or didn't know were:

- 1 Sibling criteria is not clear
- 1 consultation document is too large and difficult to understand
- 1 too complicated
- All other responses were in relation to specific dissatisfaction regarding the admission arrangements rather than why they were difficult to understand
  - 2 No change
  - 1 sibling priority only for those in catchment
  - 1 concerns relating to Darlington Ofsted rating
  - 1 concerns relating to crossing the London Road/safety/increased traffic
  - 1 reduction in house price value
  - 6 data used is incorrect/ no reason for change
  - 1 specifically purchased in catchment – now being removed



## Do you find that the 2019 admission criteria for Chalkwell Hall Infant School are reasonable?



All responses: Yes 16 (35.6%) No 28 (62.6%) Don't know 1 (2.2%)

**Parents 0-4 Yr olds: Yes 14 (37.8%) No 22 (59.5%) Don't know 1 (3%)**

The majority of people disagreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable or didn't know was:

- 1 Sibling criteria is not clear
- 2 dividing the community
- 9 No change
- 1 All siblings should have equal priority
- 4 sibling priority only for those in catchment and area 3
- 3 not in agreement to children of staff
- 4 area 3 should have priority within arrangements
- 3 concerns relating to Darlington Ofsted rating
- 5 concerns relating to crossing the London Road/safety/increased traffic
- 2 reduction in house price value
- 5 data used is incorrect/ no reason for change
- 4 specifically purchased in catchment – now being removed
- 1 different area should be targeted

Quotes:

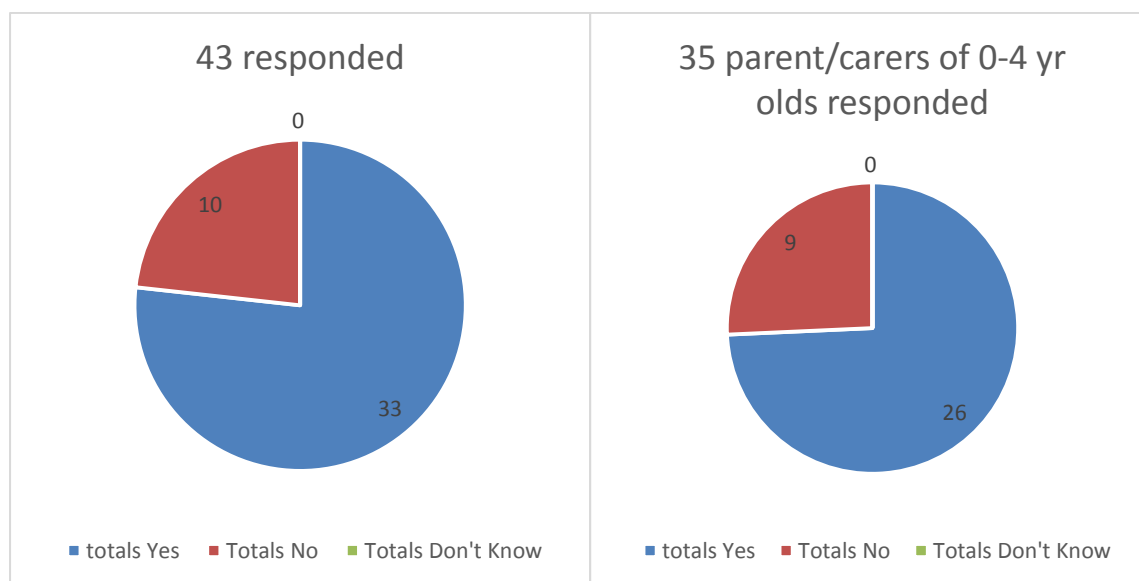
*It is not fair that people who have carefully considered catchments and therefore bought houses close to Chalkwell are now penalised and no longer in catchment.*

*Darlington school has been judged by Ofsted to require improvement, it is unfair to force families that have set up home in Chalkwell catchment to attend a school that many would consider to be less good. I am very unhappy with the proposed changes and even*

more unhappy that Legra AT/Darlinghurst school has chosen to veto the original plan which allowed Area 3 to be prioritised in the admissions criteria for Chalkwell after pupils in catchment.

Since we moved we have had 1 child (15mths) and we have another one due in April, which I guess makes us a prime example of your 'statistic'. I completely understand things have to change from time to time, but i really don't believe its fair, that a decision we made as a young couple 4yrs ago has now been taken away from us. If these changes do take place I believe family's who currently sit in a particular catchment should still have that as an option.

### Do you find that the 2019 proposed catchment area for Chalkwell Hall Infant School is clear?



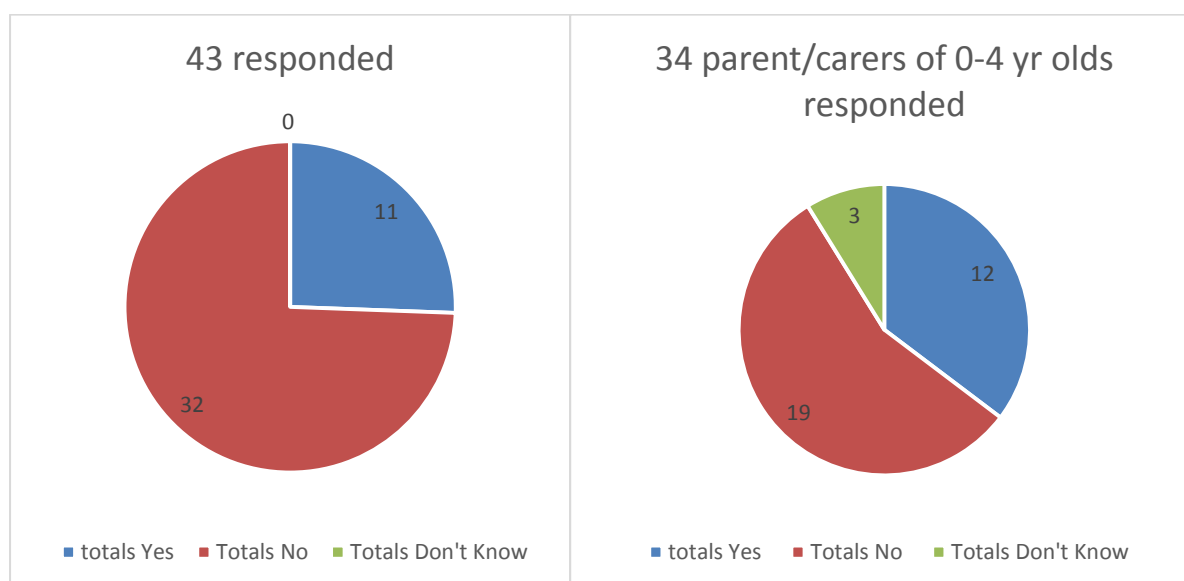
All responses: Yes 33 (76.7%) No 10 (23.3%) Don't know 0 (0%)

Parents 0-4 Yr olds: Yes 26 (74.3%) No 9 (25.7%) Don't know 0 (0%)

The majority of people agreed that the proposed catchment area was clear. Themes from free text regarding why people responded that they did not find the catchment area clear was:

- 1 location of roads being removed is not clear
- 2 dividing the community
- 2 No change
- 3 sibling priority only for those in catchment and area 3
- 4 area 3 should have priority within arrangements
- 2 concerns relating to crossing the London Road/safety/increased traffic

## Do you find that the 2019 proposed catchment area for Chalkwell Hall Infant School is reasonable?



All responses: Yes 11 (25.6%) No 32 (74.4%) Don't know 0 (0%)

**Parents 0-4 Yr olds: Yes 10 (28.6%) No 25 (71.4%) Don't know 0 (0%)**

The majority of people disagreed that the proposed catchment area was reasonable. Themes from free text regarding why people found the catchment area unreasonable were:

- 2 dividing the community
- 9 No change
- 5 sibling priority only for those in catchment and area 3
- 9 concerns relating to Darlington Ofsted rating for pupils moved from area 3
- 11 concerns relating to crossing the London Road/safety/increased traffic for pupils in area 3
- 2 reduction in house price value for area 3
- 8 data used is incorrect/ no reason for change
- 4 specifically purchased in catchment – now being removed (area 3)
- 1 different area should be targeted

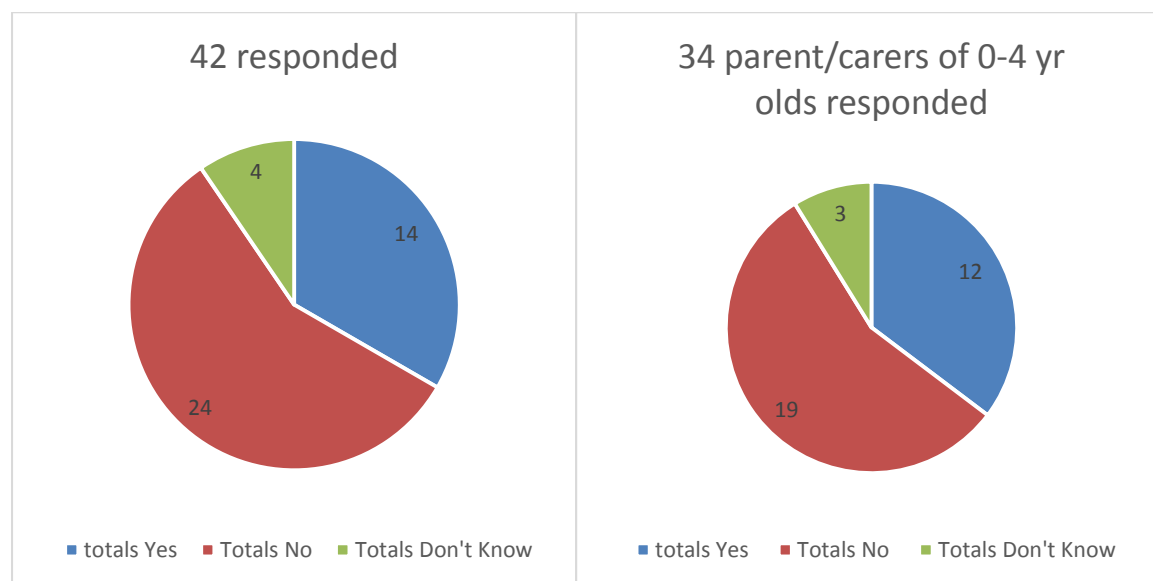
Quotes:

*developments not built should not be given priority over existing residents who specifically moved for Chalkwell catchment*

*It would make more sense to move the roads north of London Road to Darlington but this has not been done. The roads north of London Road are remaining within catchment of Chalkwell Hall due to their sociodemographic as these roads are more likely to include pupils who receive pupil premium. We are being penalised for not being in receipt of pupil premium. There is no safe crossing for children to cross London Road*

*Logically it doesn't make any sense to move 3 roads out of catchment yet allow any siblings from anywhere in the school. I bet there is more siblings from out of catchment than those children living in those 3 roads.*

## Do you agree with the admission arrangements for Chalkwell Hall Infant School?

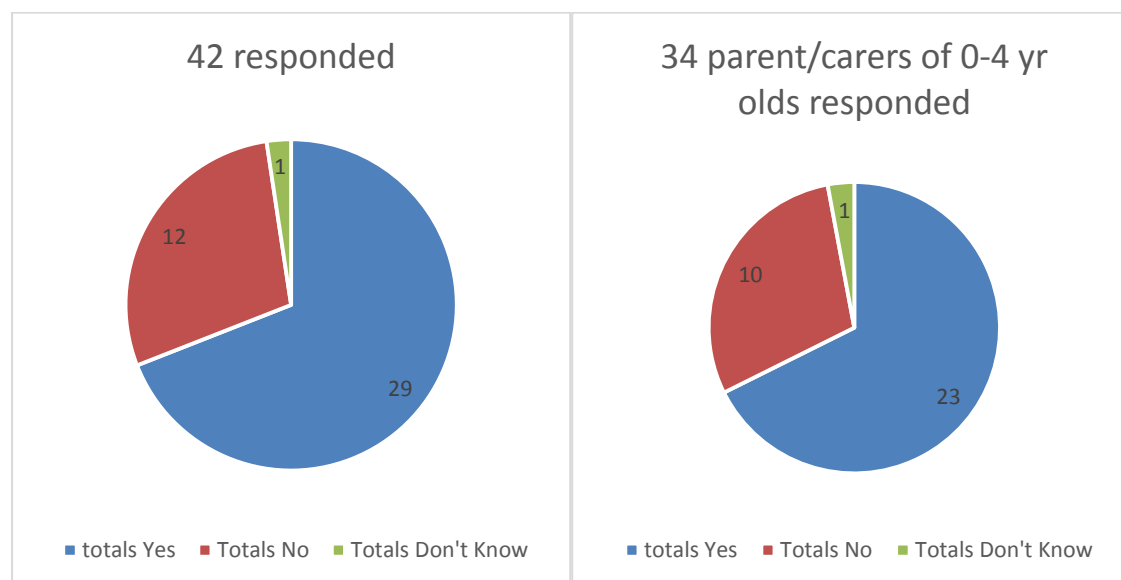


All responses: Yes 14 (33.3%) No 24 (57.1%) Don't know 4 (9.5%)

**Parents 0-4 Yr olds: Yes 12 (35.3%) No 19 (55.9%) Don't know 3 (8.8%)**

More people disagreed with the admission arrangements than agreed (10).

## Do you agree that all siblings have priority?

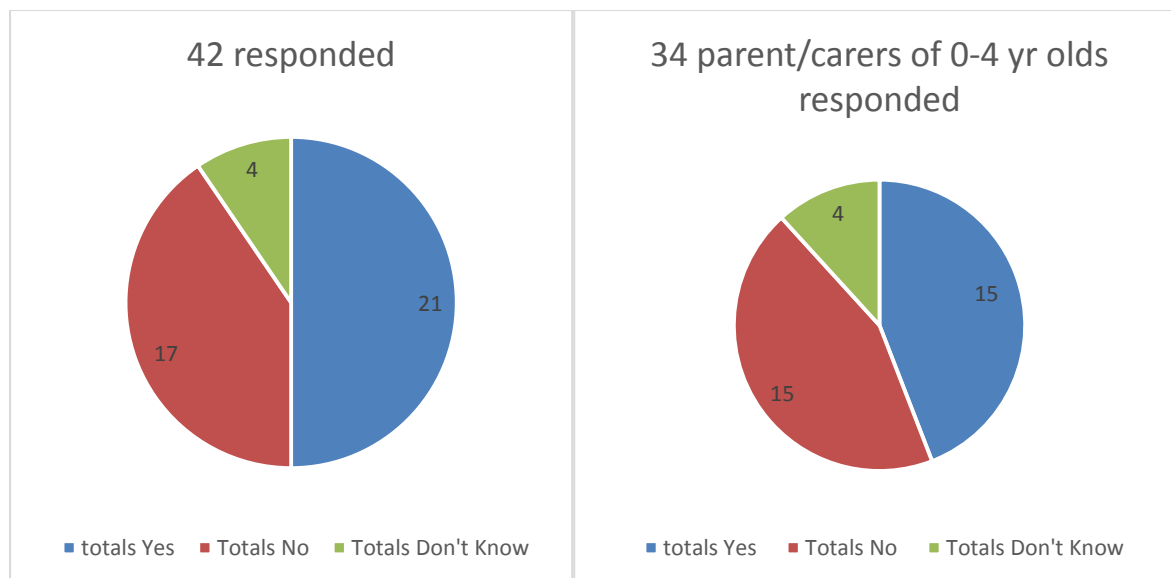


All responses: Yes 29 (69.0%) No 12 (28.6%) Don't know 1 (2.4%)

**Parents 0-4 Yr olds: Yes 23 (67.6%) No 10 (29.4%) Don't know 1 (2.9%)**

The majority agreed that all siblings had priority, however previous text responses identified a common thread that many believed that this should be limited to catchment and area 3 residents before those living in catchment.

**Do you agree that pupils of staff have priority before anyone outside the catchment area?**

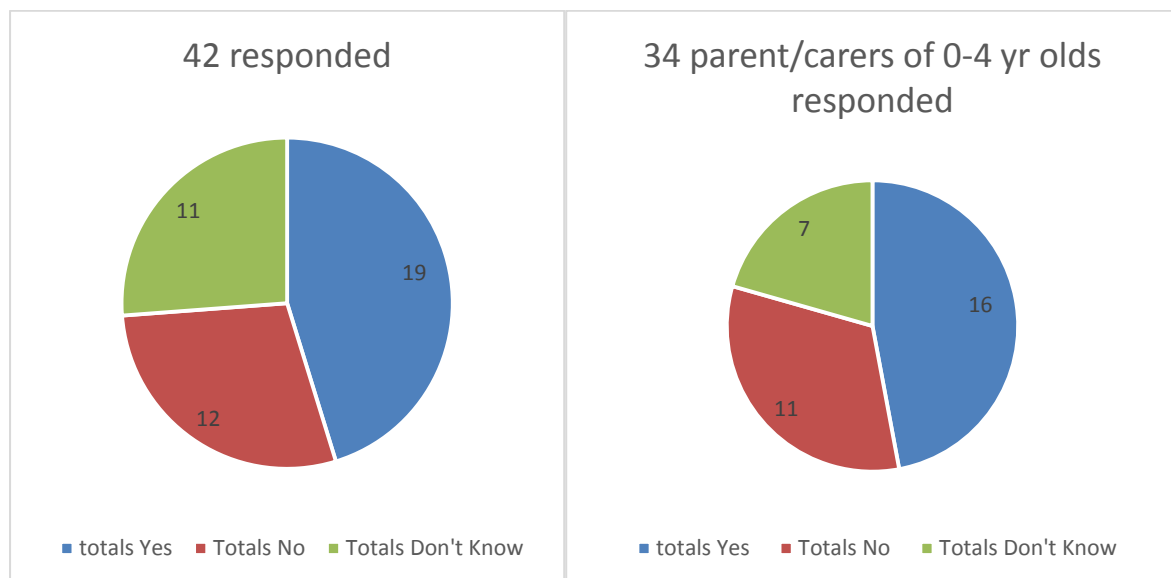


All responses: Yes 21 (50%) No 17 (40.5%) Don't know 4 (9.5%)

**Parents 0-4 Yr olds: Yes 15 (44.1%) No 15 (44.1%) Don't know 4 (11.8%)**

A small majority agreed with a higher priority for pupils of staff, although this was inconclusive from those parents of children 0-4 years.

**Do you agree with the way the Council measures distance?**

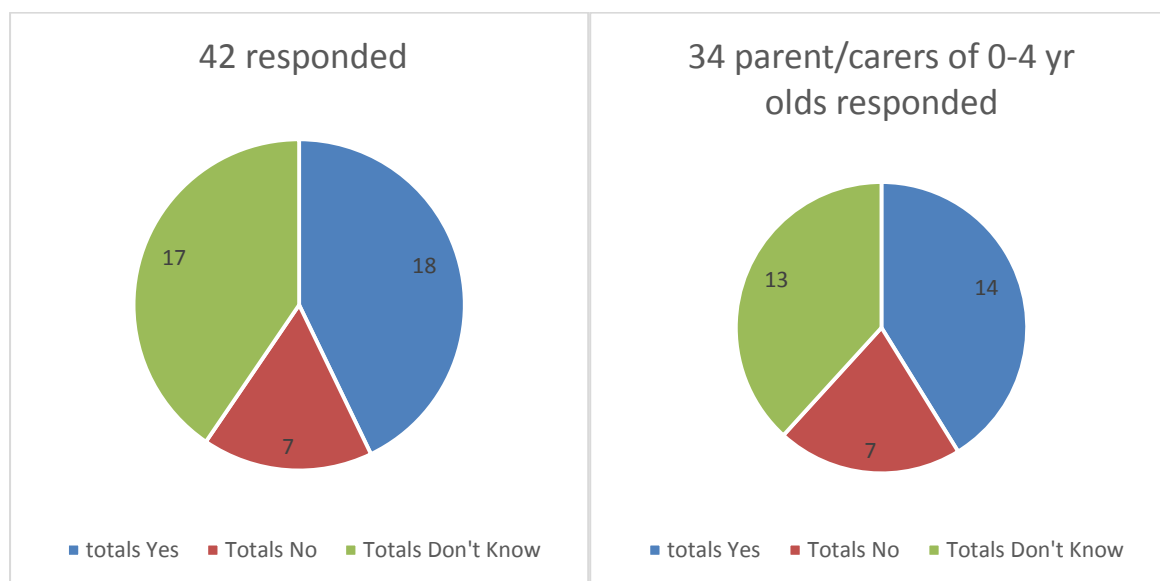


All responses: Yes 19 (45.2%) No 12 (28.6%) Don't know 11 (26.2%)

**Parents 0-4 Yr olds: Yes 16 (47.1%) No 11 (32.4 %) Don't know 7 (20.6%)**

A small majority agreed with the way the Council measures distance.

**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**

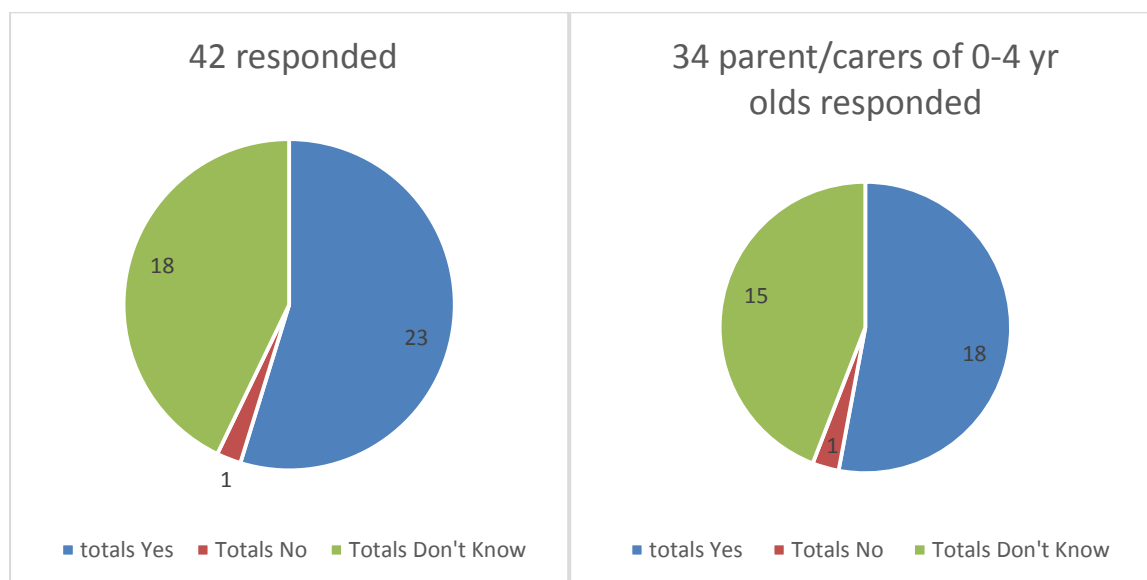


All responses: Yes 18 (42.9%) No 7 (16.7%) Don't know 17 (40.5%)

**Parents 0-4 Yr olds: Yes 14 (41.2%) No 7 (20.6%) Don't know 13 (38.2%)**

Although the majority agreed with this question, many were unsure.

**Do you agree with the way the Council treats applications when parents have separated?**

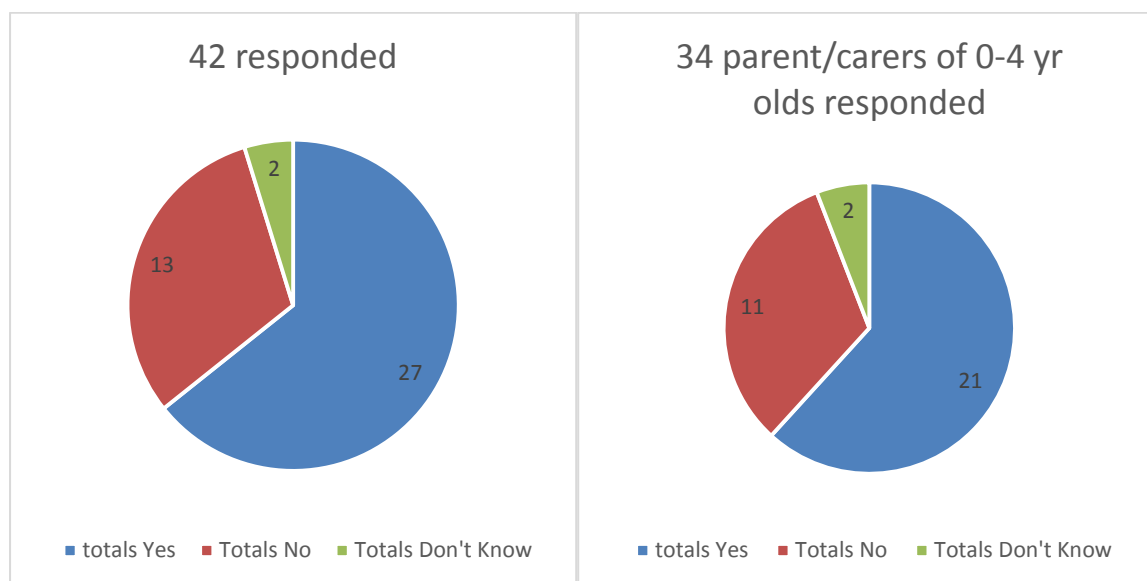


All responses: Yes 23 (54.8%) No 1 (2.4%) Don't know 18 (42.9%)

**Parents 0-4 Yr olds: Yes 18 (52.9%) No 1 (2.9%) Don't know 15 (44.1%)**

Although the majority agreed with this question, many remained unsure.

### Do you agree with the Council's sibling rules?

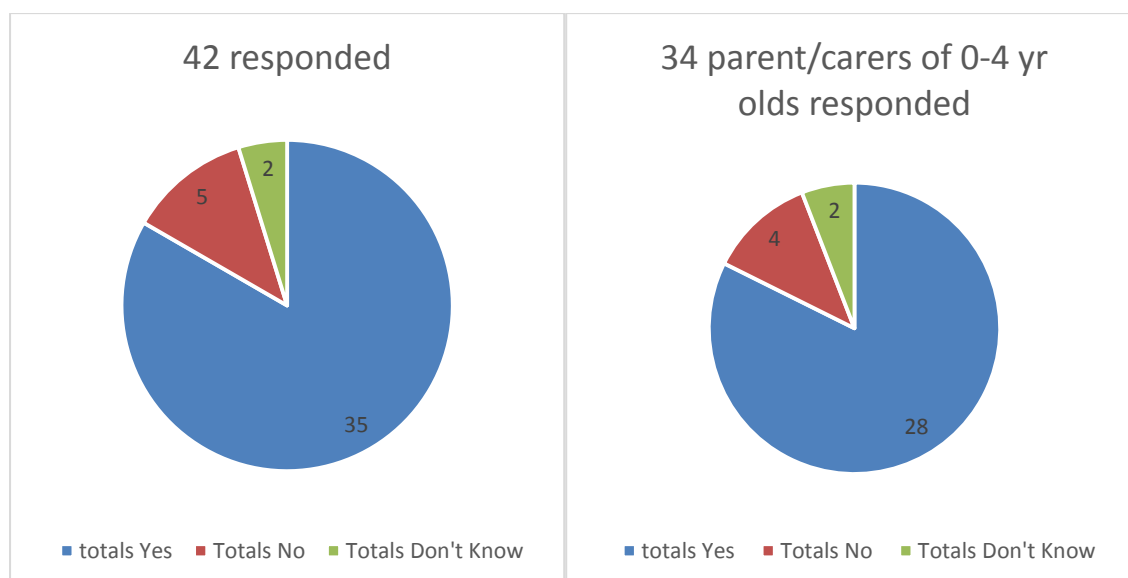


All responses: Yes 27 (64.3%) No 13 (31.0%) Don't know 2 (4.87%)

**Parents 0-4 Yr olds: Yes 21 (61.8%) No 11 (32.4%) Don't know 2 (5.9%)**

The majority agreed with the Council's sibling rules.

### Do you agree that the Council runs the waiting lists for the school year?

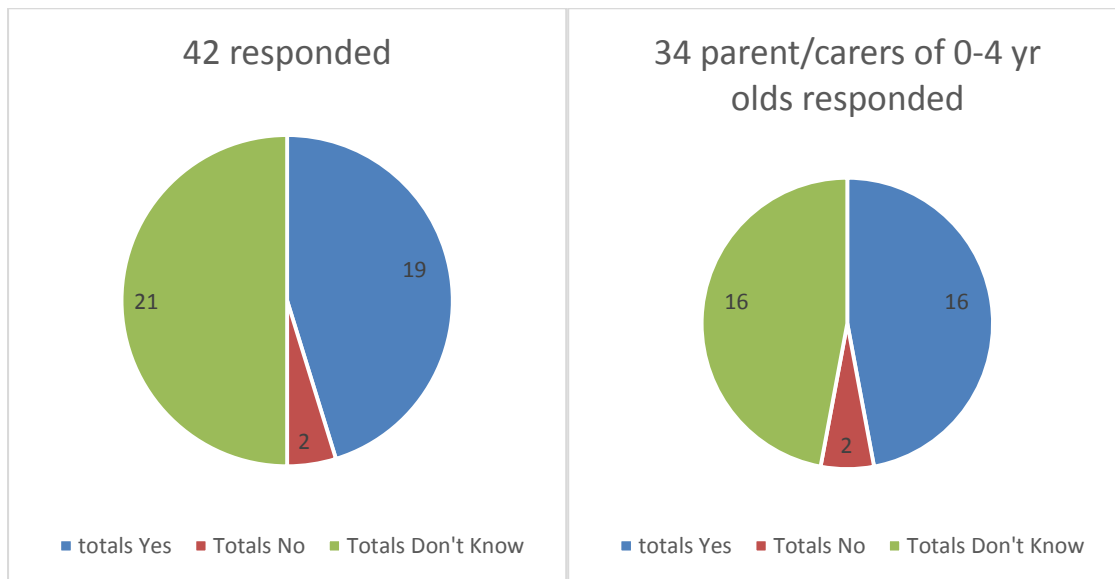


All responses: Yes 35 (83.3%) No 5 (11.9%) Don't know 2 (4.8%)

**Parents 0-4 Yr olds: Yes 28 (82.4%) No 4 (11.8%) Don't know 2 (5.9%)**

The majority agreed that the Council runs the waiting lists for the school year.

### Do you agree with the rules on 'Over and under age applications'?

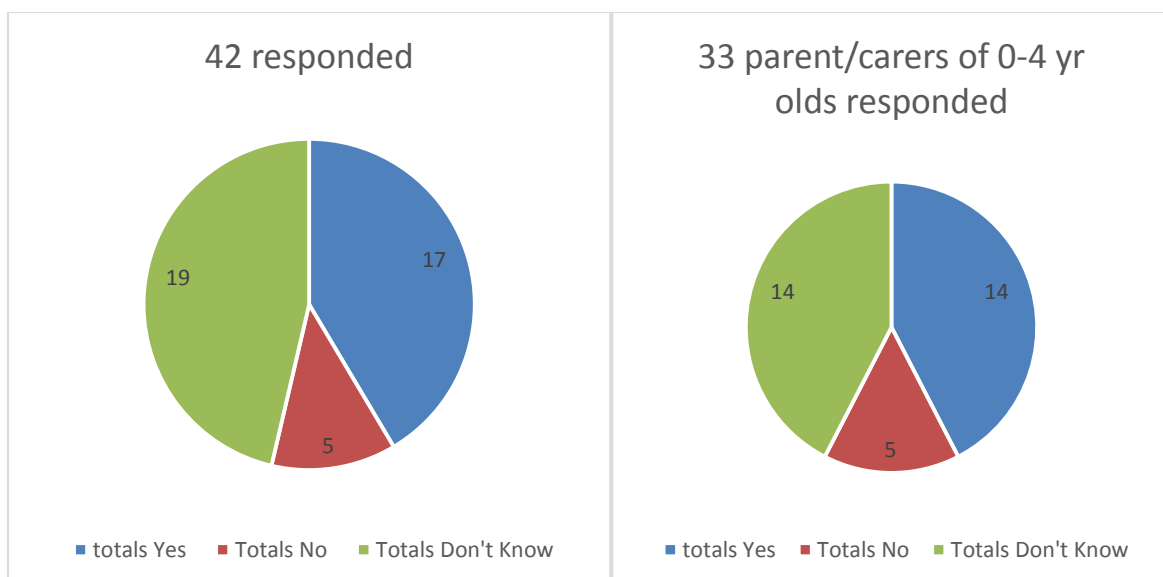


All responses: Yes 19 (45.2%) No 2 (4.8%) Don't know 21 (50.0%)

**Parents 0-4 Yr olds: Yes 16 (47.1%) No 2 (5.9%) Don't know 16 (47.1%)**

The majority either agreed or didn't know in relation to the over and under age applications.

### Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?



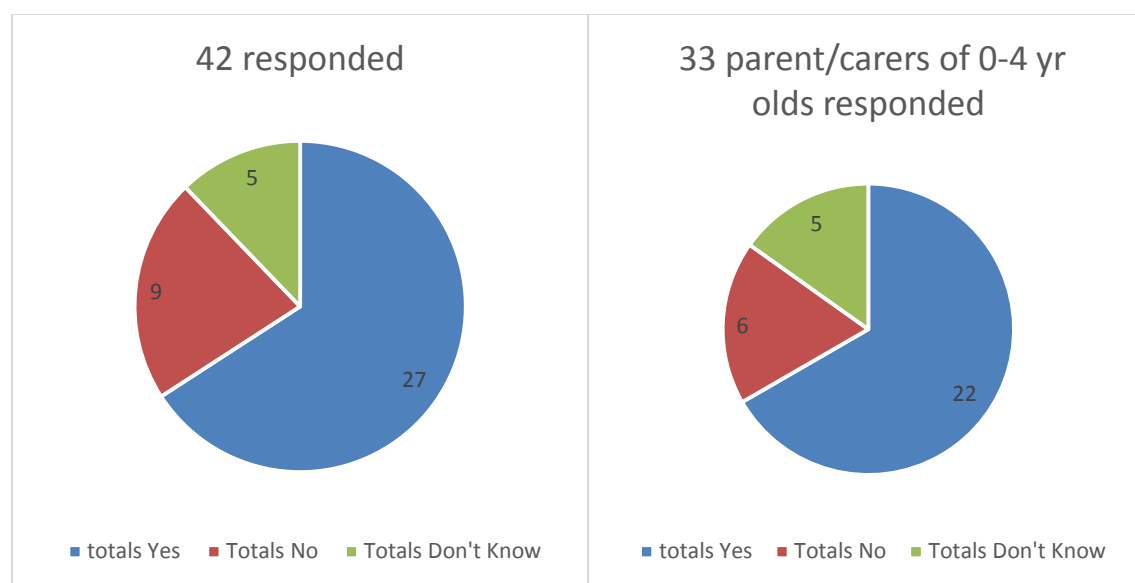
All responses: Yes 17 (40.5%) No 5 (11.9%) Don't know 19 (45.2%)

**Parents 0-4 Yr olds: Yes 14 (42.4%) No 5 (15.2%) Don't know 14 (42.4%)**

The majority either agreed or didn't know in relation to the rules on admission of children below compulsory school age and deferred entry to School.



**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses: Yes 27(65.9%) No 9 (22.0%) Don't know 5 (12.2%)

**Parents 0-4 Yr olds: Yes 22 (66.7%) No 6 (18.2%) Don't know 5 (15.2%)**

The majority agreed with this statement.

### Other Comments (free text):

Themes received from the free text for providing any other comments were:

- 2 dividing the community
- 10 No change
- 2 All siblings should have equal priority
- 4 sibling priority only for those in catchment and area 3
- 4 area 3 should have priority within arrangements
- 8 concerns relating to Darlington Ofsted rating
- 6 concerns relating to crossing the London Road/safety/increased traffic
- 1 concerns of people fraudulently gaining admission/gaming
- 1 reduction in house price value
- 4 data used is incorrect/ no reason for change
- 2 specifically purchased in catchment – now being removed

Quotes:

*I am not happy, consenting or agreeing with the councils proposed catchment area changes. If the catchment area change must happen then I demand the proposed priority for area 3 like area 1. Parents in area 3 will feel trapped, invalid and defenceless. Please stand up at the very least for what is reasonable and justified.*

*I believe the proposed changes are unfair and are based on flawed data.*

*I believe the proposal for the changes to the catchment area are an equitable and proportionate response to the problem posed by the 2019 intake and beyond.*

*Keep the current catchment arrangements unless you revert to no catchment.*

From all the free text comments the most common theme was requesting no change for any of the arrangements with particular reference to the proposed catchment area changes.

The second highest theme overall were concerns relating to children being required to cross the London Road, road safety and increased traffic as a consequence of changes. Both the listening and engagement exercise and formal consultation raised similar concerns by the community specifically aimed at primary aged children crossing the A13.

Early discussions have been had with the Road Safety Team and existing analysis of any incidents occurring on the A13 involving children. Over the last five years there have been 5 incidents involving statutory school aged children on the London Road between Herschell Road (Highlands) junction and its junction with Westbourne Grove. None were fatal and one categorised as serious. Of the five, two were pedestrians, both of secondary school age. Only one was considered serious, occurring on a Sunday (non-school day). 1 was in relation to a child cyclist, again of secondary school age and the remaining 2 were passengers in a car.

The current Chalkwell Hall Schools and the West Leigh Schools catchment areas already cross the A13. (Other primary school catchment areas also cross the A13, the most significant being Milton Hall Primary).

According to the 2017 January school Census, 113 children living within the current Chalkwell Hall and Leigh North Street catchments attended Darlington School and a further 117 children living in these catchments attended Our Lady of Lourdes, many of whom would have been required to cross the A13, illustrating that the occurrence of primary aged children crossing this road in this area is not unusual.

The next most common themes were identifying that the data did not suggest a need to change the catchment area as well as many concerns regarding children in area 3 now being moved to Darlington and concerns regarding performance and Ofsted ratings. Although there was a majority response for all siblings many clarified that this was in fact regarding priority for siblings in catchment and area 3 and not for those living in any other area.

It should however be noted that the numbers responding to the consultation were few, in comparison to the total number of children attending the school, numbers of families with 0-4 year olds living in the area and the overall adult population living in the area and as such it may be considered that the majority were not compelled to respond and as such indifferent to any proposed change.

## **Other Responses**

3 emails were received related specifically to Chalkwell Hall Infant school. 1 supporting the proposed arrangements and 2 requesting no change. In addition to these 3 letters from residents were forwarded from a Ward Councillor with duplicate contents containing 18 names (not signatures) objecting to the proposals.

Themes from the emails, letters, telephone calls and public events during the formal consultation period relating specifically to Chalkwell Hall Infant school were:

In agreement with proposed arrangements:

- Happy with sibling arrangements

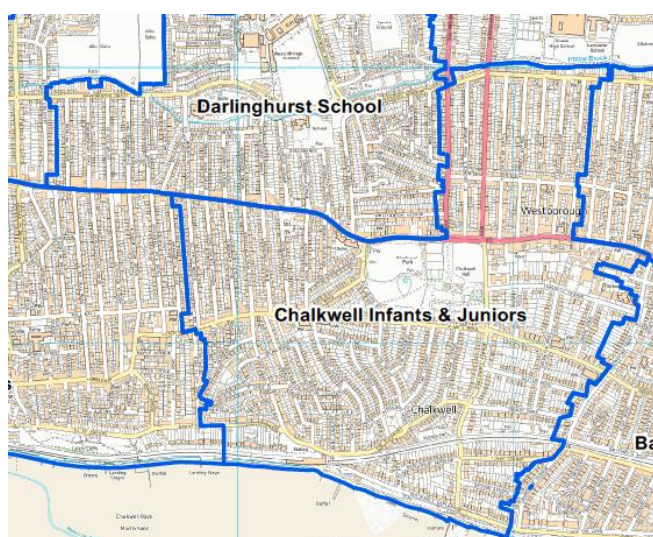
Opposing proposed arrangements:

- Residents moving into the area should not be prioritised before those already residing in the area
- New housing developments should not be included in the catchment area, particularly those living along the London Road from Dundonald Avenue to Woodfield Park Drive
- Roads north of the London Road should be removed from the catchment area not those proposed in Area 3
- Concerns regarding children crossing the London Road, road safety and lack of suitable safe crossings
- Due to increased school published admission number, no change is needed
- Concern in years of under catchment subscription, those in area 3 are unlikely to gain a place as those living north of the London Road are closer in distance.
- Area 3 should be an identified priority area in arrangements before children living out of catchment
- Sibling criteria should be limited to catchment and those living in area 3
- Data incorrect
- Discontent that Legra have refused priority to area 3 residents
- Concerns regarding Darlington performance and Ofsted rating.

### **Recommendation:**

Accept the Published admission number.

Retain the current 2018 catchment area:



Amend the proposed Admission Arrangements for Chalkwell Hall Infant School presented in the consultation and determine the admission arrangements as outlined in Appendix 2, a summary of the criteria is provided below.

## **Chalkwell Hall Infant School - 2019**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.

(for all criteria, catchment area map and additional information please see explanatory notes and map (Provided in Appendix 2))

The majority of respondents found the proposed catchment area to be unreasonable - 25 parents of 0-4 years responded that it was unreasonable with only 10 identifying that it was reasonable.

The risk factors identify that there remains uncertainty regarding all children gaining a catchment place with continued risks of some years children being offered alternative schools from their catchment preferences, however these risks are far reduced now that the school has expanded to 120. Due to recognising that there will also be years where the school is able to meet catchment demand the Council discussed previous recommendations with Legra Trust regarding adding a criteria within the arrangements that identifies siblings within area 3 before catchment (criteria 2) and those living within area 3 after catchment (criteria 5). Legra however were not in agreement and although agreed to recognising area for siblings for 2 years would not extend this consideration further.

The feedback from the consultation captured the mixed responses in relation to out of catchment siblings. Many identified that they did not agree to siblings living out of catchment gaining priority over the catchment area. The recommendations acknowledge this and these children have been moved down to criteria 5.

In recognition of the risks being unknown, the fact that the school has increased PAN and due to Legra not in agreement to priority for area 3 within the arrangements the proposed recommendation is keep the current catchment area for Chalkwell Hall schools

Please refer to Appendix 2 Proposed Admission Arrangements for the full map and recommended criteria and explanatory notes.

Arrangements will continue to be reviewed annually, with any further propose changes only taking effect after full consultation and decision by Council members.

## Chalkwell Hall Junior School

School places (ASC Jan 17)		465
Number on Roll (ASC Jan 17)		432
School Net Capacity (DfE management & finance guidance 2002)		420
Ward population 24-64 years	(Chalkwell)	5759
	(Leigh)	5851
Number of respondents to consultation	Surveys	13
	Emails	1

### Characteristics of the School

Chalkwell increased its PAN for 2018 from 108 to 120. The school underwent some reorganisation of learning spaces and as a consequence the Net Capacity, determined from the sustainability assessment is now 360 with the current number on roll also 360. The PAN increase reduces the level of the previous risk of catchment oversubscription; however previous bucks in trends and multiple housing developments within the catchment area provide uncertainty for future catchment applications.

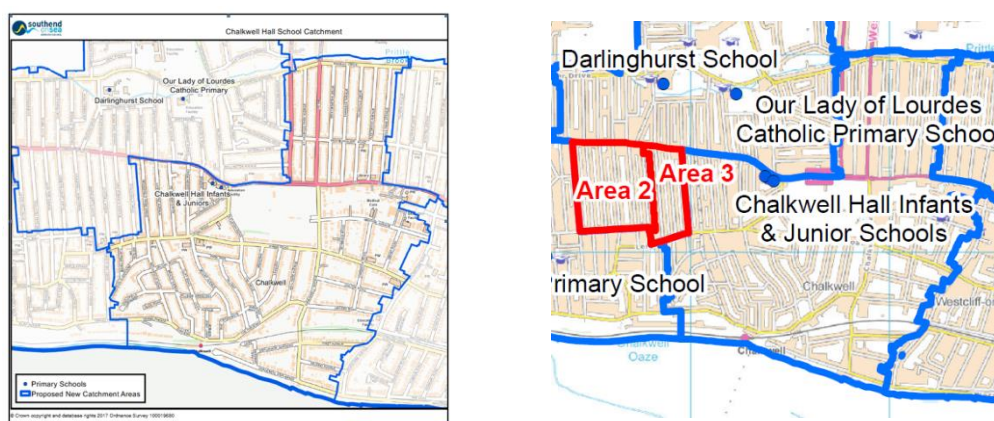
Chalkwell Hall Infant School is predominantly a feeder school to the Juniors and as such the characteristics mostly mirror that of the infant school, including its PAN of 120. Please refer to the Infant characteristics for more detail on page 7.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at Chalkwell Hall Infant School;
3. Pupils who have a sibling attending the school or Chalkwell Hall Infant School;
4. Pupils of staff at Chalkwell Hall Infant and Junior schools;
5. Pupils who live in the catchment area;  
Pupils who live outside the catchment area.

### Catchment area:

As with the Infant school the proposal included changes to the catchment area removing three roads west of the catchment area (area 3):



Arguments for and against making no changes to catchment areas:

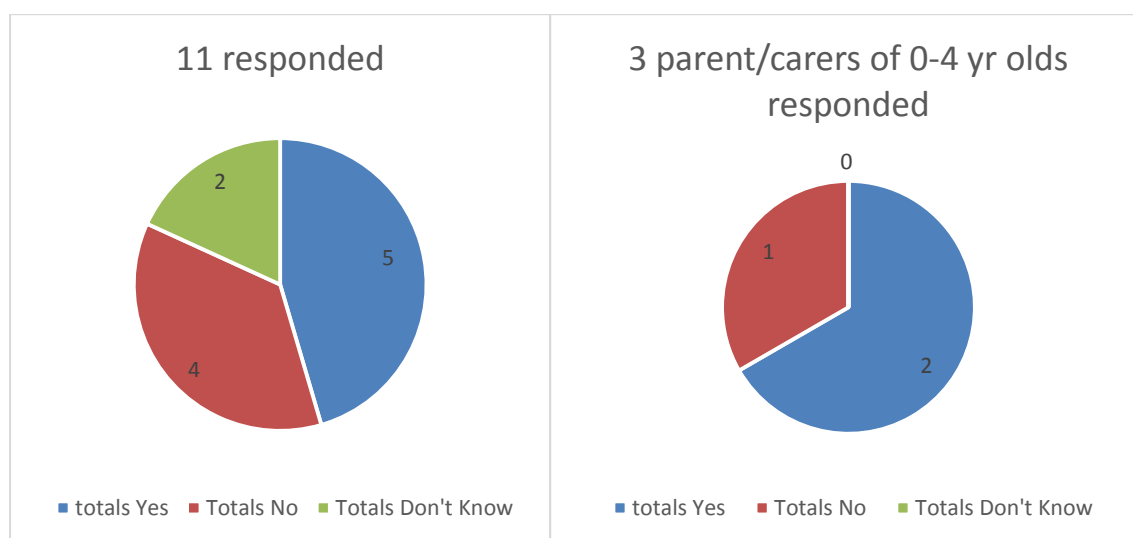
For	Against
School has increased PAN from 108 to 120 (12 places)	risk of further family migration into the area - Significant housing development has been agreed within the catchment area in close proximity to the school
Previous oversubscription from catchment applications did not exceed 14	Risk of continued patterns of higher numbers of catchment applications than places - Births continue to significantly exceed number of places
History of a small number of catchment parents applying for the local Faith school Our Lady of Lourdes	Risk of change in parental preference - Our Lady of Lourdes has an Ofsted rating of Requires Improvement
History of some catchment parents applying for independent schools, Saint Pierre being located within the catchment area	Risk of change in parental preference - Saint Pierre has an Ofsted rating of Requires Improvement
Not popular by those living in the catchment area (details contained in below feedback)	

## Survey responses

13 responses were received in relation to this and 2 contained no responses beyond the initial identifying data. Of these responses, 10 were parents, 1 ex-pupil, 1 local resident and 1 information was not given. 11 individual responses have been used for the below analysis (this includes all data received in relation to questions relating to the admission arrangements, duplicate surveys from the same respondent have not been included in the statistical analysis).

Survey Questions and answers:

### Do you agree with the Published Admission Number (PAN) for Chalkwell Hall Junior School?



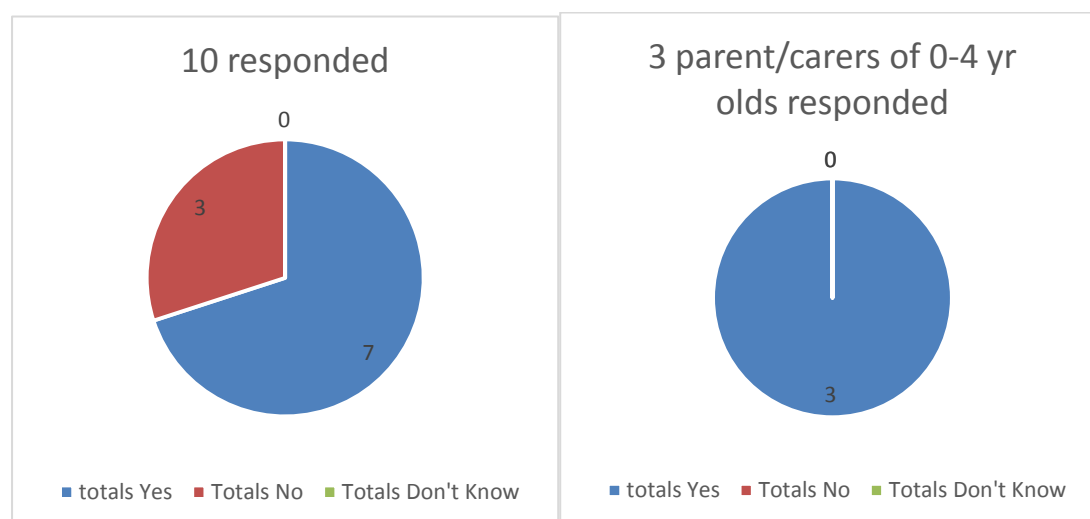
All responses:            Yes    5 (45.5%)        No    4 (36.4%)        Don't know    2 (18.2%)

**Parents 0-4 Yr olds: Yes    2 (66.7%)        No    1 (33.3%)        Don't know    0 (0%)**

The majority of respondents agreed with the published admission number. Themes from free text regarding why people responded that they did not agree with the published admission number or didn't know are as followed:

- None of the responses related to the question (admission number)
- 2 people identified that the information was not clear/didn't understand
- All other responses were in relation to admission arrangements
  - 1        concerns relating to Darlington Ofsted rating
  - 2        concerns relating to crossing the London Road/safety/increased traffic for those living in area 3
  - 1        concerns of people fraudulently gaining admission/gaming
  - 2        data used is incorrect/ no reason for change
  - 2        specifically purchased in catchment – now being removed

**Do you find the oversubscription criteria for admission to Chalkwell Hall Junior School for 2019 easy to understand?**



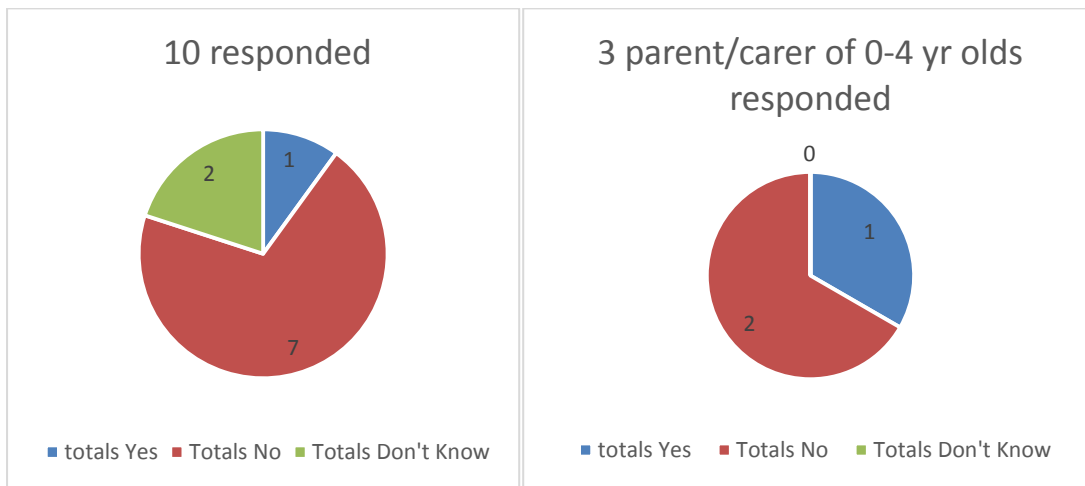
All responses:            Yes    7 (70.0%)        No    3 (30.0%)        Don't know    0 (0%)

**Parents 0-4 Yr olds: Yes    3 (100%)        No    0 (0%)Don't know    0 (0%)**

All agreed parents of 0-4 year olds found the oversubscription criteria easy to understand.

**Do you find that the 2019 admission criteria for Chalkwell Hall Junior School are reasonable?**





All responses:                      Yes      1 (10%)                      No      7 (70%)                      Don't know      2 (20%)

**Parents 0-4 Yr olds: Yes      1 (33.3%)      No      2 (66.7%)      Don't know      0 (0%)**

Although very small numbers, the majority of people disagreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable or didn't know was:

- 1      No change
- 1      sibling priority only for those in catchment and area 3
- 1      not in agreement to children of staff
- 1      area 3 should have priority within arrangements
- 1      concerns relating to crossing the London Road/safety/increased traffic
- 1      reduction in house price value
- 2      data used is incorrect/ no reason for change
- 1      specifically purchased in catchment – now being removed

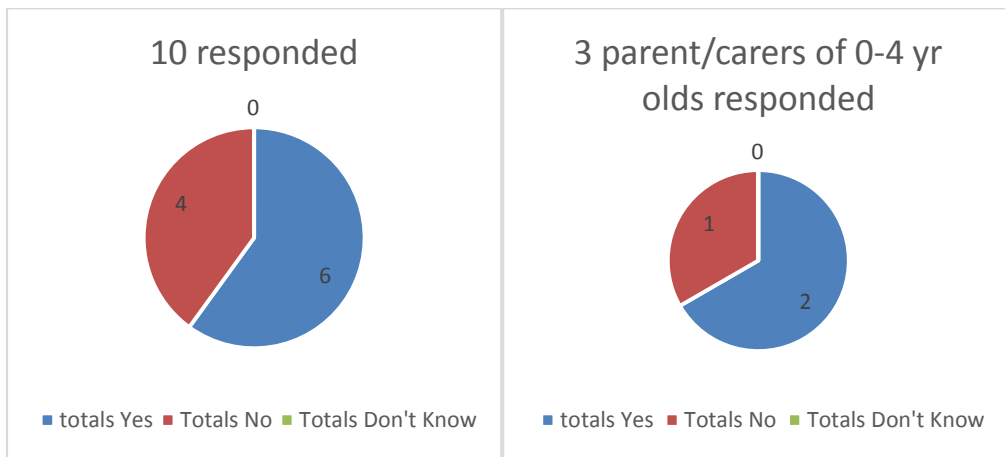
Quotes:

*Why are teachers and children being prioritised over children living in catchment.*

*If siblings from outside of catchment are being prioritised, as per the infants school then I don't feel this is fair.*

**Do you find that the 2019 proposed catchment area for Chalkwell Hall Junior School is clear?**





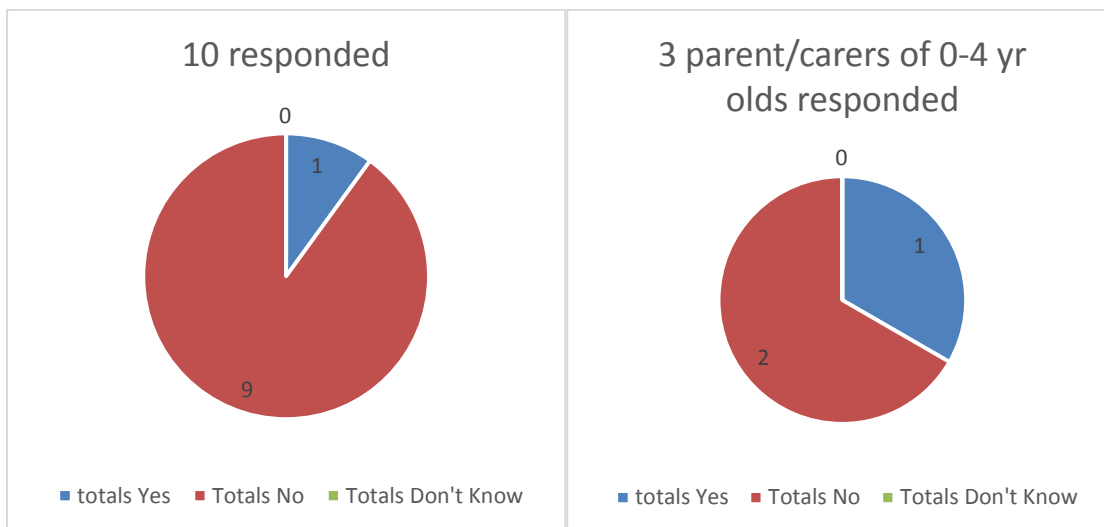
**All responses:** Yes 6 (60%) No 4 (40%) Don't know 0 (0%)

**Parents 0-4 Yr olds:** Yes 2 (66.7%) No 1 (33.3%) Don't know 0 (0%)

The majority of people agreed that the proposed catchment area was clear. Themes from free text regarding why people responded that they did not find the catchment area clear was:

- 1 dividing the community
- 1 data used is incorrect/ no reason for change

#### Do you find that the 2019 proposed catchment area for Chalkwell Hall Junior School is reasonable?



**All responses:** Yes 1 (10%) No 9 (90%) Don't know 0 (0%)

**Parents 0-4 Yr olds:** Yes 1 (33.3%) No 2 (66.7%) Don't know 0 (0%)

Of those that responded, the majority disagreed that the proposed catchment area was reasonable. Themes from free text regarding why people found the catchment area unreasonable were:

- 2 dividing the community
- 4 No change

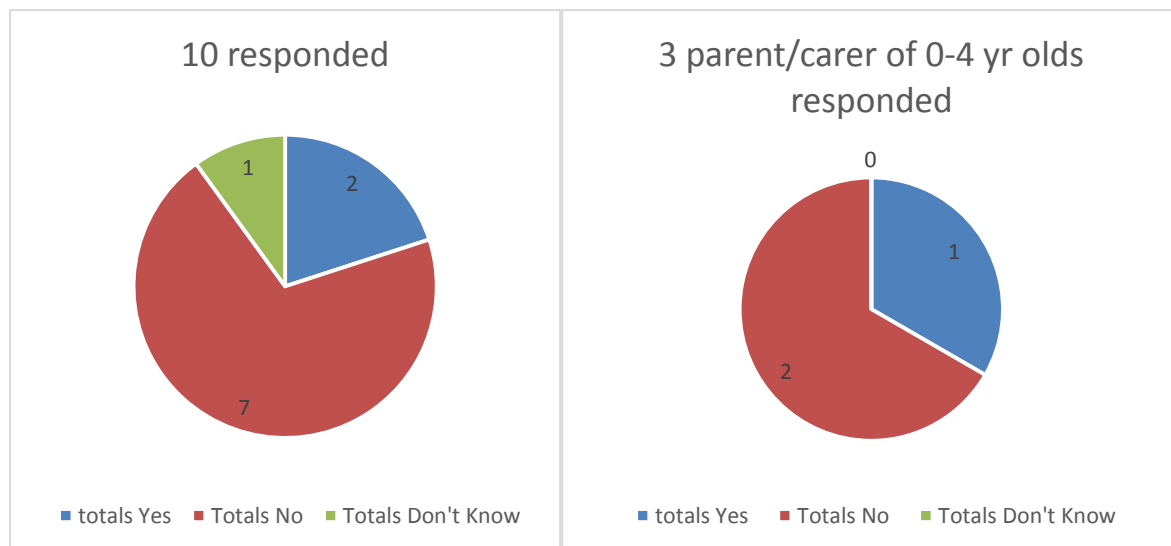
- 1 concerns relating to Darlington Ofsted rating for pupils moved from area 3
- 2 concerns relating to crossing the London Road/safety/increased traffic for pupils in area 3
- 1 reduction in house price value for area 3
- 1 data used is incorrect/ no reason for change

Quotes:

*I made a considered and careful choice to pay a premium for our property, based on the catchment school and took into account the OFSTED status of the local schools when making this decision. Why should our children be forced to attend a school that is currently requiring improvement*

*It is unreasonable to remove 3 roads from the catchment area when the school is not experiencing oversubscription. The increase of PAN to 120 has resolved any oversubscription that was likely to occur*

### Do you agree with the admission arrangements for Chalkwell Hall Junior School?

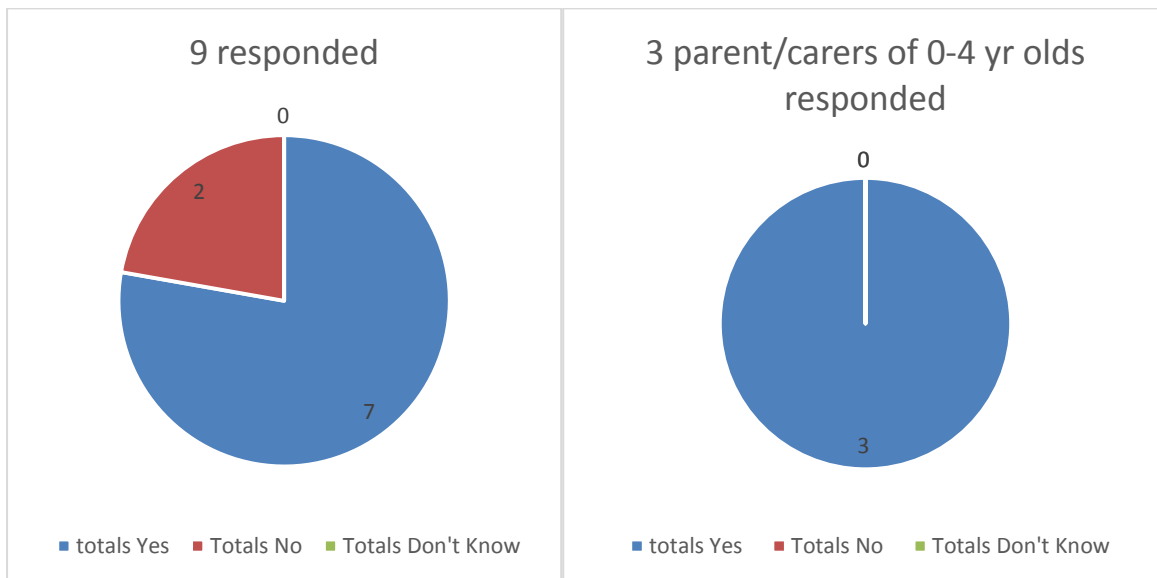


All responses: Yes 2 (20%) No 7 (70%) Don't know 1 (10%)

Parents 0-4 Yr olds: Yes 1 (33.3%) No 2 (66.7%) Don't know 0 (0%)

More people disagreed overall with the admission arrangements than agreed.

**Do you agree that children in year 2 at Chalkwell Hall Infant School have priority admission to the Junior school?**

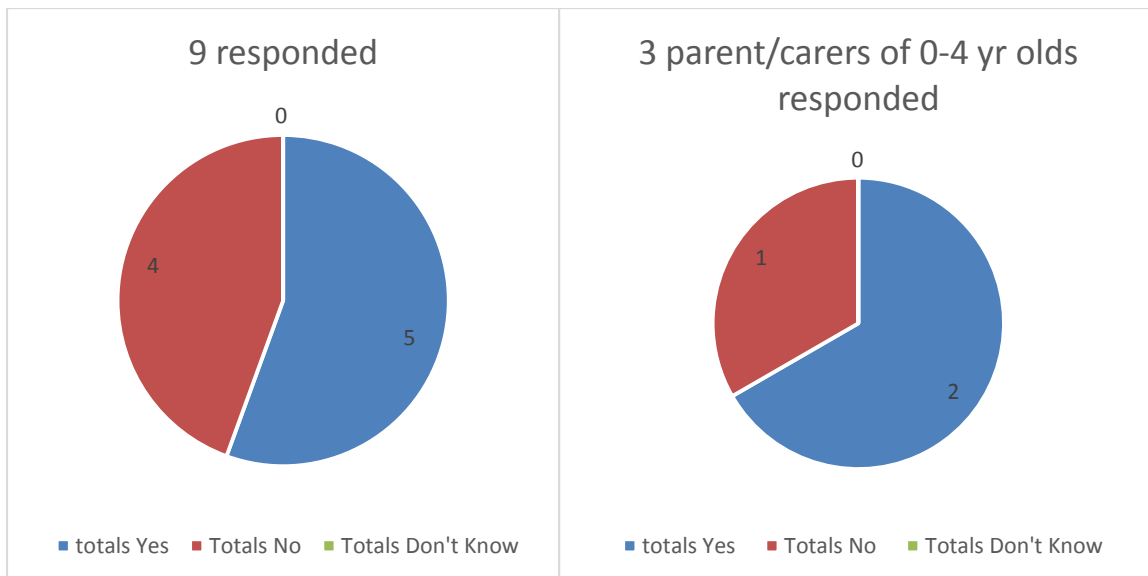


All responses:                      Yes    7 (77.8%)    No    2 (22.2%)    Don't know    0 (0%)

**Parents 0-4 Yr olds:            Yes    3 (100%)    No    0 (0%)    Don't know    0 (0%)**

The majority agreed that children in year 2 of the Infant school should have priority admission to the Junior School.

**Do you agree that that all siblings have priority?**

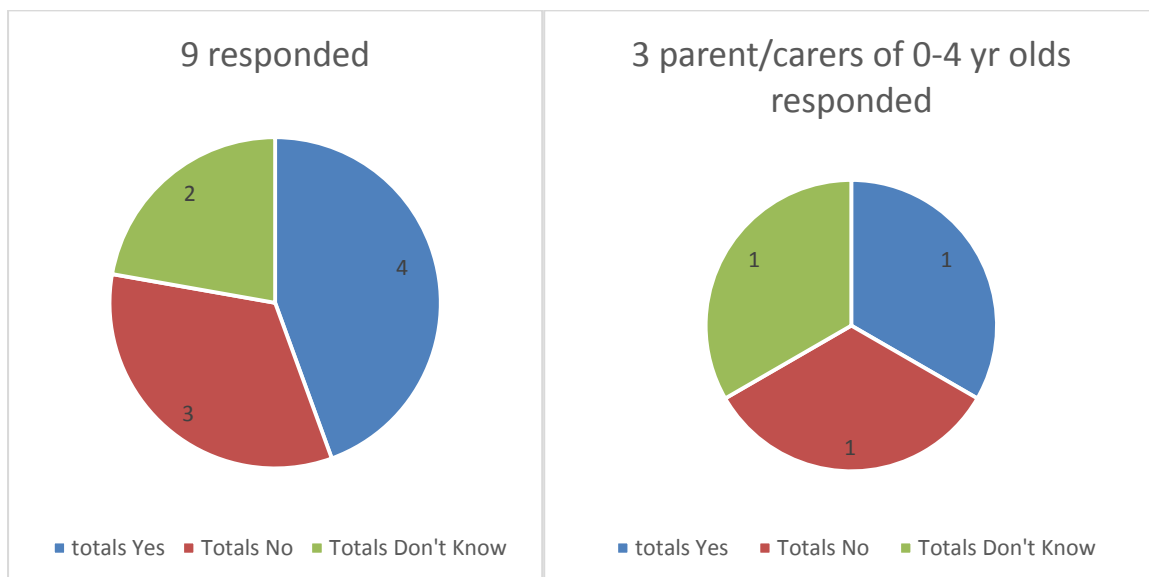


All responses:                      Yes    5 (55.6%)    No    4 (44.4%)    Don't know    0 (0%)

**Parents 0-4 Yr olds:            Yes    2 (66.7%)    No    1 (33.3%)    Don't know    0 (0%)**

The majority agreed that siblings should have priority admission to the Junior School.

**Do you agree that pupils of staff have priority before anyone outside the catchment area?**

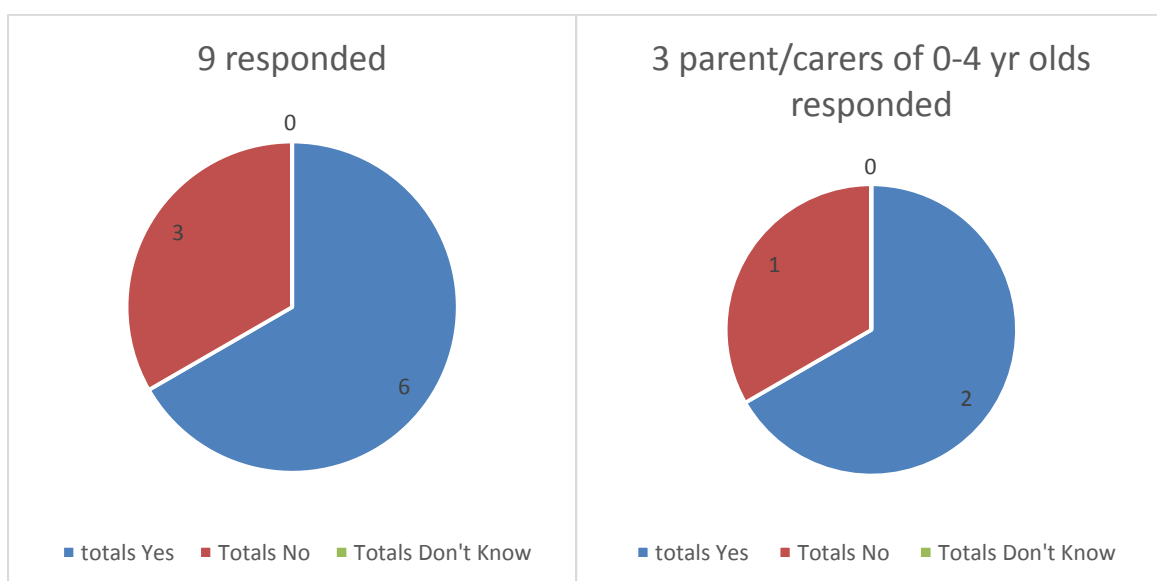


All responses: Yes 4 (44.4%) No 3 (33.3%) Don't know 2 (22.2%)

**Parents 0-4 Yr olds: Yes 1 (33.3%) No 1 (33.3%) Don't know 1 (33.3%)**

There was no clear majority for this question

### Do you agree with the way the Council measures distance?

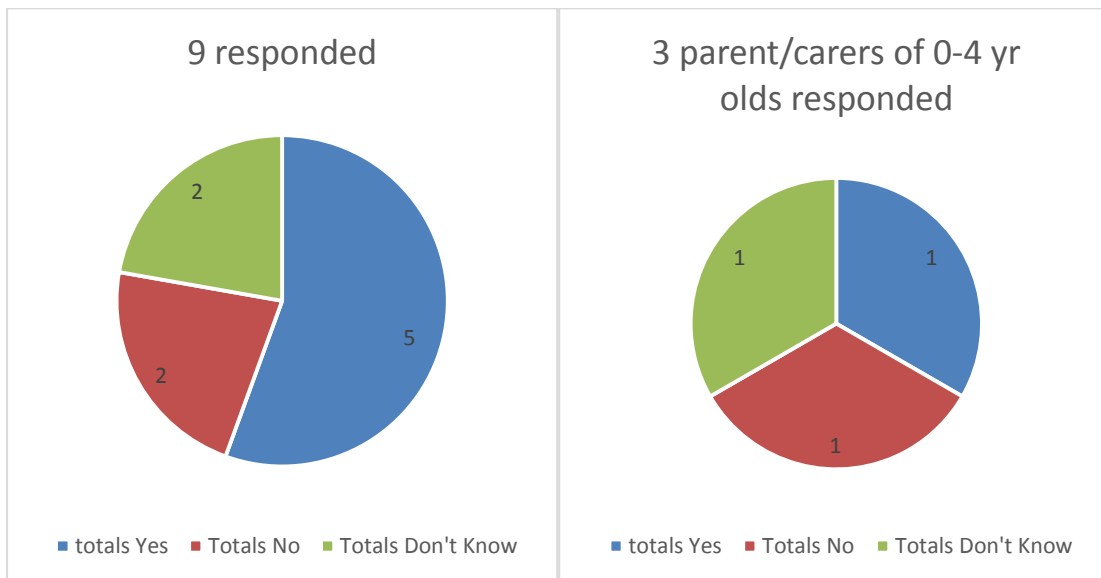


All responses: Yes 6 (66.7%) No 3 (33.3%) Don't know 0 (0%)

**Parents 0-4 Yr olds: Yes 2 (66.7%) No 1 (33.3 %) Don't know 0 (0%)**

Two thirds of responses agreed with the way the Council measures distance.

**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**

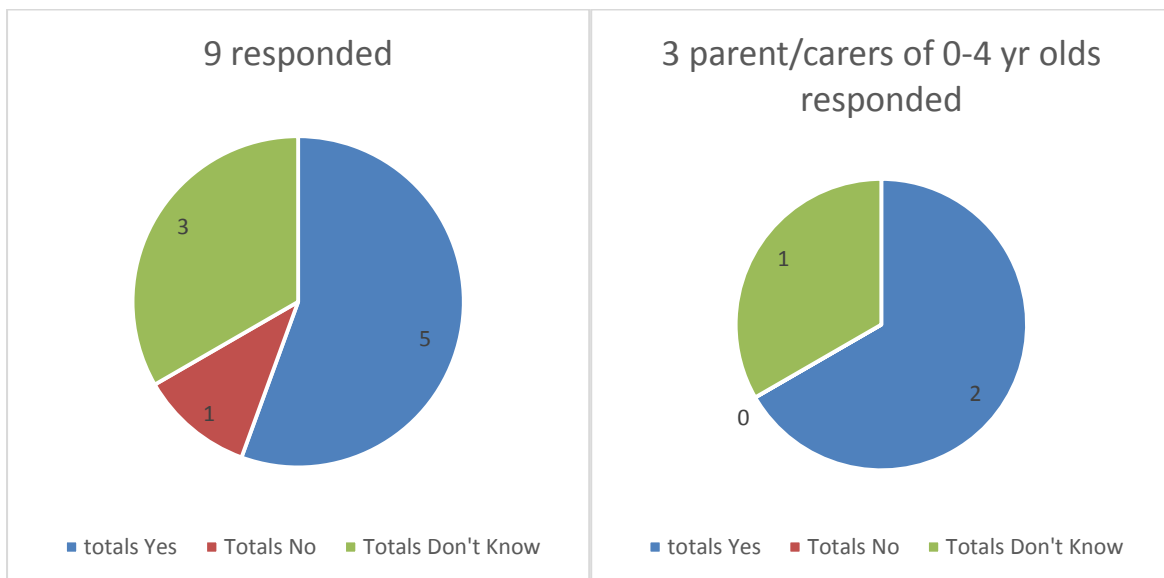


All responses: Yes 5 (55.6%) No 2 (22.2%) Don't know 2 (22.2%)

**Parents 0-4 Yr olds: Yes 1 (33.3%) No 1 (33.3%) Don't know 1 (33.3%)**

Although the majority agreed with this question, the results were inconclusive for parents of under 4 year olds.

**Do you agree with the way the Council treats applications when parents have separated?**

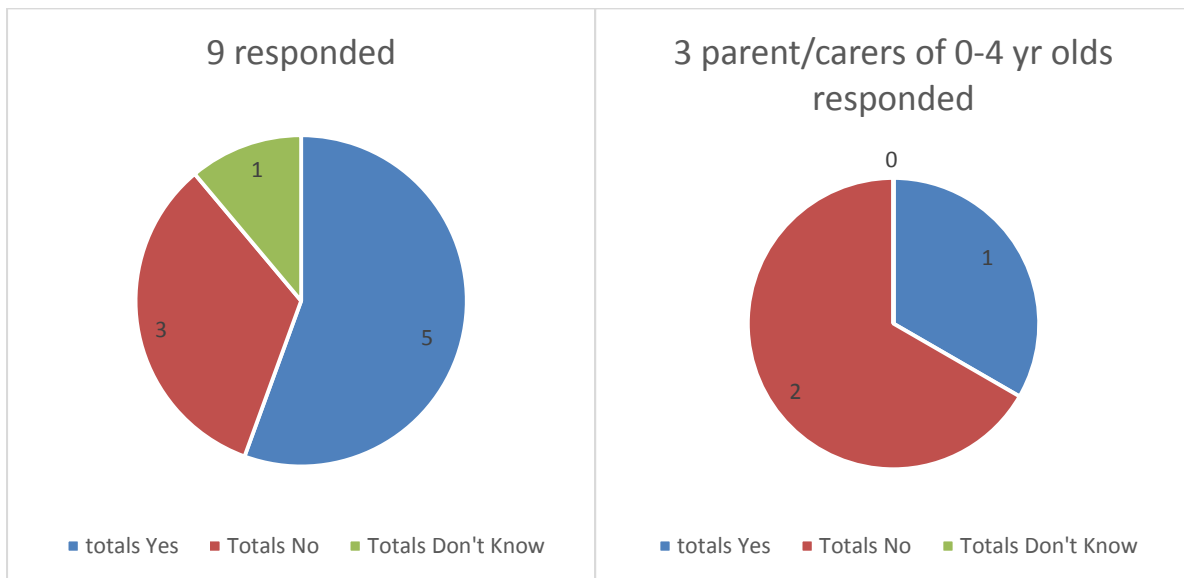


All responses: Yes 5 (55.6%) No 1 (11.1%) Don't know 3 (33.3%)

**Parents 0-4 Yr olds: Yes 2 (66.7%) No 0 (0%) Don't know 1 (33.3%)**

Although the majority agreed with this question, many remained unsure.

**Do you agree with the Council's sibling rules?**

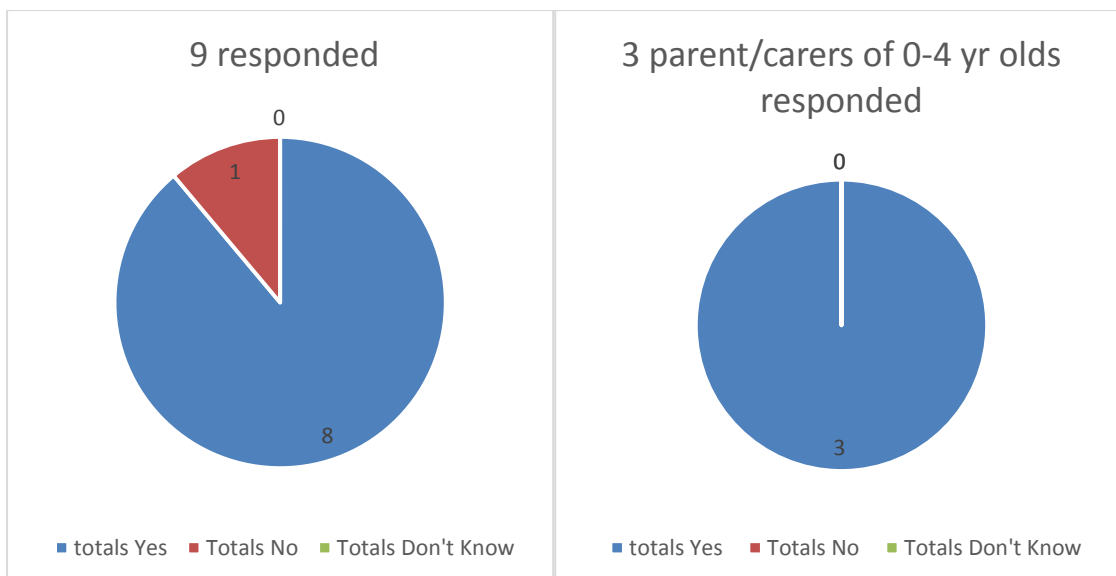


All responses: Yes 5 (55.6%) No 3 (33.3%) Don't know 1 (11.1%)

Parents 0-4 Yr olds: Yes 1 (33.3%) No 2 (66.7%) Don't know 0 (0%)

Although the majority agreed with the Council's sibling rules. More parents of children aged 0-4 disagreed with this question.

**Do you agree that the Council runs the waiting lists for the school year?**

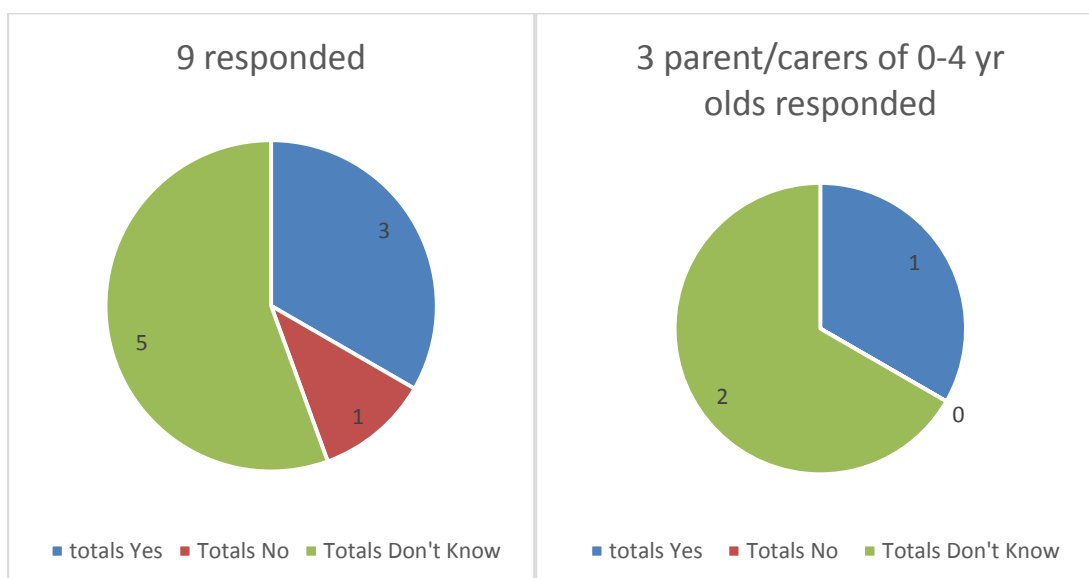


All responses: Yes 8 (88.9%) No 1 (11.1%) Don't know 0 (0%)

Parents 0-4 Yr olds: Yes 3 (100%) No 0 (0%) Don't know 0 (0%)

The majority agreed that the Council runs the waiting lists for the school year.

**Do you agree with the rules on 'Over and under age applications'?**

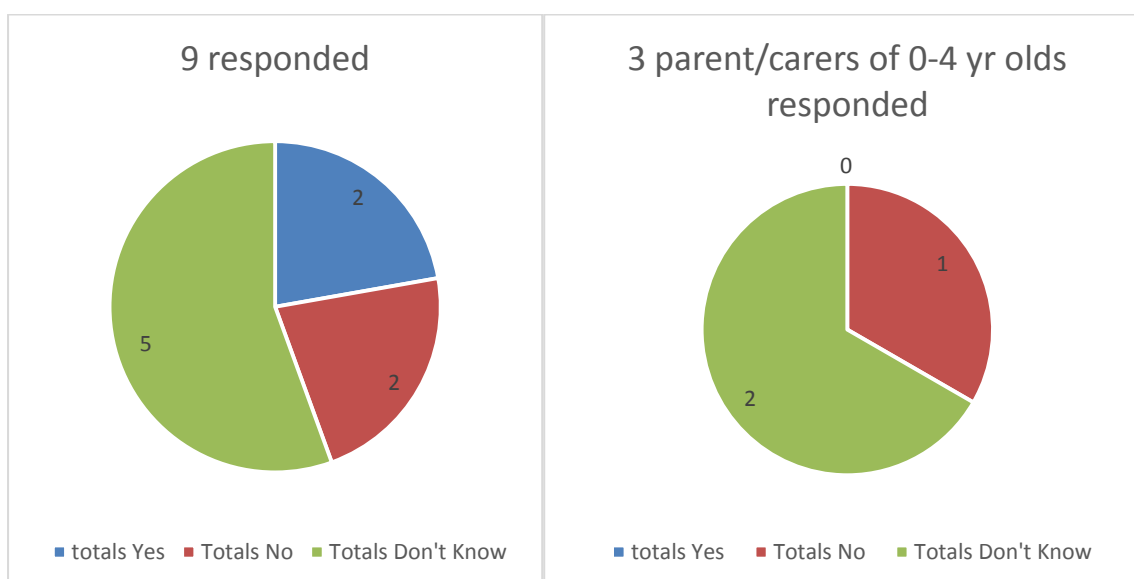


All responses: Yes 3 (33.3%) No 1 (11.1%) Don't know 5 (55.6%)

**Parents 0-4 Yr olds: Yes 1 (33.3%) No 0 (0%) Don't know 2 (66.7%)**

The majority either agreed or didn't know in relation to the over and under age applications.

**Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?**

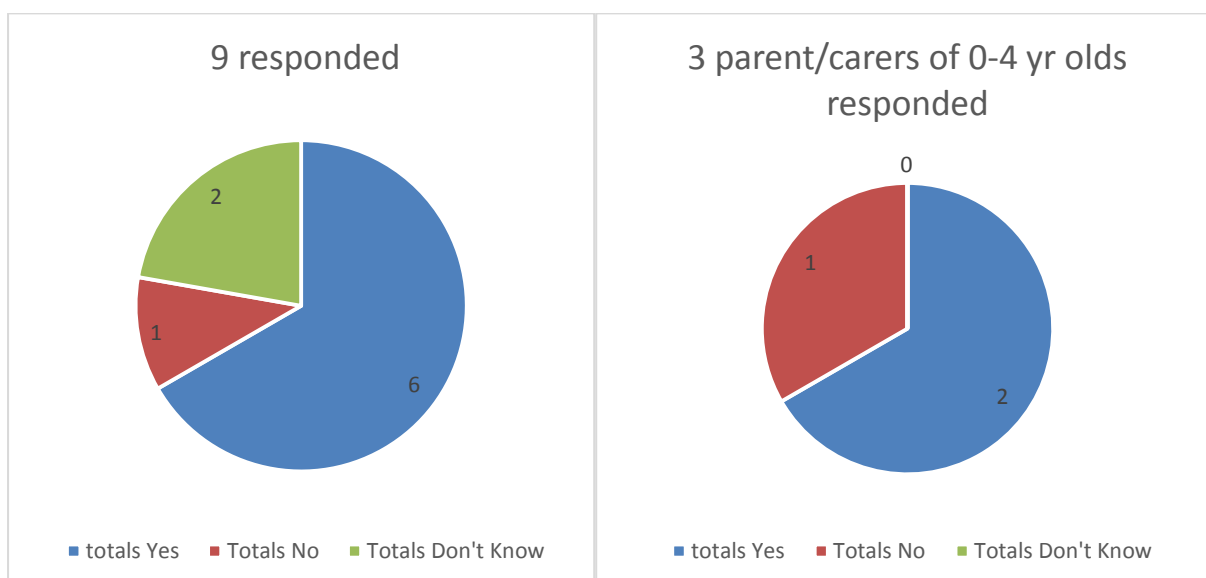


All responses: Yes 2 (22.2%) No 2 (22.2%) Don't know 5 (55.6%)

**Parents 0-4 Yr olds: Yes 0 (0%) No 1 (33.3%) Don't know 2 (66.7%)**

The majority either agreed or didn't know in relation to the rules on admission of children below compulsory school age and deferred entry to School.

**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses: Yes 6 (66.7%) No 1 (11.1%) Don't know 2 (22.2%)

**Parents 0-4 Yr olds: Yes 2 (66.7%) No 1 (33.3%) Don't know 0 (0%)**

The majority agreed with this statement.

### Other Comments (free text):

Themes received from the free text for providing any other comments were:

- 1 dividing the community
- 1 No change
- 2 sibling priority only for those in catchment and area 3
- 1 concerns relating to Darlington Ofsted rating
- 1 concerns of people fraudulently gaining admission/gaming
- 1 reduction in house price value
- 1 specifically purchased in catchment – now being removed

The numbers responding to the consultation for the Junior School were few, particularly in comparison to the total number of children attending the school, numbers of families with 0-4 year olds living in the area and the overall adult population living in the area and as such it may be considered that the majority were not compelled to respond and as such indifferent to any proposed change.

### Other Responses

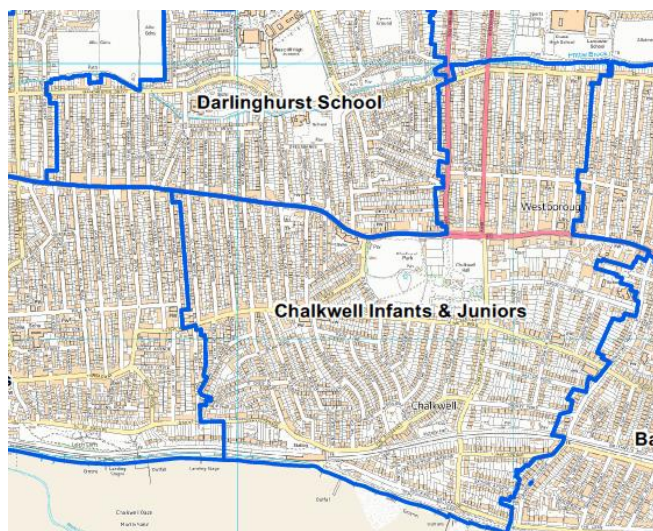
1 email was received relating specifically to Chalkwell Hall Junior School requesting no change. Many responses received in relation to the infant school also related to the Juniors.

### Recommendation:

Accept the Published admission number.



Retain the current 2018 catchment area:



Amend the proposed Admission Arrangements for Chalkwell Hall Junior School presented in the consultation and determine the admission arrangements as outlined in Appendix 2, a summary of the criteria is provided below.

#### **Chalkwell Hall Junior School - 2019**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children;
  2. Pupils attending year 2 at Chalkwell Hall Infant School;
  3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School;
  4. Pupils of staff at the school;
  5. Pupils who live in the catchment area;
  6. Pupils who live outside the catchment area who have a sibling attending the school;
  7. Pupils who live outside the catchment area .
- (for all criteria, catchment area map and additional information please see explanatory notes and map (as provided in Appendix 2))

The majority of respondents found the proposed catchment area to be unreasonable - 25 parents of 0-4 years responded that it was unreasonable with only 10 identifying that it was reasonable.

As with the Infant School, risk factors identify that there remains uncertainty regarding all children gaining a catchment place with continued risks of some years children being offered alternative schools from their catchment preferences, however these risks are far reduced now that the school has expanded to 120. Due to recognising that there will also be years where the school is able to meet catchment demand the Council discussed previous recommendations with Legra Trust regarding adding a criteria within the arrangements that identifies siblings within area 3 before catchment (criteria 2) and those

living within area 3 after catchment (criteria 5). Legra however were not in agreement and although agreed to recognising area for siblings for 2 years would not extend this consideration further.

The feedback from the consultation captured the mixed responses in relation to out of catchment siblings. Many identified that they did not agree to siblings living out of catchment gaining priority over the catchment area. The recommendations acknowledge this and these children have been moved down to criteria 5.

In recognition of the risks being unknown, the fact that the school has increased PAN and due to Legra not in agreement to priority for area 3 within the arrangements the proposed recommendation is keep the current catchment area for Chalkwell Hall schools

Please refer to Appendix 2 Proposed Admission Arrangements for the full map and recommended criteria and explanatory notes.

Arrangements will continue to be reviewed annually, with any further propose changes only taking effect after full consultation and decision by Council members.

## Earls Hall Primary School

School places		630
Number on Roll (ASC Jan 17)		631
School Net Capacity (DfE management & finance guidance 2002)		630
Ward population 24-64 years	(Prittlewell)	5087
Number of respondents to consultation	Surveys	6
	Emails	0

### Characteristics of the school

Earls Hall historically receives more applications for admission than there are places, however in the last 6 years the school has accommodated all catchment applications and in all years has been able to offer places to children living out of catchment.

According to the annual school census 57% of pupils on roll are from the catchment area.

The school net capacity is on par with the number of pupils on roll.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area and who have a sibling attending the school;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area and who have a sibling attending the school;
6. Pupils who live outside the catchment area.
7. (for all criteria, catchment area map and additional information please see explanatory notes and maps)

### Catchment area:

There are no perceived risks regarding the current catchment area for Earls Hall Primary and as such no changes to current catchment areas were proposed as part of the formal consultation. (Please refer to the full proposed explanatory notes at the end of the report.)

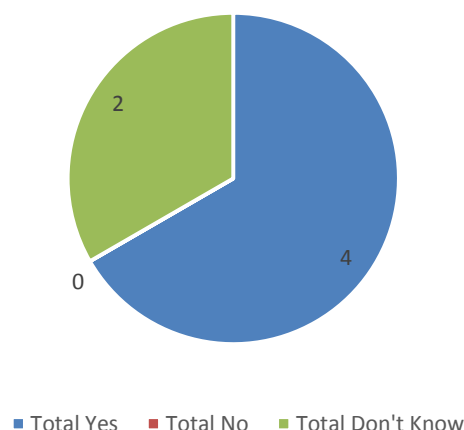
## Survey responses

6 parents responded to the survey.

Survey Questions and answers (due to the low numbers, the data is shown in full and has not been split into parents of children aged 0-4 years):

### Do you agree with the Published Admission Number (PAN) for Earls Hall Primary School?

6 responded (inc 4 parent/carers of 0-4 yr olds)

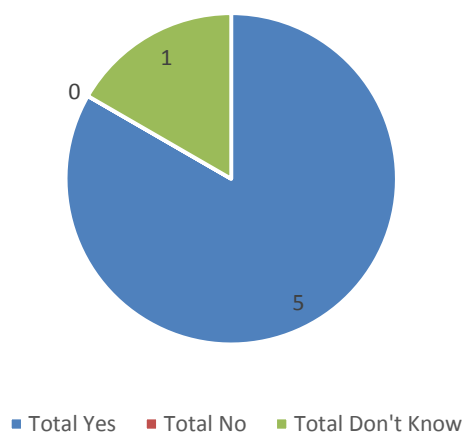


All responses: Yes 4 (66.7%) No 0 (0%) Don't know 2 (33.3%)

The majority of respondents agreed with the published admission number. None of the free text comments asking why people didn't agree were in relation to the schools PAN

**Do you find the oversubscription criteria for admission to Earls Hall Primary School for 2019 easy to understand**

6 responded (inc 4 parent/carers of 0-4 yr olds)

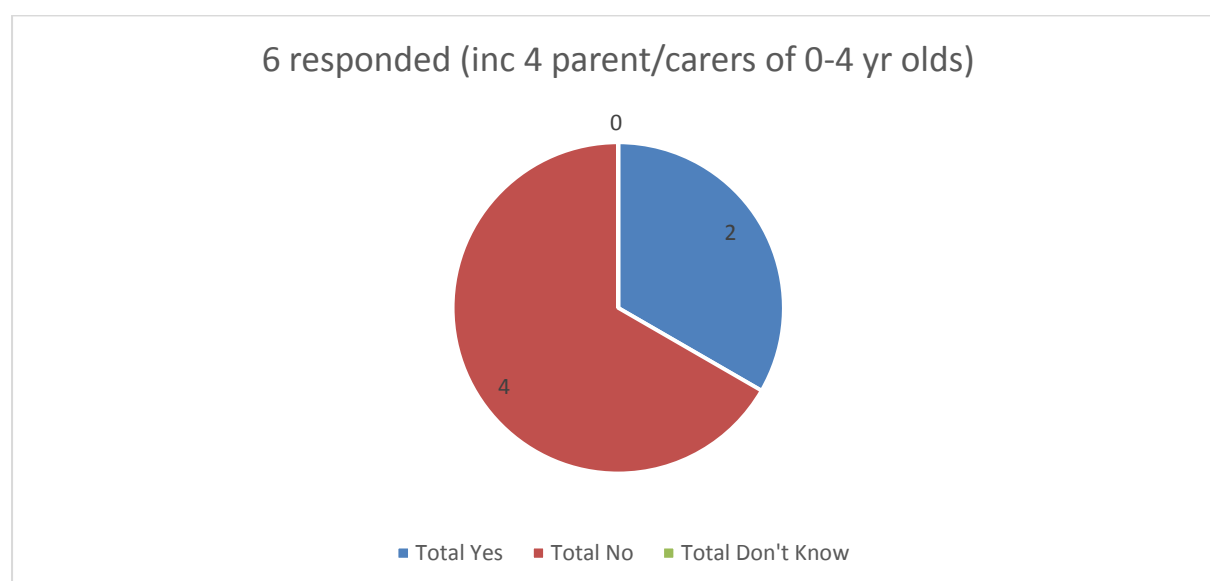


?

All responses: Yes 5 (83.3%) No 0 (0%) Don't know 1 (16.7%)

All but one found the oversubscription criteria easy to understand. The free text comment identified that they had only responded to the survey and had not read any supporting information.

**Do you find that the 2019 admission criteria for Earls Hall Primary School are reasonable?**

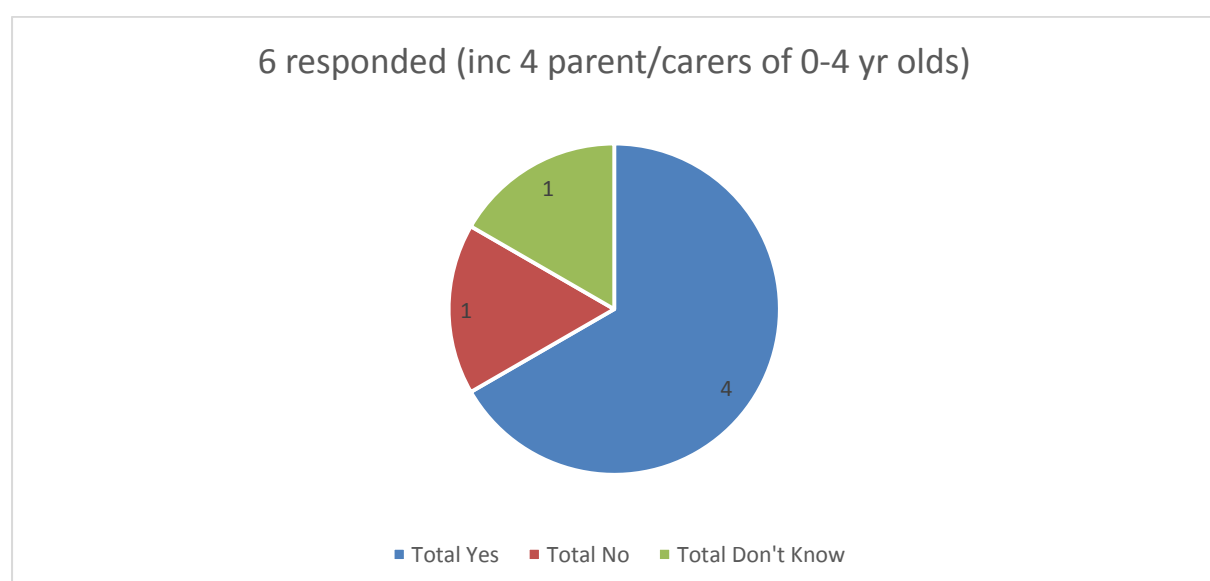


All responses: Yes 2 (33.3%) No 4 (66.7%) Don't know 0 (0%)

Although very small numbers, the majority of people disagreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable or didn't know was:

- 1 not in agreement to children of staff
- 3 all siblings should have priority over catchment, including those living out of catchment

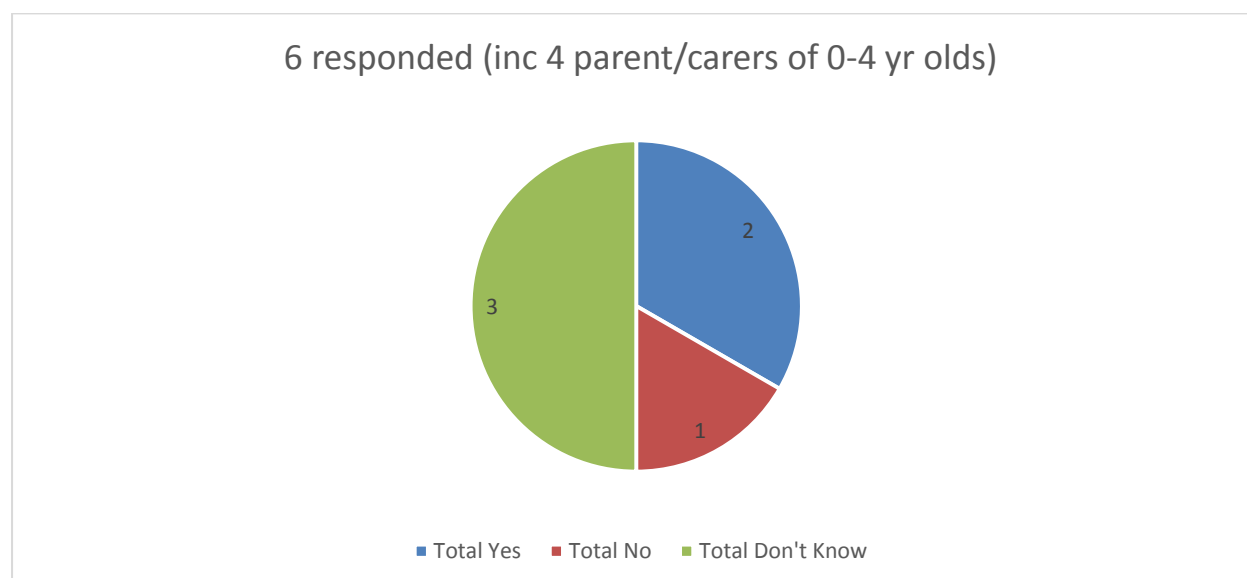
**Do you find that the 2019 proposed catchment area for Earls Hall Primary School is clear?**



All responses: Yes 4 (66.7%) No 1 (16.7%) Don't know 1 (16.7%)

The majority of people agreed that the proposed catchment area was clear. No specific comments were provided in the free text.

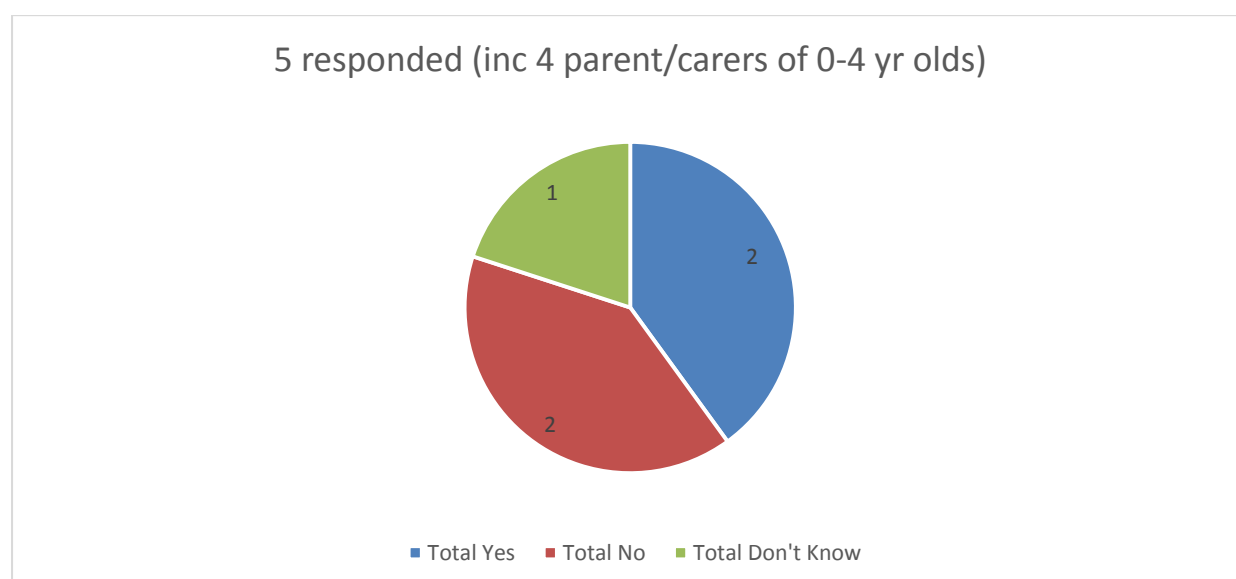
**Do you find that the 2019 proposed catchment area for Earls Hall Primary School is reasonable?**



All responses: Yes 2 (33.3%) No 1 (16.7%) Don't know 3 (50%)

Comments received were from parents that currently reside outside of the catchment area, wanting the area to be widened and provide priority to siblings of children that already attend the school.

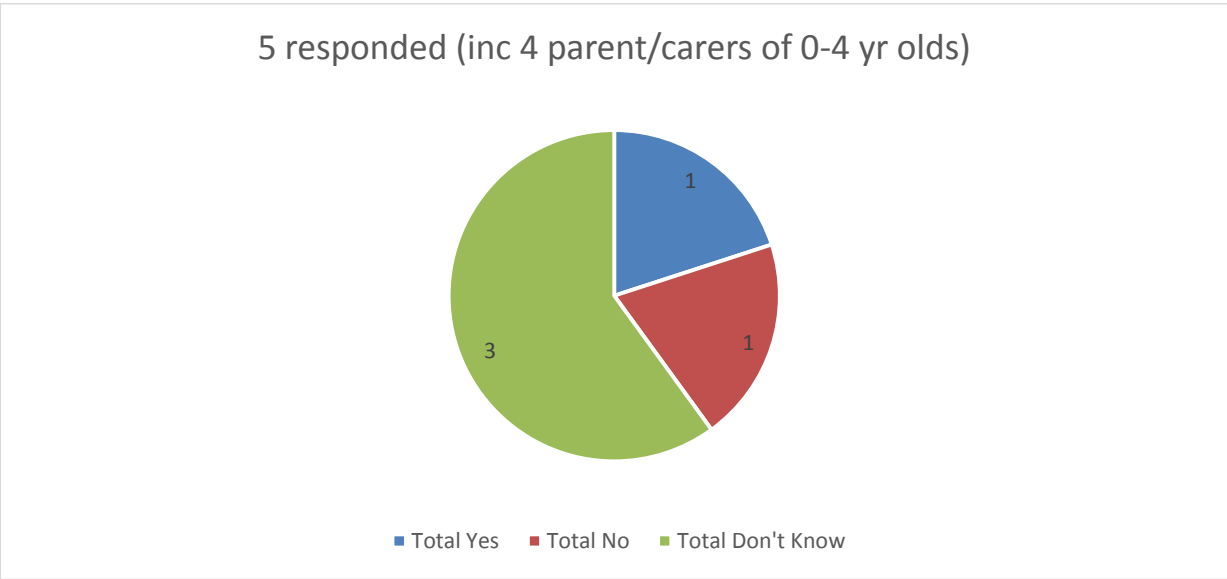
**Do you agree with the admission arrangements for Earls Hall Primary School?**



All responses: Yes 2 (40%) No 2 (40%) Don't know 1 (20%)

Responses were equally mixed from this question.

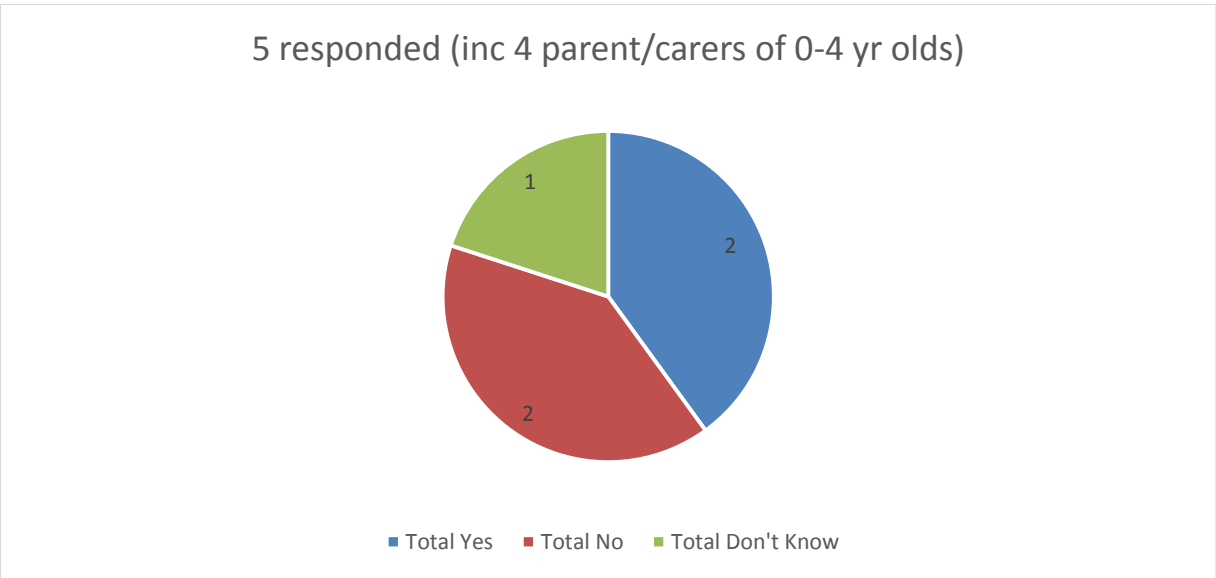
**Do you agree that pupils of staff have priority before anyone outside the catchment area?**



All responses:      Yes    1 (20%)                      No    1 (20%)                      Don't know    3 (60%)

There was no clear majority for this question.

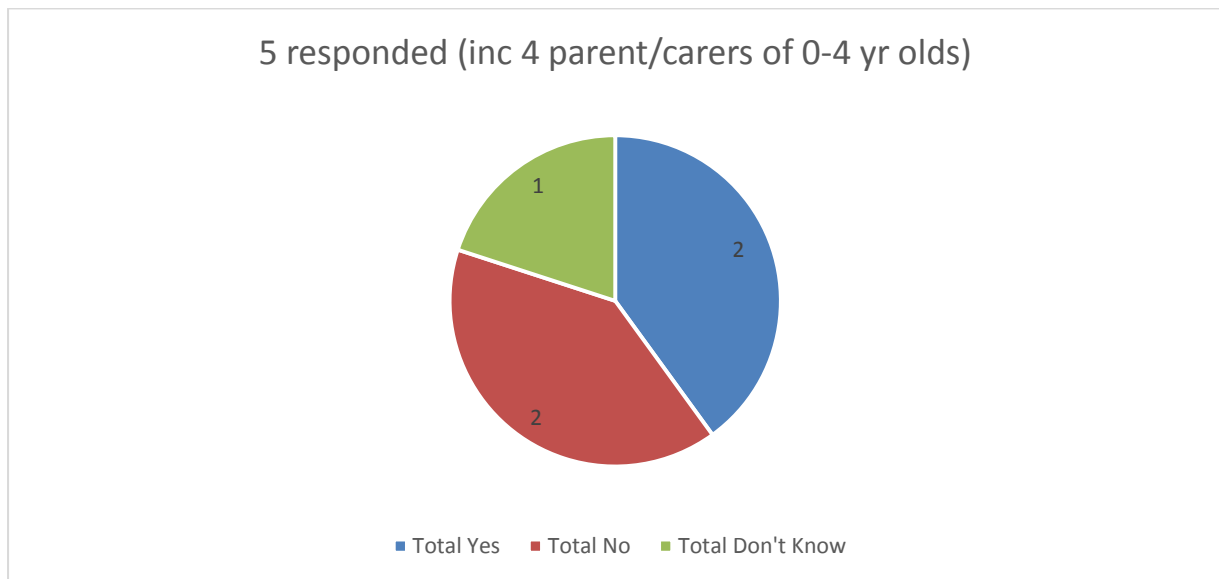
**Do you agree with the way the Council measures distance?**



All responses:      Yes    2 (40%)                      No    2 (40%)                      Don't know    1 (20%)

There was no clear majority for this question.

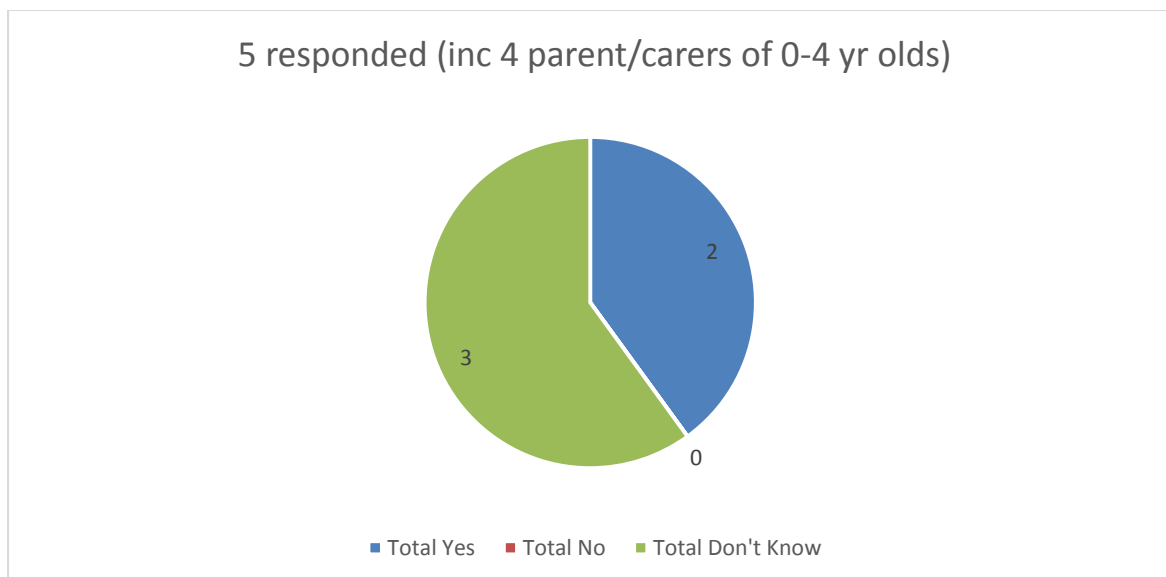
**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**



All responses: Yes 2 (40%) No 2 (40%) Don't know 1 (20%)

There was no clear majority for this question.

**Do you agree with the way the Council treats applications when parents have separated?**

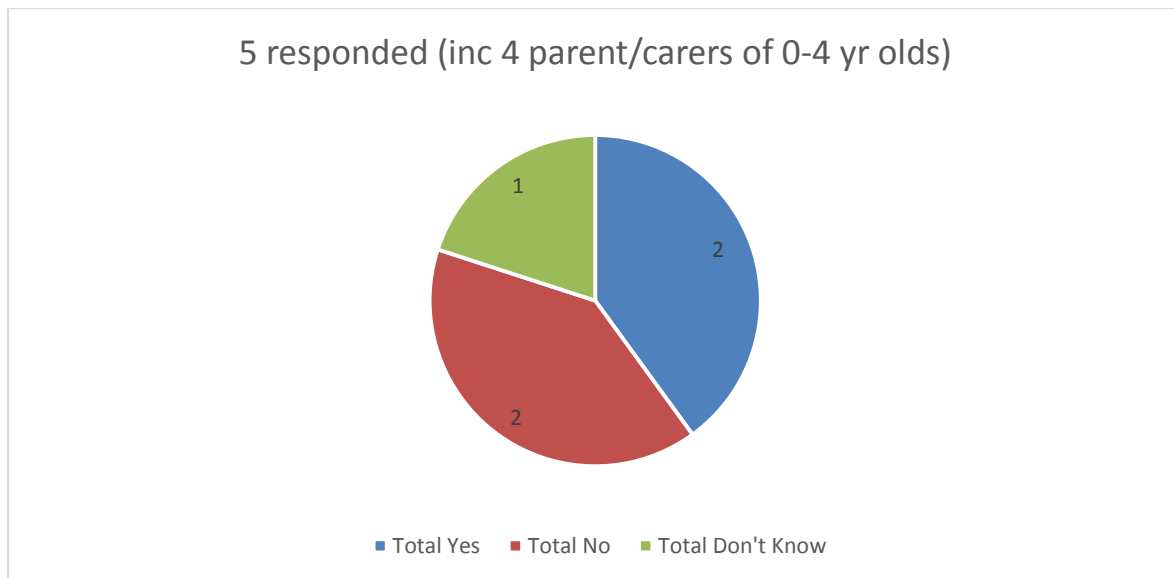


All responses: Yes 2 (40%) No 0 (0%) Don't know 3 (60%)

Although the majority agreed with this question, many remained unsure.



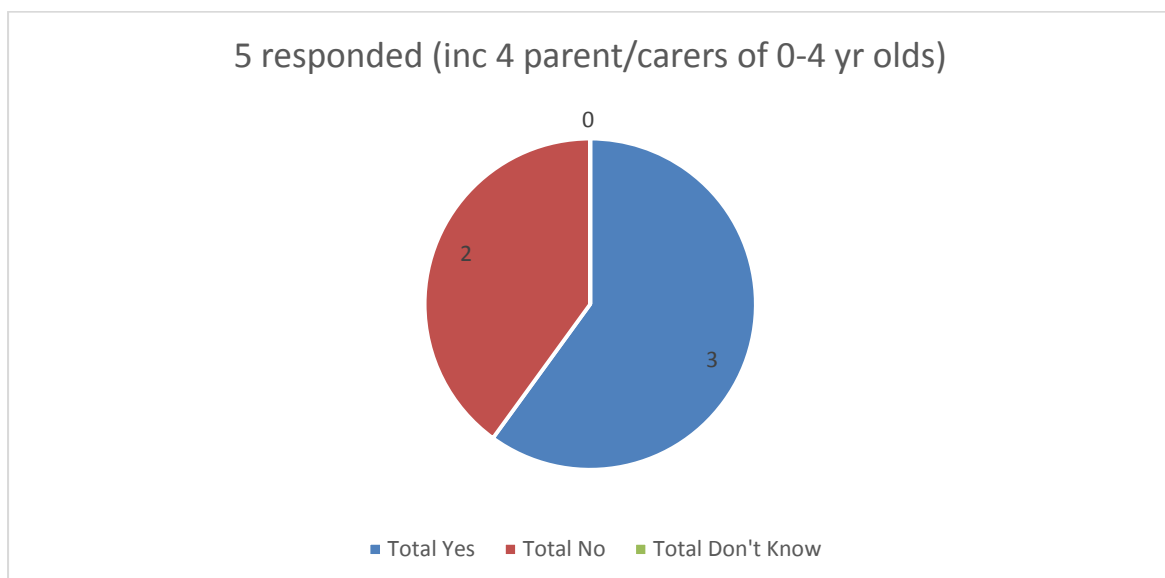
### Do you agree with the Council's sibling rules?



All responses: Yes 2 (40%) No 2 (40%) Don't know 1 (20%)

There was no clear majority for this question.

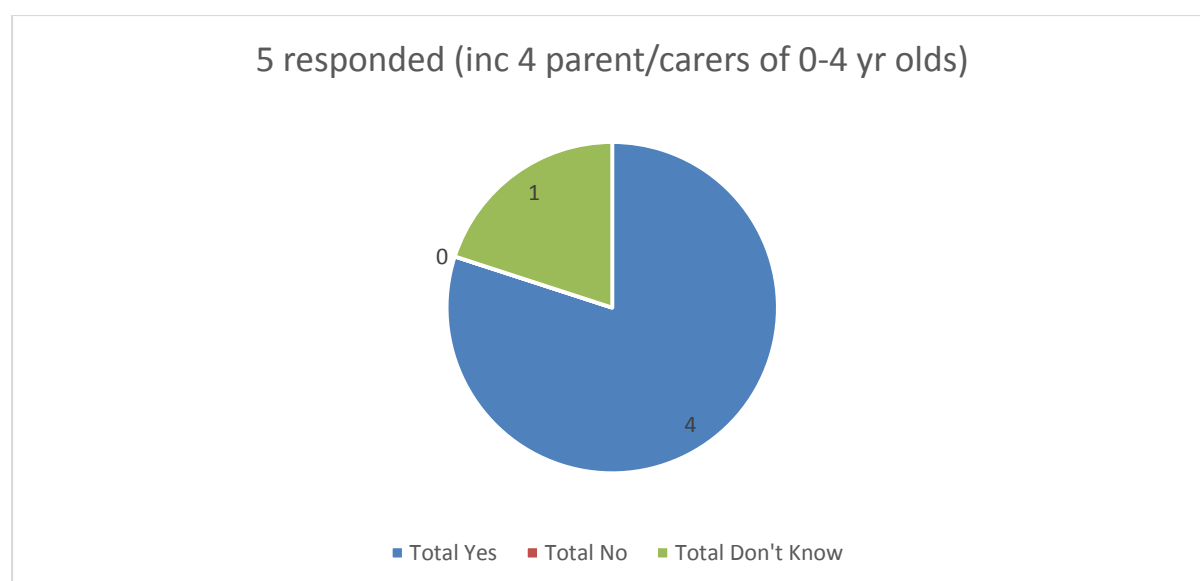
### Do you agree that the Council runs the waiting lists for the school year?



All responses: Yes 3 (60%) No 2 (40%) Don't know 0 (0%)

The majority agreed that the Council runs the waiting lists for the school year.

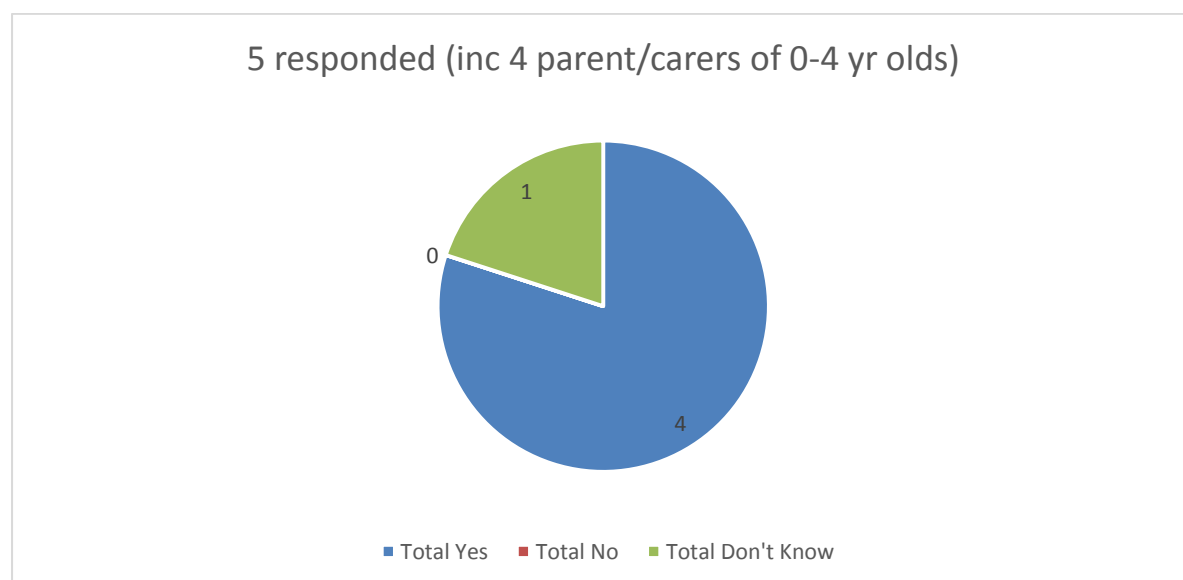
### Do you agree with the rules on 'Over and under age applications'?



All responses: Yes 4 (80%) No 0 (0%) Don't know 1 (20%)

The majority agreed with this question.

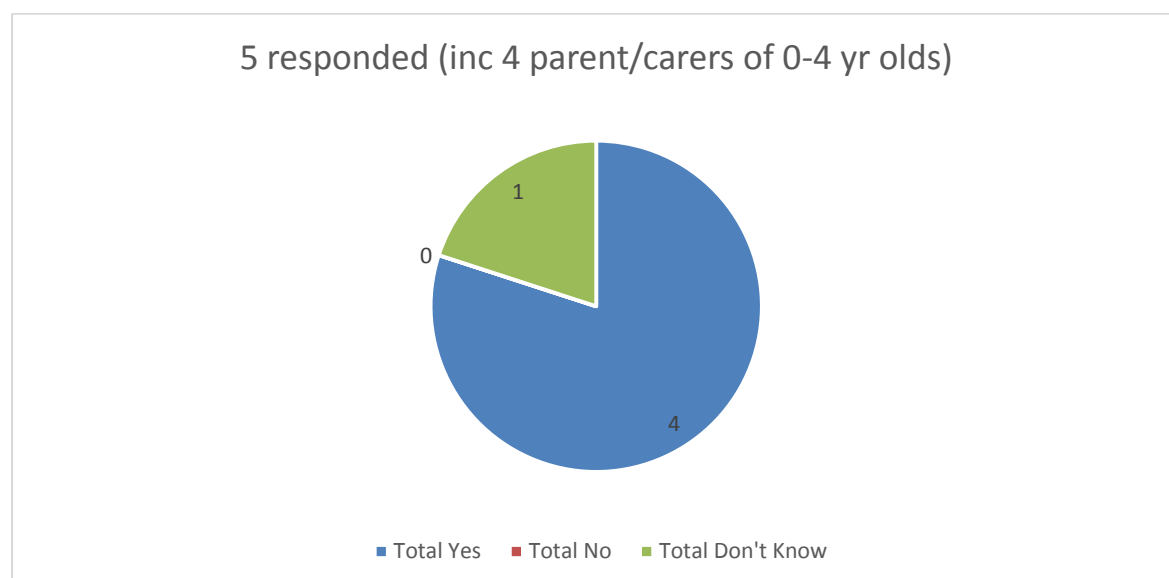
### Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?



All responses: Yes 4 (80%) No 0 (0%) Don't know 1 (20%)

The majority agreed with this question.

**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses:            Yes    4 (80%)            No    0 (0%) Don't know    1 (20%)

The majority agreed with this question.

#### **Other Comments (free text):**

Three comments were received from the free text for providing any other comments. These were all in relation to priority for all siblings before catchment, particularly those that are living out of catchment.

#### **Recommendation:**

Due to the significantly low number of responses to the consultation and from those that did, the majority were in support of the proposed arrangements, the recommendation is to **accept all proposed changes** for Earls Hall Primary School and determine the admission arrangements as outlined in Appendix 2.

## Edwards Hall Primary School

School places		420
Number on Roll (ASC Jan 17)		389
School Net Capacity (DfE management & finance guidance 2002)		420
Ward population 24-64 years	(Eastwood Park)	4633
Number of respondents to consultation	Surveys	0
	Emails	0

### School Characteristics

Edwards Hall historically receives more applications for admission than there are places, however in the last 6 years the school has accommodated all catchment applications and in all years has been able to offer places to children living out of catchment.

According January 2017 annual school census 10% of Edwards Hall catchment pupils attend a neighbouring school Heycroft Primary. In contrast to this, 17% of pupils on roll at the school are from Eastwood Primary's catchment area and 11% are from out of Borough.

The school net capacity is on par with the number of school places.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

### Catchment area:

There are no perceived risks regarding the current catchment area for Edwards Hall Primary and as such no changes to current catchment areas were proposed as part of the formal consultation. (Please refer to the full proposed explanatory notes at the end of the report.)

### Survey responses

No responses were received in relation to this school, either from email or the school survey.

### Recommendation:

**Accept the proposed changes** for Edwards Hall Primary School and determine the admission arrangements as outlined in Appendix 2.

## Fairways Primary School

School places		420
Number on Roll (ASC Jan 17)		417
School Net Capacity (DfE management & finance guidance 2002)		420
Ward population 24-64 years	(Belfairs)	9458
Number of respondents to consultation	Surveys	11
	Emails	0

### School Characteristics

Fairways historically receives more applications for admission than there are places, however in the last 6 years the school has accommodated all catchment applications and in all years has been able to offer places to children living out of catchment.

Birth numbers appear fairly contained and although range between slightly above or below PAN there are not current concerns with oversubscription due to historic patterns of parents applying to neighbouring schools such as Blenheim Primary.

One unique factor of Fairways catchment is that a vast section of the South Western catchment, borders Belfairs Woods in West Leigh's catchment. It is due to the barrier of the woods that Fairways has not been considered as a solution to West Leigh's oversubscription.

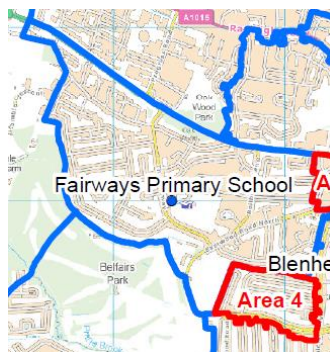
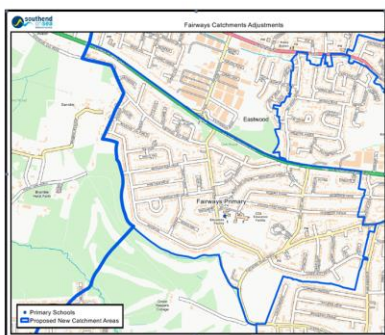
The school net capacity is on par with the number of school places.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

### Catchment area:

The proposal included changes to the catchment area removing four roads south east of the catchment area (area 4). The proposal is not directly linked to concerns of oversubscription but a reorganisation to reflect current admission patterns and proposed changes to two neighbouring own admission authority schools:

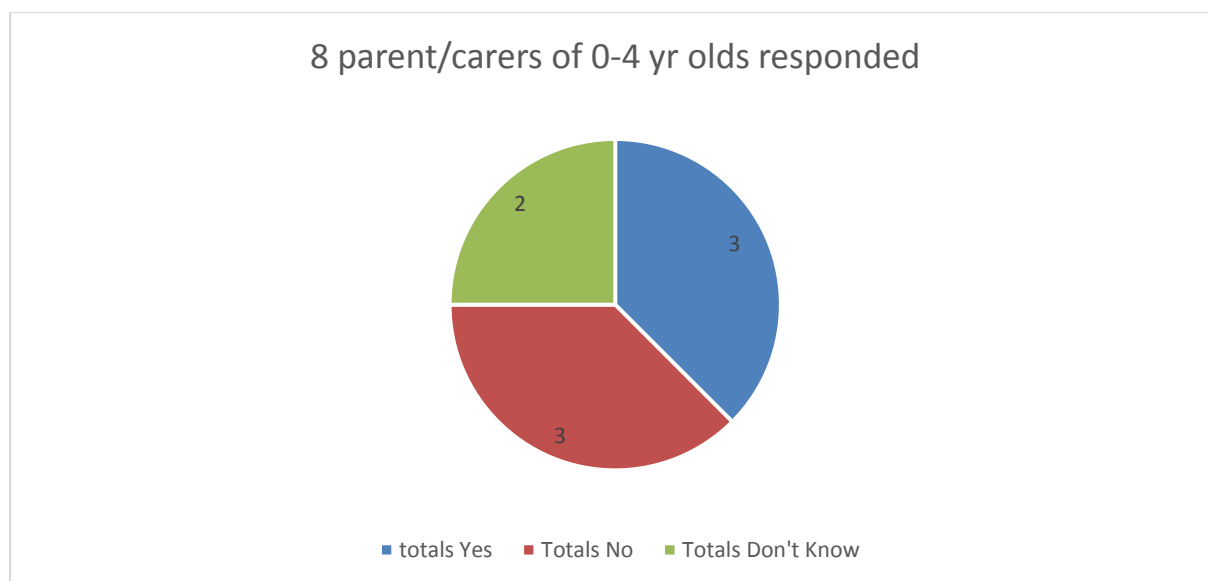


## Survey responses

11 parents responded to the survey, however 3 only completed the first identifying question. 2 were parents but only completed an answer to question 6, 1 parent only answered 2 questions and 5 were fully completed 3 of which were parents and 2 grandparents.

Survey Questions and answers (due to the low numbers, the data is shown in full and has not been split into parents of children aged 0-4 years):

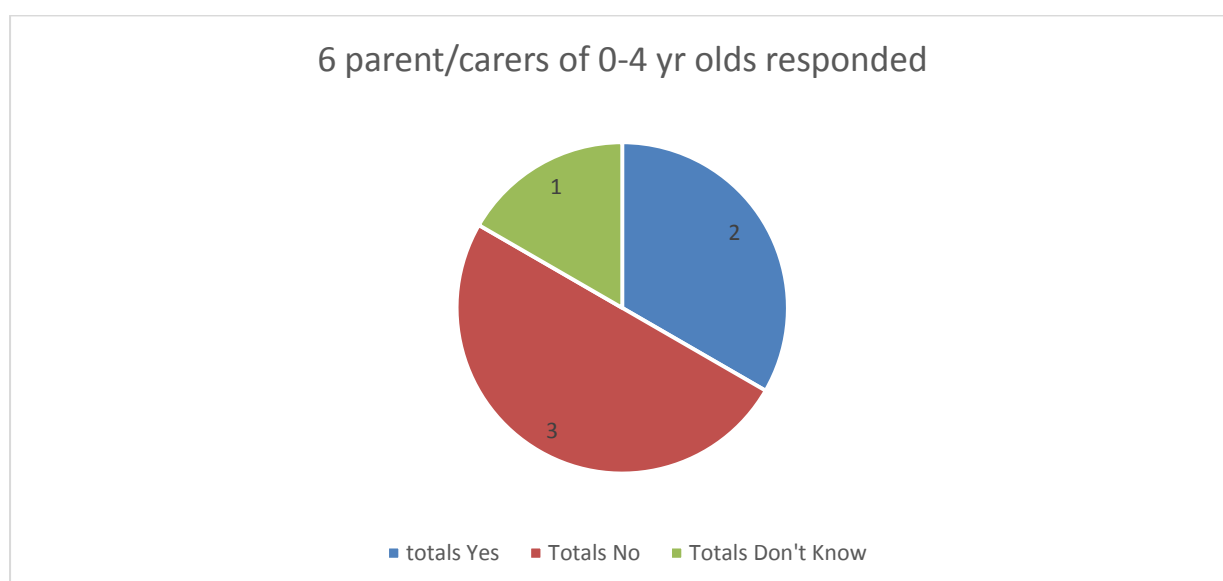
## Do you agree with the Published Admission Number (PAN) for Fairways Primary School?



All responses: Yes 3 (37.5%) No 3 (37.5%) Don't know 2 (25%)

None of the free text comments asking why people didn't agree were in relation to the schools PAN

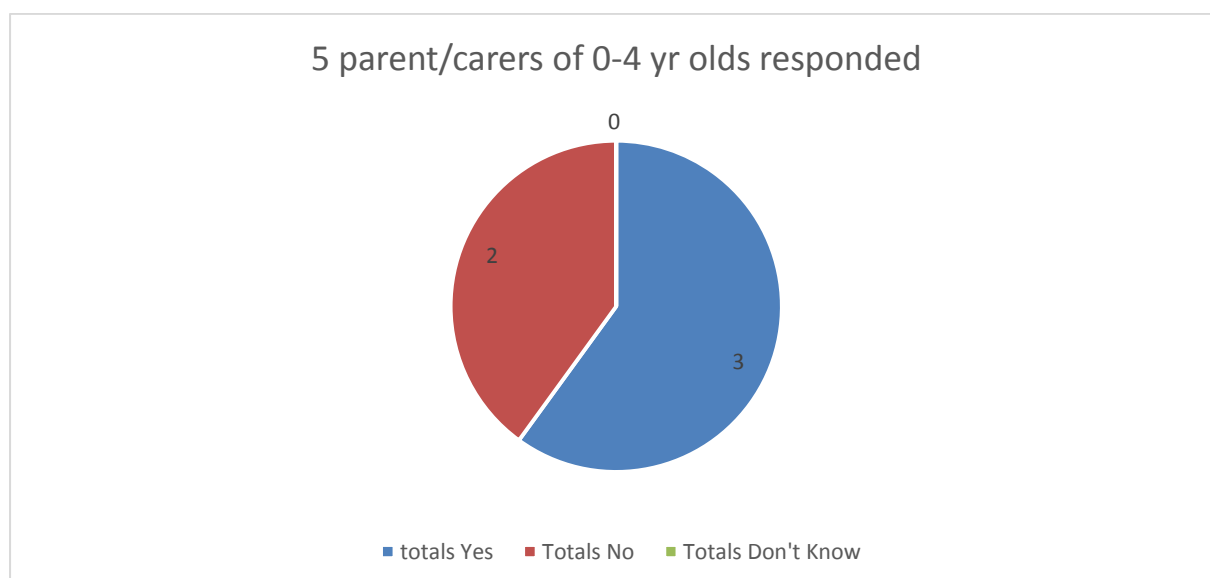
**Do you find the oversubscription criteria for admission to Fairways Primary School for 2019 easy to understand?**



All responses: Yes 2 (33.3%) No 3 (50%) Don't know 1 (16.75%)

Responses were mixed, with the only comments relating to no evidence of oversubscription and thus identifying that there is no need for change. Proposals for this school were in relation to reorganisation rather than oversubscription.

**Do you find that the 2019 admission criteria for Fairways Primary School are reasonable?**

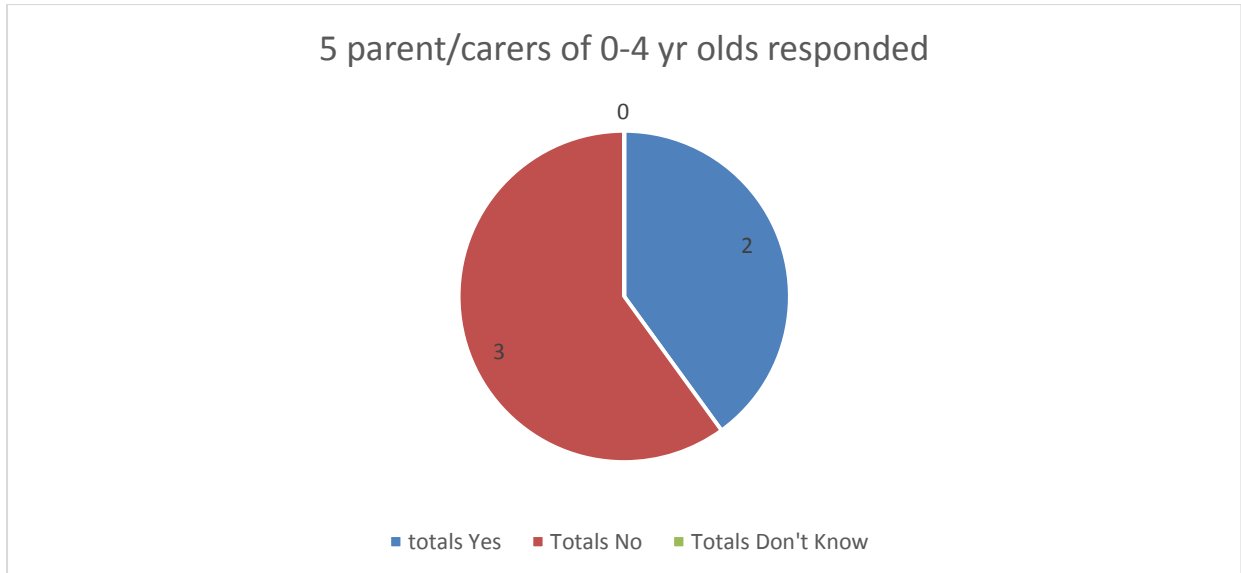


All responses: Yes 3 (60%) No 2 (40%) Don't know 0 (0%)

Although very small numbers, the majority of people agreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable was:

- 1 negatively affects those that have moved into catchment
- 1 children living in catchment should be the highest criteria

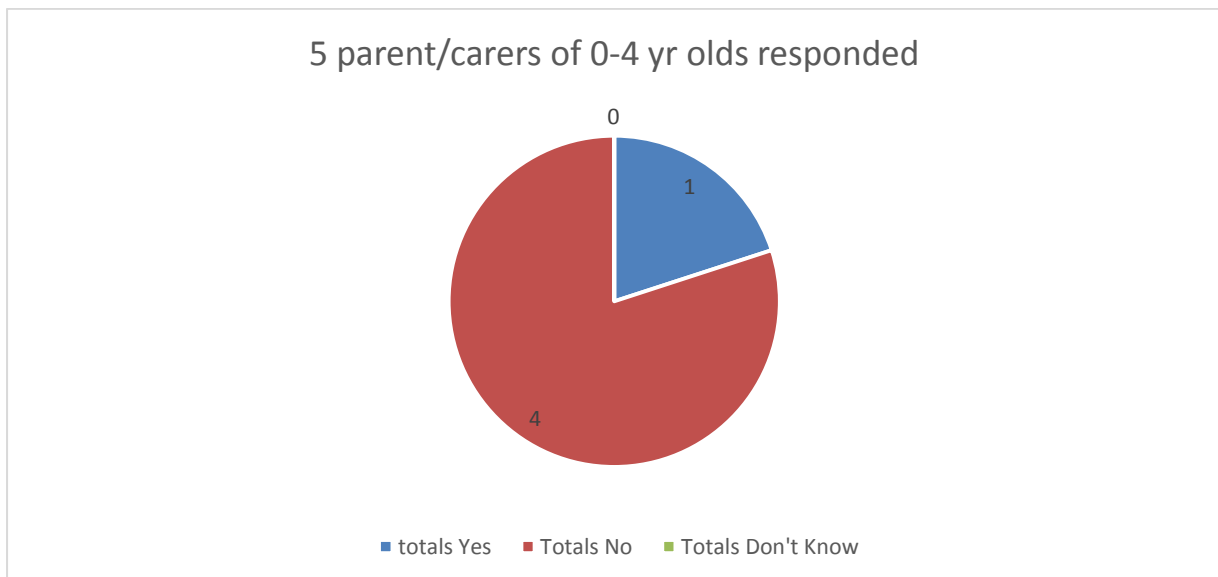
**Do you find that the 2019 proposed catchment area for Fairways Primary School is clear?**



All responses: Yes 2 (40%) No 3 (60%) Don't know 0 (0%)

3 people found the catchment area to be unclear. The free text identifying why it was unclear was again in relation to data not suggesting any risk of oversubscription.

**Do you find that the 2019 proposed catchment area for Fairways Primary School is reasonable?**



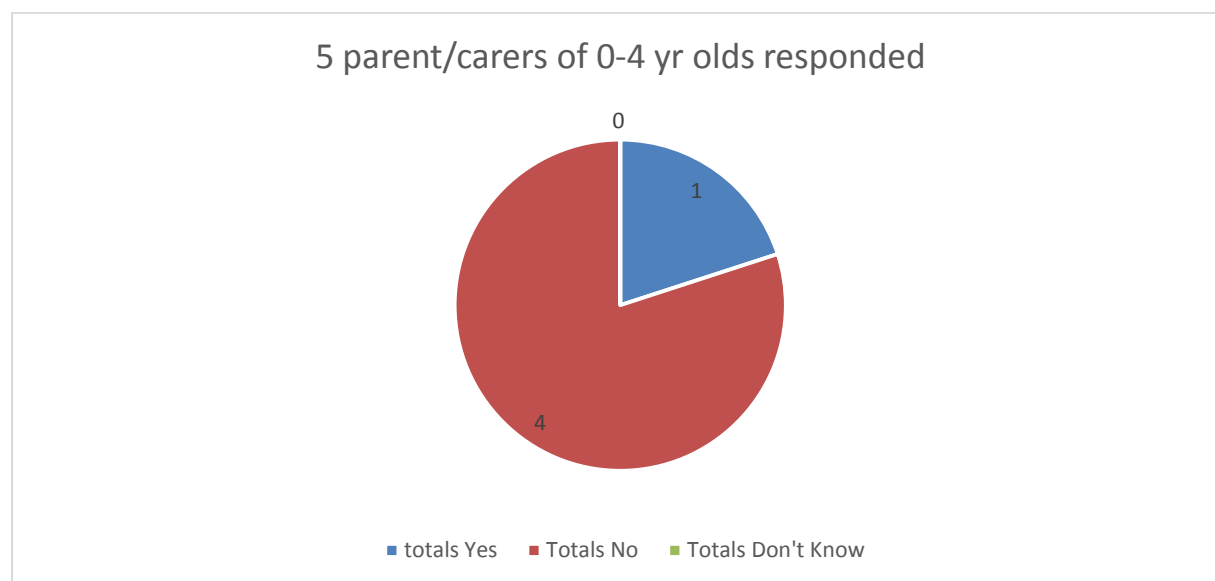
All responses: Yes 1 (20%) No 4 (80%) Don't know 0 (0%)



The majority of people disagreed that the proposed catchment area was reasonable. Themes from free text regarding why people found the catchment area unreasonable were:

- 1 dividing the community
- 2 No change
- 1 data used is incorrect/ no reason for change
- 1 specifically purchased in catchment – now being removed (area 4)

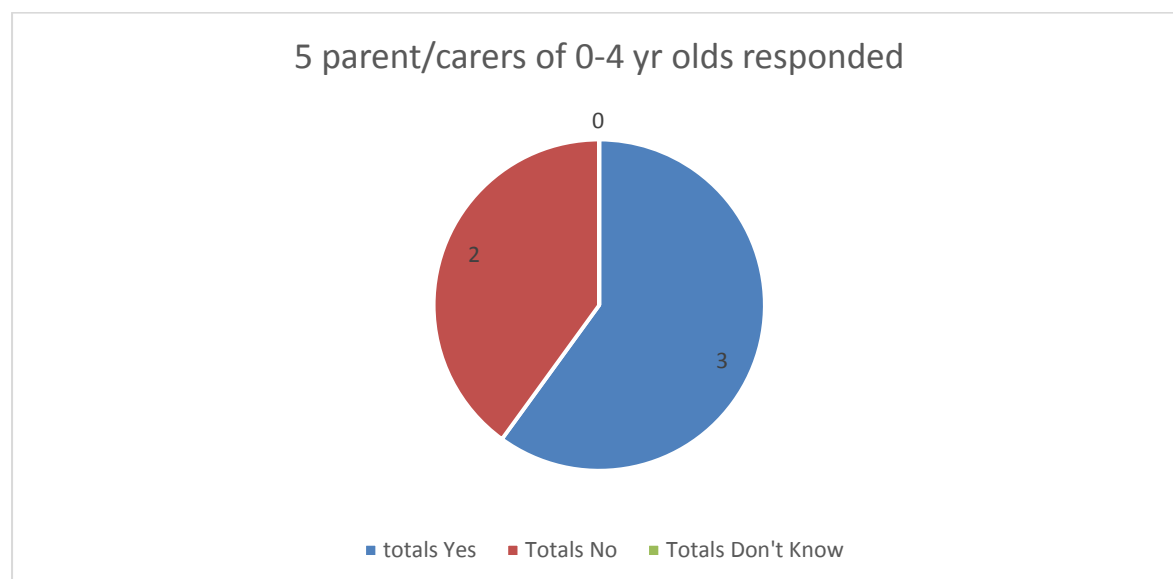
### Do you agree with the admission arrangements for Fairways Primary School?



All responses: Yes 1 (20%) No 4 (80%) Don't know 0 (0%)

Although numbers of respondents were particularly low, the majority were not in agreement with admission arrangements.

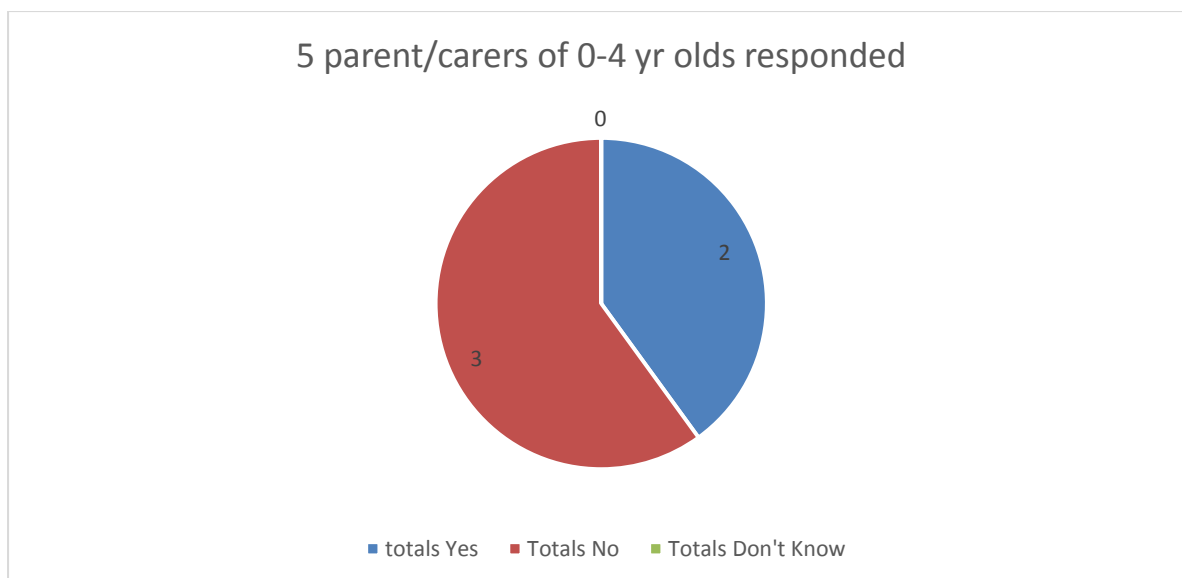
### Do you agree that all siblings have priority?



All responses:      Yes    3 (60%)      No      2 (40%)      Don't know    0 (0%)

A small majority agreed all siblings should have priority.

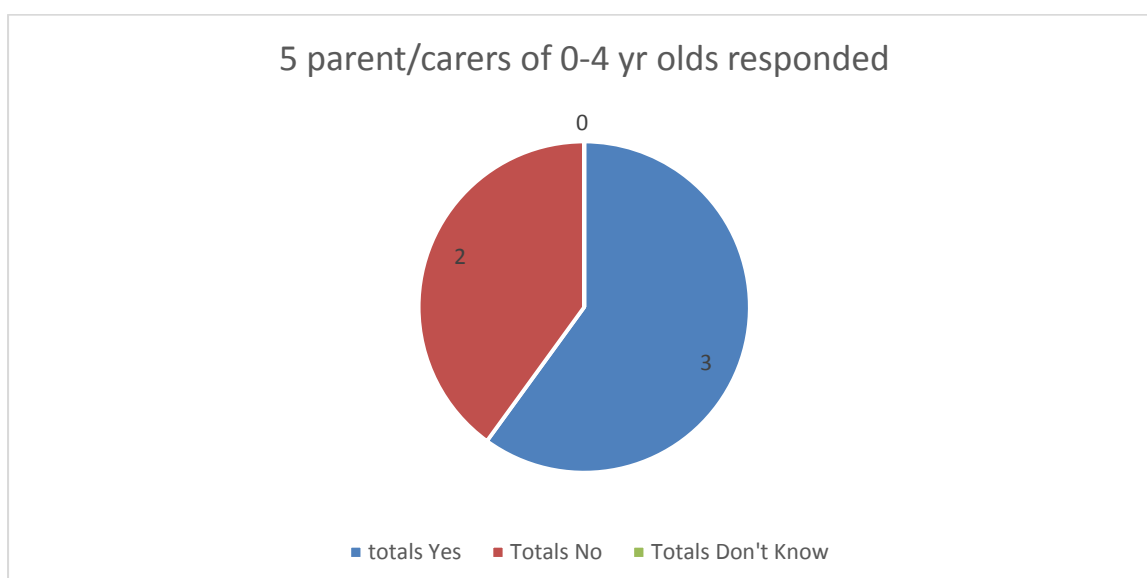
**Do you agree that pupils of staff have priority before anyone outside the catchment area?**



All responses:      Yes    2 (40%)      No      3 (60%)      Don't know    0 (0%)

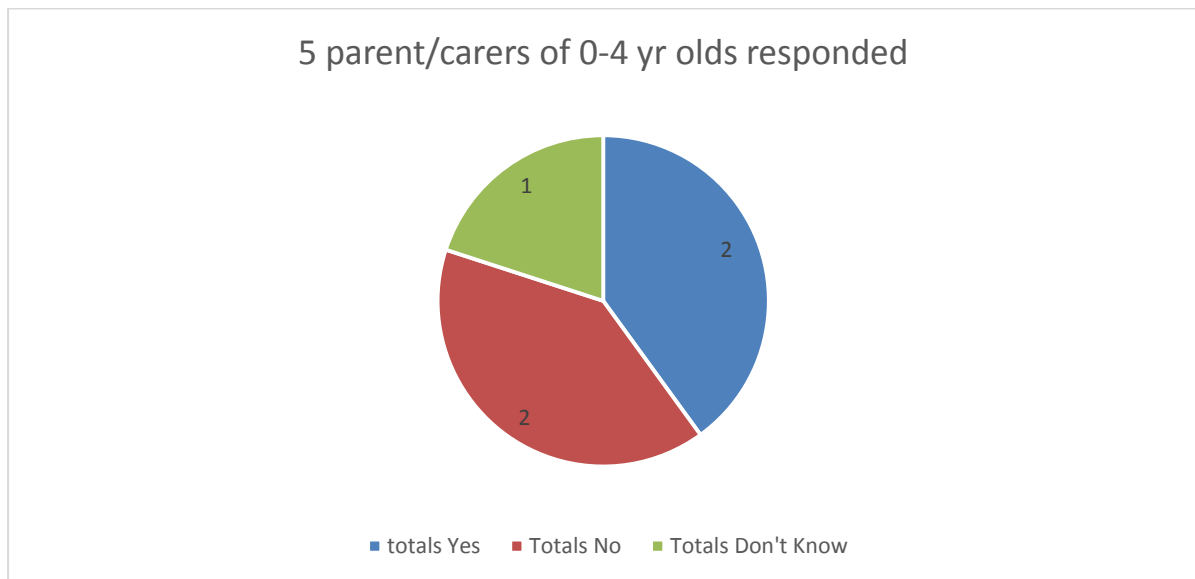
A small majority disagreed that pupils of staff should have priority.

**Do you agree with the way the Council measures distance?**



All responses:      Yes    3 (60%)      No      2 (40%)      Don't know    0 (0%)

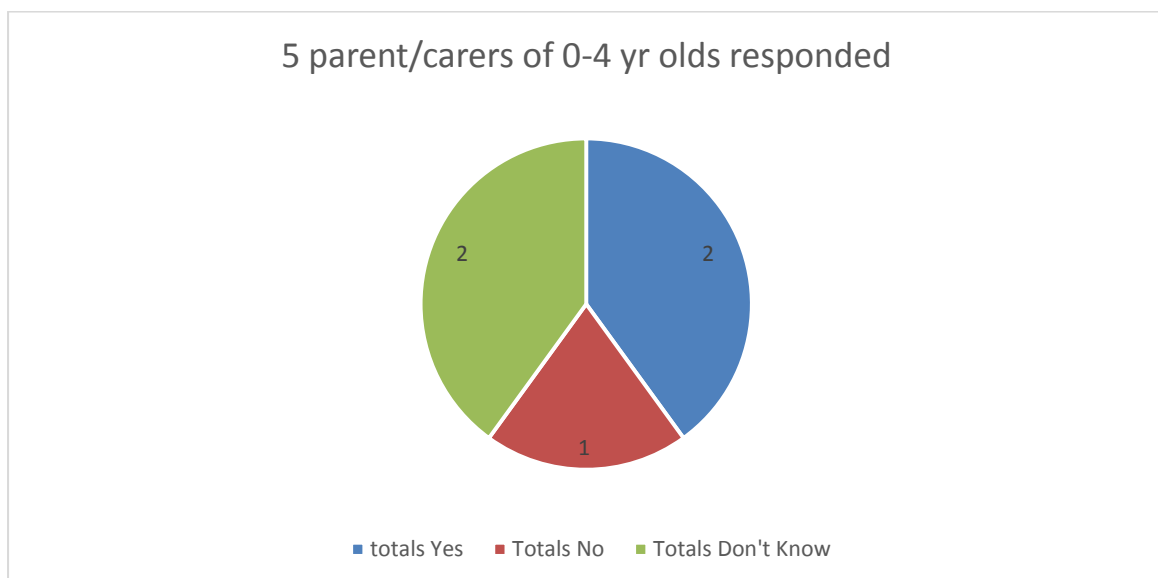
**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**



All responses: Yes 2 (40%) No 2 (40%) Don't know 1 (20%)

There was no clear majority for this question.

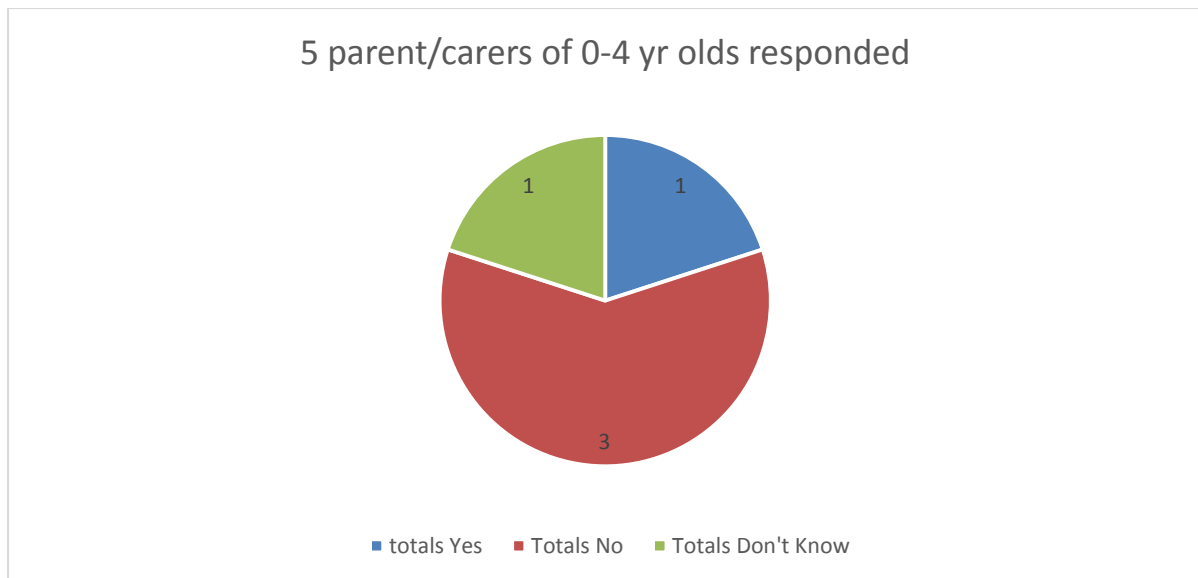
**Do you agree with the way the Council treats applications when parents have separated?**



All responses: Yes 2 (40%) No 1 (20%) Don't know 2 (40%)

Although the majority agreed with this question, many remained unsure.

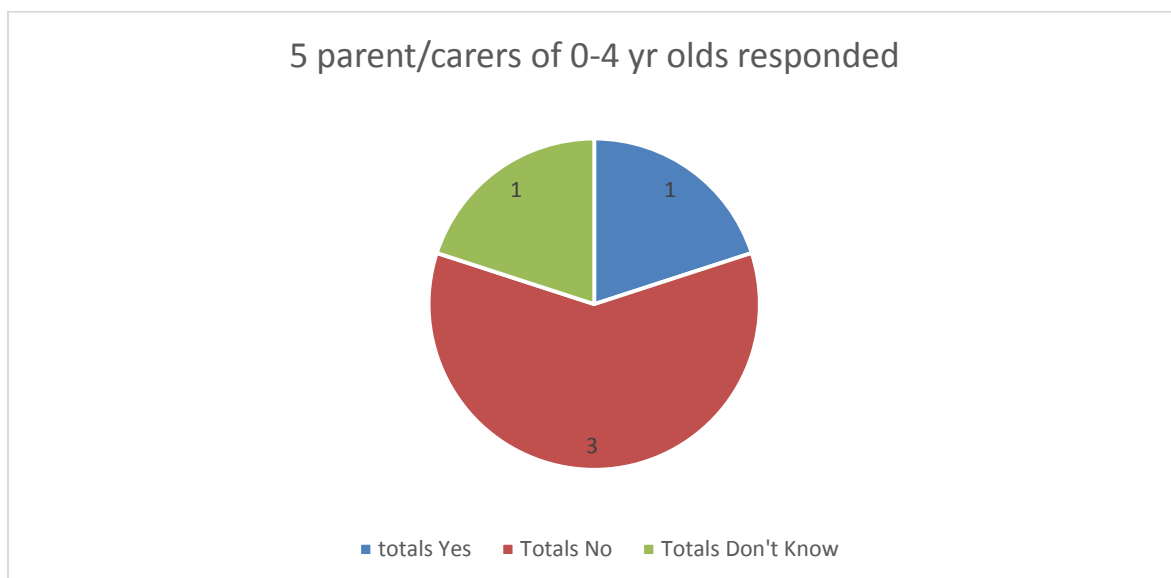
### Do you agree with the Council's sibling rules?



All responses:      Yes    1 (20%)      No    3 (60%)      Don't know    1 (20%)

The majority disagreed with the councils sibling rules.

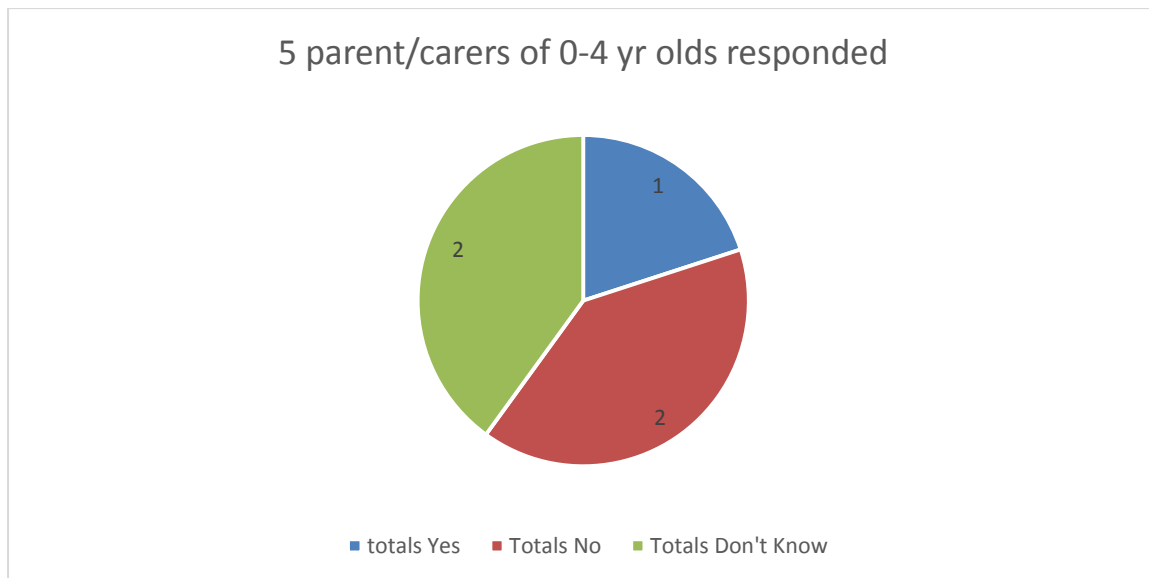
### Do you agree that the Council runs the waiting lists for the school year?



All responses:      Yes    1 (20%)      No    3 (60%)      Don't know    1 (20%)

The majority disagreed that the Council runs the waiting lists for the school year.

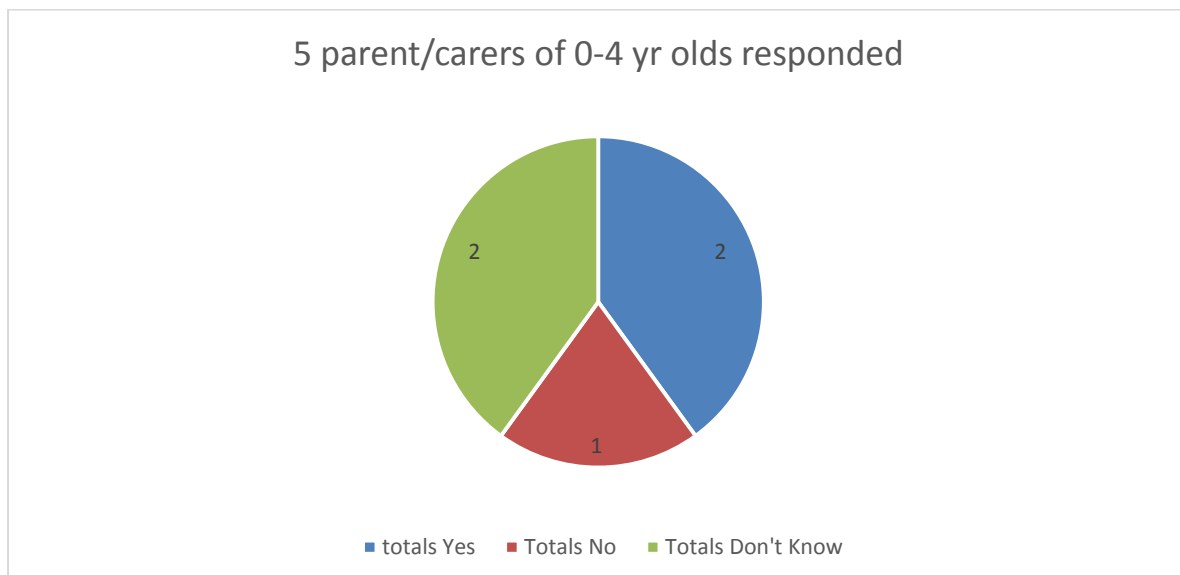
### Do you agree with the rules on 'Over and under age applications'?



All responses: Yes 1 (20%) No 2 (40%) Don't know 2 (40%)

Although the majority (2) disagreed with this question, equal numbers remained unsure.

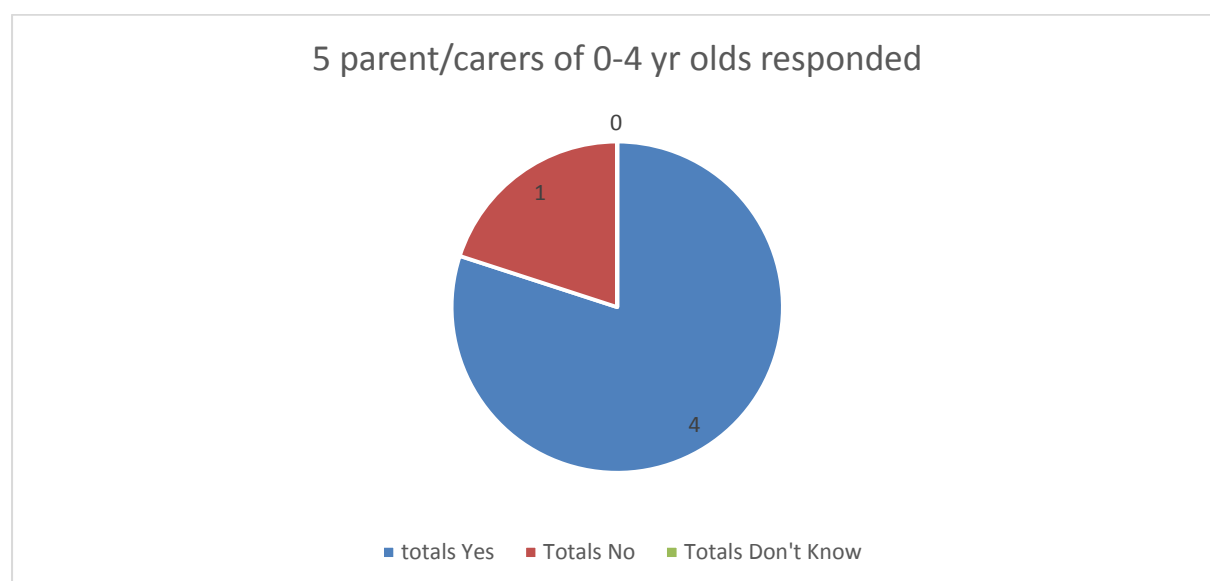
### Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?



All responses: Yes 2 (40%) No 1 (20%) Don't know 2 (40%)

Although the majority (2) agreed with this question, equal numbers remained unsure.

**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses:      Yes    4 (80%)      No    1 (20%)      Don't know    0 (0%)

The majority agreed with this question.

#### **Other Comments (free text):**

Four further comments were received from the free text for providing any other comments. Two of these were raising concern regarding which school their children would attend and two were requests for no change.

#### **Recommendation:**

Due to the significantly low number of responses to the consultation and the likelihood that Fairways will continue to offer places outside of the catchment area, the recommendation is to **accept all proposed changes** and determine the admission arrangements for Fairways Primary School as outlined in Appendix 2. Based on previous patterns of admission it is very likely that parents within a reasonable distance to the school i.e. catchment and bordering roads within the Blenheim catchment will be able to gain a place in average birth years as current through parental preferences.

## Heycroft Primary School

School places		420
Number on Roll (ASC Jan 17)		418
School Net Capacity (DfE management & finance guidance 2002)		425
Ward population 24-64 years	(Eastwood Park)	4633
	(St Laurence)	5056
Number of respondents to consultation	Surveys	1
	Emails	0

### School Characteristics

Heycroft historically receives more applications for admission than there are places, however in the last 6 years the school has accommodated all catchment applications and in all years has been able to offer places to children living out of catchment.

According to the January 2017 annual school census 63% of pupils are resident within the catchment area.

The school net capacity is very slightly greater than the number of school places.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children ;
  2. Pupils who live in the catchment area and have a sibling attending the school;
  3. Pupils who live in the catchment area;
  4. Pupils of staff at the school;
  5. Pupils who live outside the catchment area who have a sibling attending the school;
  6. Pupils who live outside the catchment area.
- (for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

### Catchment area:

No changes to current catchment areas were proposed as part of the formal consultation. (Please refer to the full proposed explanatory notes at the end of the report.)

### Survey responses

Only one person responded to the survey, only completing their name, address and their relationship to the school. No answers regarding the proposed arrangements were completed.

### Recommendation:

**Accept all proposed changes for Heycroft Primary School** and determine the admission arrangements as outlined in Appendix 2

## Leigh North Street Primary School

School places		630
Number on Roll (ASC Jan 17)		629
School Net Capacity (DfE management & finance guidance 2002)		583
Ward population 24-64 years	(Leigh)	5851
Number of respondents to consultation	Surveys	81
	Emails	8

### Characteristics of the School

Leigh North Street is the smallest school in the southern part of Leigh with a PAN of 90. Similar to the other schools in South Leigh, they regularly receive more applications than places and in some years have been unable to meet catchment demand.

Like Chalkwell Hall, years of unmet catchment has not necessarily correlated with the higher birth years. For example, the two highest years of births in this area met all catchment applications but previous lower birth years did not.

For the 2019 reception intake, recorded births in area are higher than the previous two years but lower than 2016 where the school met all catchment applications. On average only a very small percentage of this population apply to different schools.

It has been suggested that Our Lady of Lourdes meets a high representation of this catchment population, however the reality is that from 2014-2016 only 1.6% of Leigh North Streets catchment gained a place in Our Lady of Lourdes reception.

Similar to other South Leigh Schools, the school site is small and considerably under the recommended net capacity for the number of pupils on site which attributes to the reasons why this school was not expanded as part of the primary places strategy from 2010.

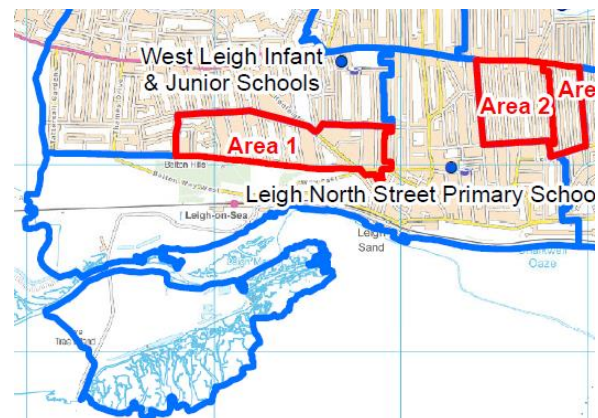
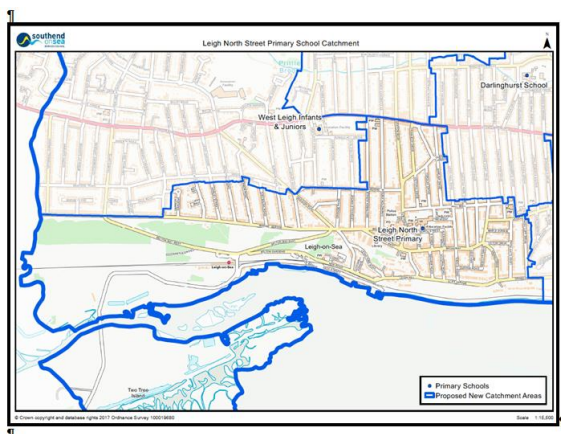
### Proposed Oversubscription Criteria

1. Looked after children and previously looked after children;
  2. Pupils who have a sibling attending the school;
  3. Pupils of staff at the school;
  4. Pupils who live in the catchment area ;
  5. Pupils who live outside the catchment area.
- (for all criteria see explanatory notes)

Catchment area:



The proposal included changes to the catchment area removing roads north east of the catchment area (area 2) and adding roads south west of the catchment (area 1):



Arguments for and against making no changes to catchment areas:

For
In some years the school can admit all catchment applications
Not popular by those living in the catchment area (details contained in below feedback)
Births drop below PAN in 2021
Early 2018 admission data is not suggesting further patterns of migration into the area.

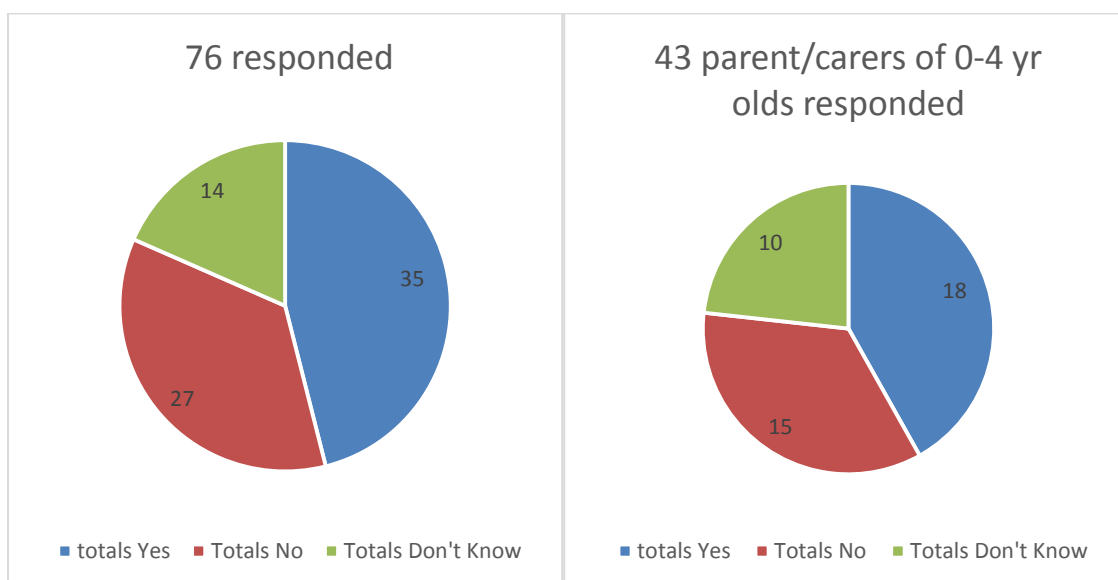
Against
Risk of continued patterns of higher numbers of catchment applications than places - Births continue to exceed number of places in 2019 and 2020
Risk of unreasonable expectation of a catchment place due to proposed increased catchment area from numbers of applications from the west (area 1)

## Survey responses

81 responses were received in relation to this school, including one paper response of which 8 were duplicates, 5 contained no responses beyond the initial identifying data and two only responded to the first question on admission arrangements. Of these responses, 62 were parents, 4 grandparents, 9 local residents, 4 governors of the school, 1 member of staff and 1 sibling. 76 individual responses have been used for the below analysis (this includes all data received in relation to questions relating to the admission arrangements, duplicate surveys from the same respondent have not been included in the statistical analysis).

Survey Questions and answers:

**Do you agree with the Published Admission Number (PAN) for Leigh North Street Primary School?**



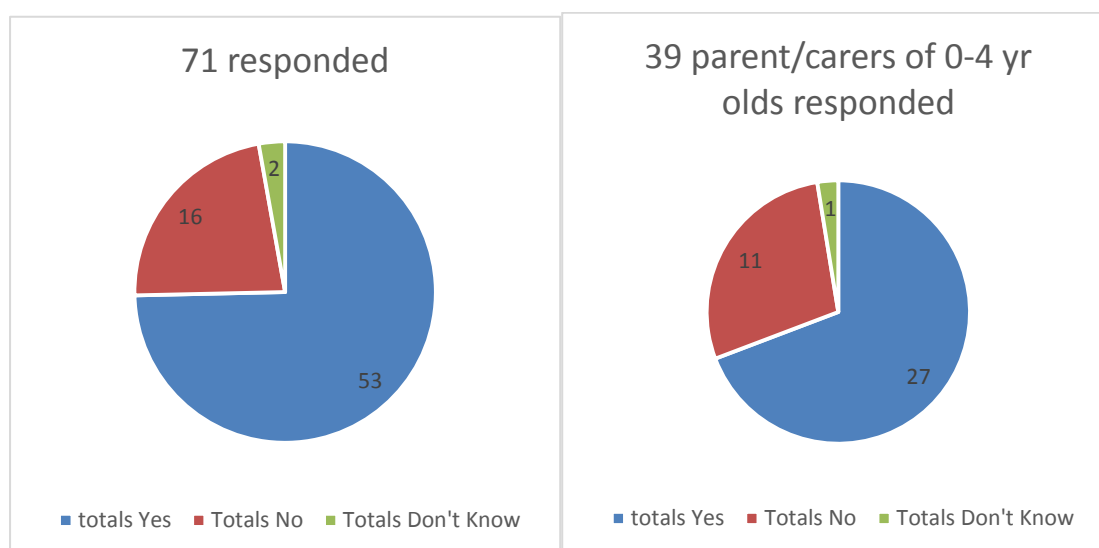
All responses:            Yes    35 (46.1%)    No    27 (35.5%)    Don't know    14 (18.4%)

**Parents 0-4 Yr olds: Yes    18 (41.9%)    No    15 (34.9%)    Don't know    10 (23.3%)**

A small majority of respondents agreed with the published admission number. Themes from free text regarding why people responded that they did not agree with the published admission number or didn't know:

- 6 respondents requested that the PAN be increased at Leigh North Street (admission number)
- 2 people identified that the information was not clear/didn't understand
- All other responses were in relation to admission arrangements
  - 4        dividing the community
  - 5        No change
  - 1        priority should be given to area 2 residents
  - 3        concerns relating to Darlington Ofsted rating
  - 6        concerns relating to crossing the London Road/safety/increased traffic
  - 1        concerns of people fraudulently gaining admission/gaming
  - 3        reduction in house price value
  - 6        data used is incorrect/ no reason for change
  - 4        specifically purchased in catchment – now being removed

## Do you find the oversubscription criteria for admission to Leigh North Street Primary School for 2019 easy to understand?



All responses: Yes 53 (74.6%) No 16 (22.5%) Don't know 2 (2.8%)

**Parents 0-4 Yr olds: Yes 27 (69.2%) No 11 (28.2%) Don't know 1 (2.6%)**

The majority of people agreed that the oversubscription criteria were easy to understand. Themes from free text of those that responded that they did not find the criteria easy to understand or didn't know were:

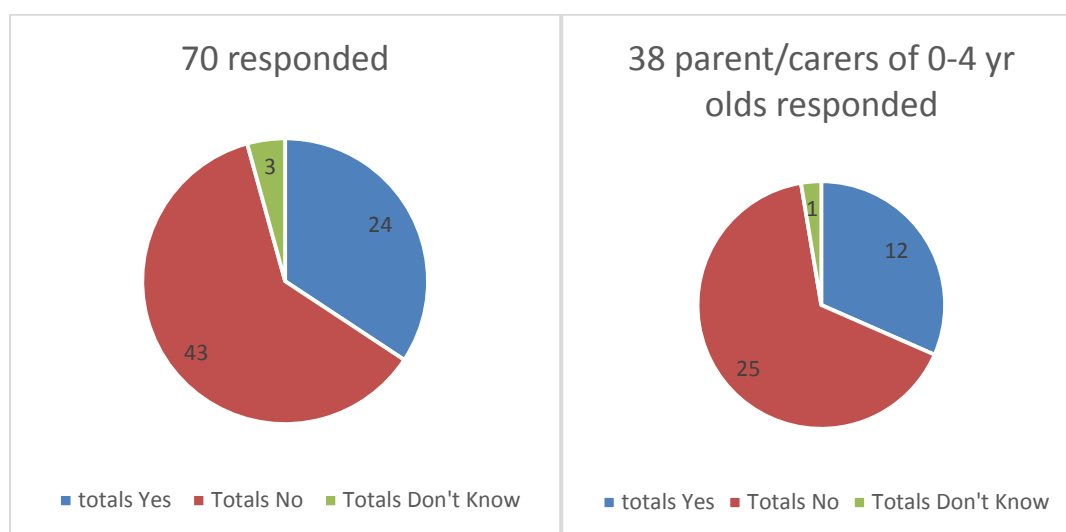
- 2 confusion regarding how the criteria is administrated
- 4 consultation document is lacking detail and difficult to understand
- 1 sibling criteria unclear
- All other responses were in relation to specific dissatisfaction regarding the admission arrangements rather than why they were difficult to understand
  - 4 No change
  - 4 sibling priority only for those in catchment
  - 4 against pupils of staff criteria
  - 1 reduction in house price value
  - 1 data used is incorrect/ no reason for change

Quotes;

*If there is an over-subscription concern, the council are exacerbating any problem by giving priority to children of staff;*

*I do not understand why our catchment is being changed.*

## Do you find that the 2019 admission criteria for Leigh North Street Primary School are reasonable?



All responses: Yes 24 (34.3%) No 43 (61.4%) Don't know 3 (4.3%)

**Parents 0-4 Yr olds: Yes 12 (31.6%) No 25 (65.8%) Don't know 1 (2.6%)**

The majority of people disagreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable or didn't know was:

- 4 dividing the community
- 10 No change
- 1 All siblings should have equal priority
- 6 sibling priority only for those in catchment and area 2
- 5 not in agreement to children of staff
- 2 siblings should not have any priority above catchment
- 4 area 2 should have priority within arrangements
- 2 concerns relating to Darlington Ofsted rating
- 9 concerns relating to crossing the London Road/safety/increased traffic
- 2 concerns of multiple fraudulent applications/gaming
- 5 reduction in house price value
- 1 data used is incorrect/ no reason for change
- 3 specifically purchased in catchment – now being removed

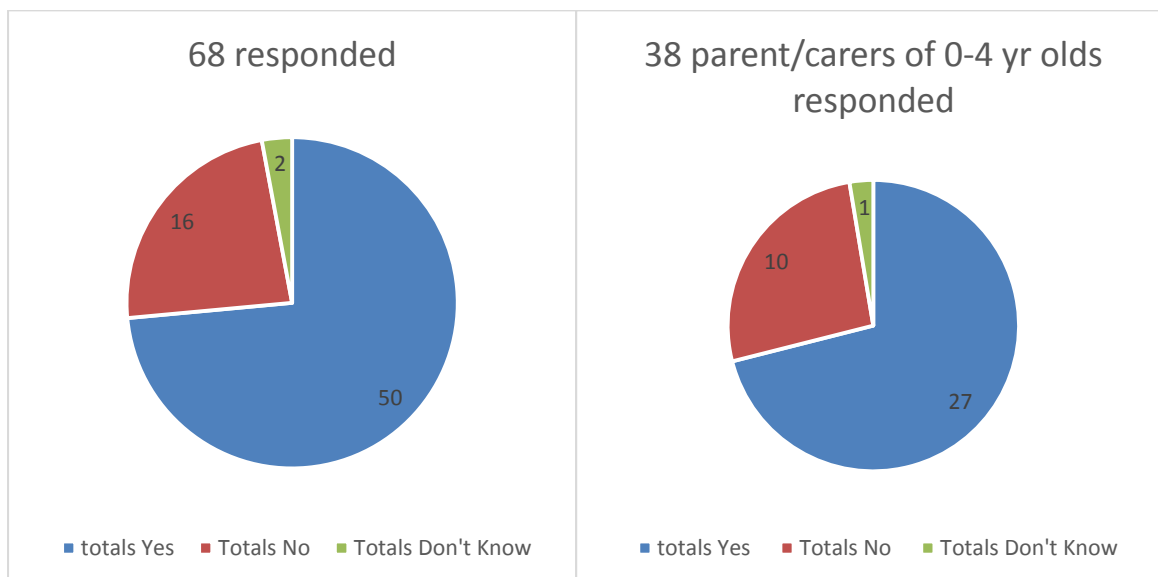
Quotes:

*We strongly oppose the proposed school catchment boundary changes for Leigh North Street Primary School.*

*Children will have to cross the busy London road where there are hardly any crossing points*

*Siblings from outside the Catchment should not be admitted once the family moves out of the Catchment.*

**Do you find that the 2019 proposed catchment area for Leigh North Street Primary School is clear?**



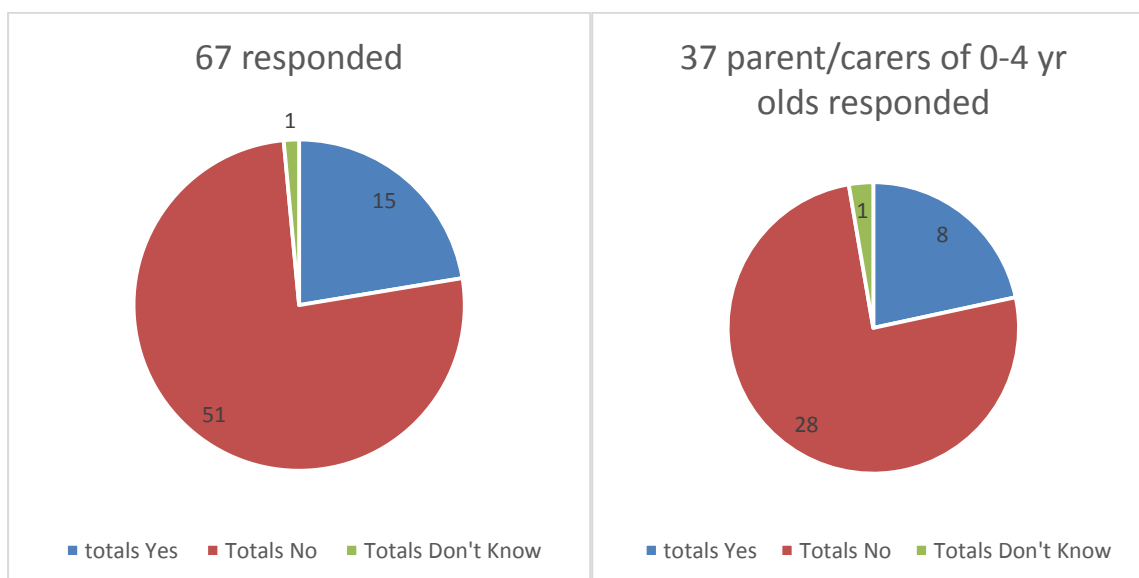
All responses: Yes 50 (73.5%) No 16 (23.5%) Don't know 2 (2.9%)

**Parents 0-4 Yr olds: Yes 27 (71.1%) No 10 (26.3%) Don't know 1 (2.6%)**

The majority of people agreed that the proposed catchment area was clear. Themes from free text regarding why people responded that they did not find the catchment area clear was:

- 2 location of roads being removed/map is not clear
- 4 No change
- 1 reduction in house price value
- 2 data used is incorrect/ no reason for change
- 2 specifically purchased in catchment – now being removed

### Do you find that the 2019 proposed catchment area for Leigh North Street Primary School is reasonable?



All responses: Yes 15 (22.4%) No 51 (76.1%) Don't know 1 (1.5%)

**Parents 0-4 Yr olds: Yes 8 (21.6%) No 28 (75.7%) Don't know 1 (2.7%)**

The majority of people disagreed that the proposed catchment area was reasonable.

Themes from free text regarding why people found the catchment area unreasonable were:

- 8 dividing the community
- 5 No change
- 2 agree all siblings have priority
- 1 sibling priority only for those in catchment and area 2
- 4 priority should be given to residents living in area 2
- 7 concerns relating to Darlington Ofsted rating for pupils moved from area 2
- 17 concerns relating to crossing the London Road/safety/increased traffic for pupils in area 2
- 4 reduction in house price value for area 2
- 2 data used is incorrect/ no reason for change
- 2 specifically purchased in catchment – now being removed (area 2)

Quotes:

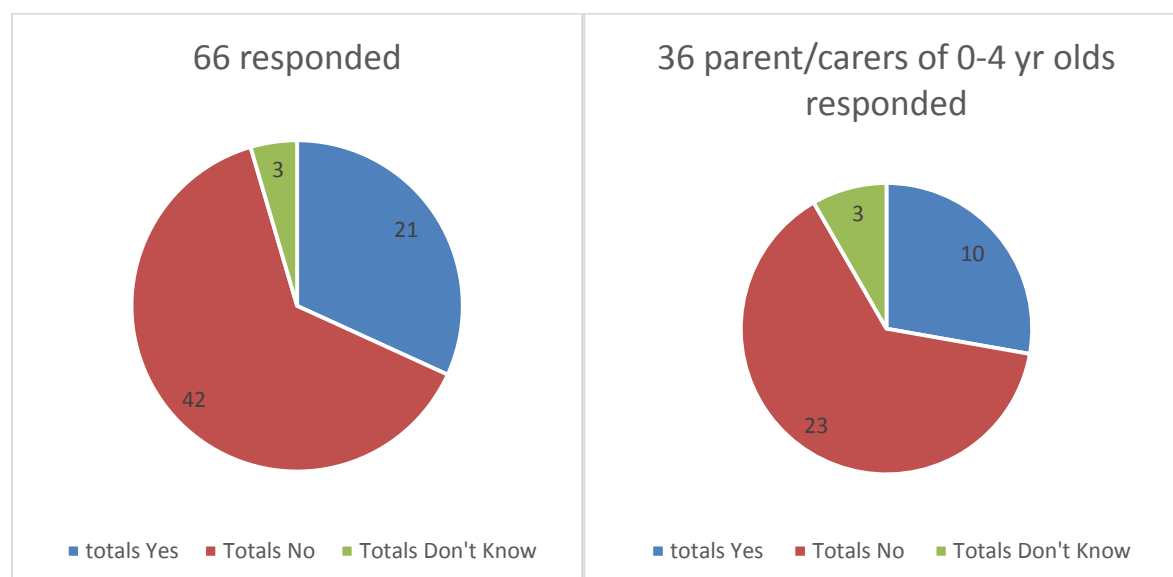
*It is wholly unreasonable to move a large proportion of local residents in Area 2 from Leigh North Street School to Darlington to make way for those who live in Area 1.*

*Removing such a large section of Leigh North Street's catchment is hugely disruptive to the local community*

*it is unreasonable to give priority to Area 1 for the West Leigh catchment area whilst denying priority to Areas 2 and 3 to North Street and Chalkwell. Areas 2 and 3 must be treated equally and must not be denied the opportunity to attend their current catchment area school by being given priority to North Street and Chalkwell.*

*I have significant concerns about DH which give me significant concern that my child is likely to receive a substandard education.*

**Do you agree with the admission arrangements for Leigh North Street Primary School?**

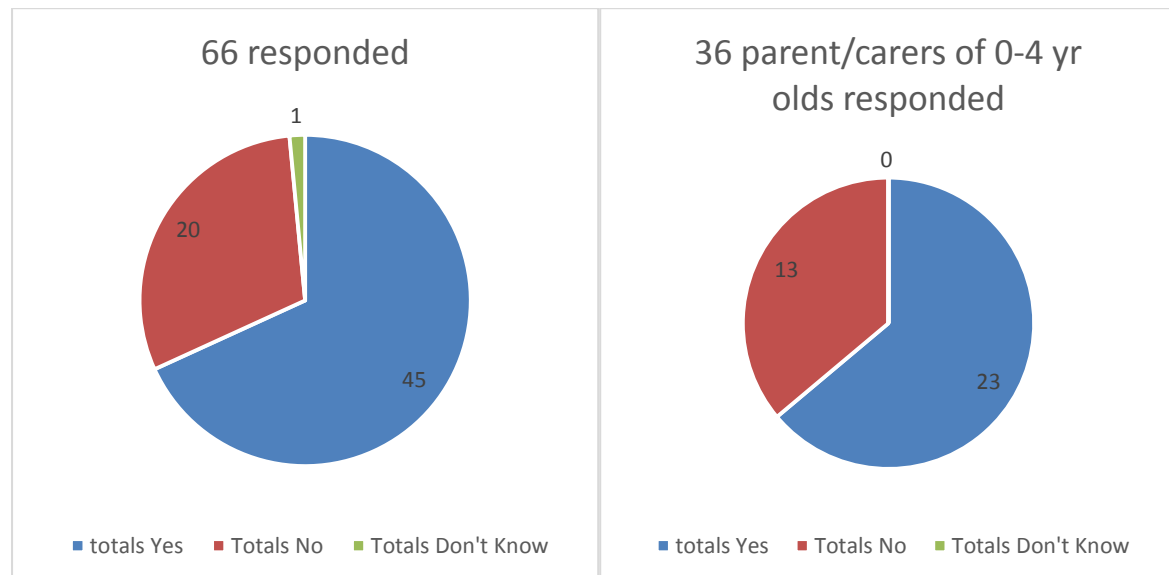


All responses:            Yes    21 (31.8%)    No    42 (63.6%)    Don't know    3 (4.5%)

**Parents 0-4 Yr olds: Yes    10 (27.8%)    No    23 (63.9%)    Don't know    3 (8.3%)**

More people disagreed with the admission arrangements than agreed (21).

### Do you agree that all siblings have priority?

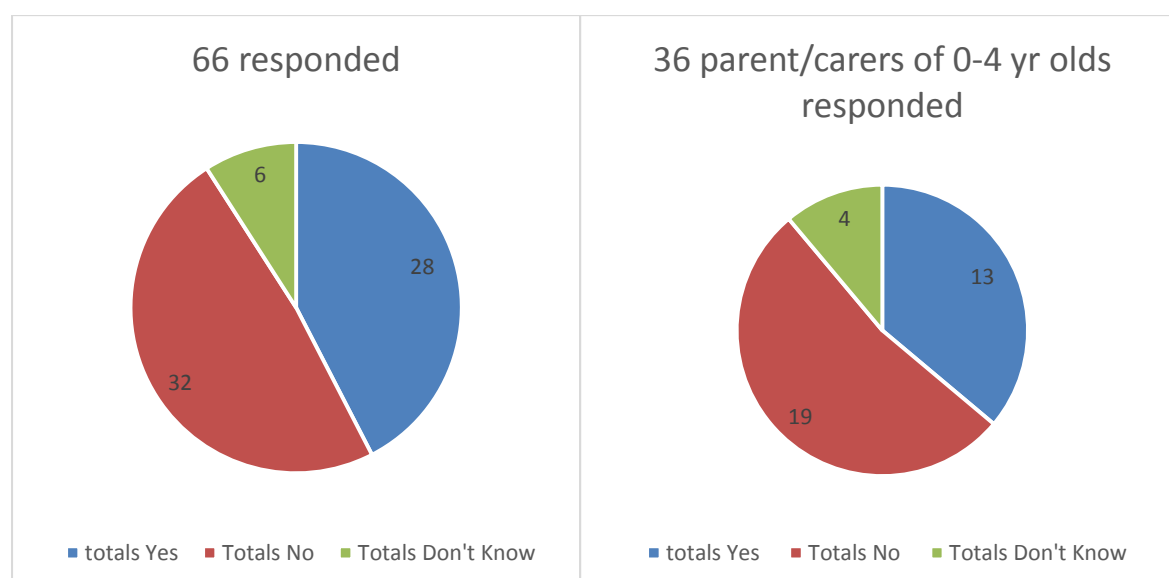


All responses:            Yes    45 (68.2%)    No    20 (30.3%)    Don't know    1 (1.5%)

**Parents 0-4 Yr olds: Yes    23 (63.9%)    No    13 (36.1%)    Don't know    0 (0%)**

The majority agreed that all siblings had priority; however previous text responses identified a common thread that many believed that this should be limited to catchment and area 2 residents before those living in catchment.

### Do you agree that pupils of staff have priority before anyone outside the catchment area?

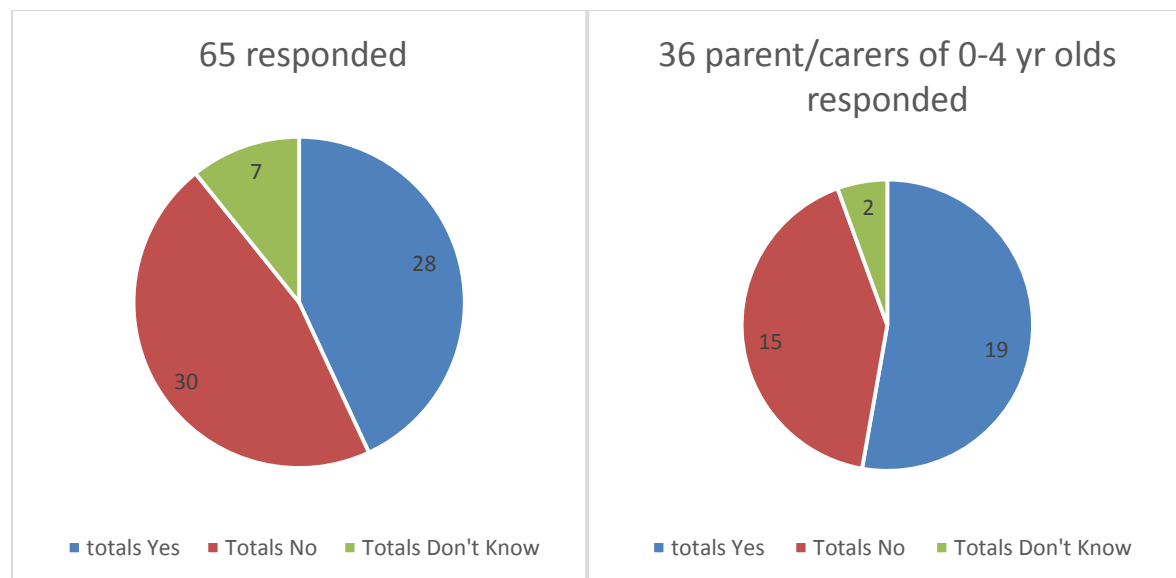


All responses:            Yes    28(42.4%)    No    32 (48.5%)    Don't know    6 (9.1%)

**Parents 0-4 Yr olds: Yes 13 (36.1%) No 19 (52.8%) Don't know 4(11.1%)**

A small majority disagreed with a higher priority for pupils of staff.

**Do you agree that pupils living in Area 1, as indicated in the consultation document, as well as being in the catchment area for Leigh North Street also have priority, as proposed to West Leigh Infant and Junior Schools?**

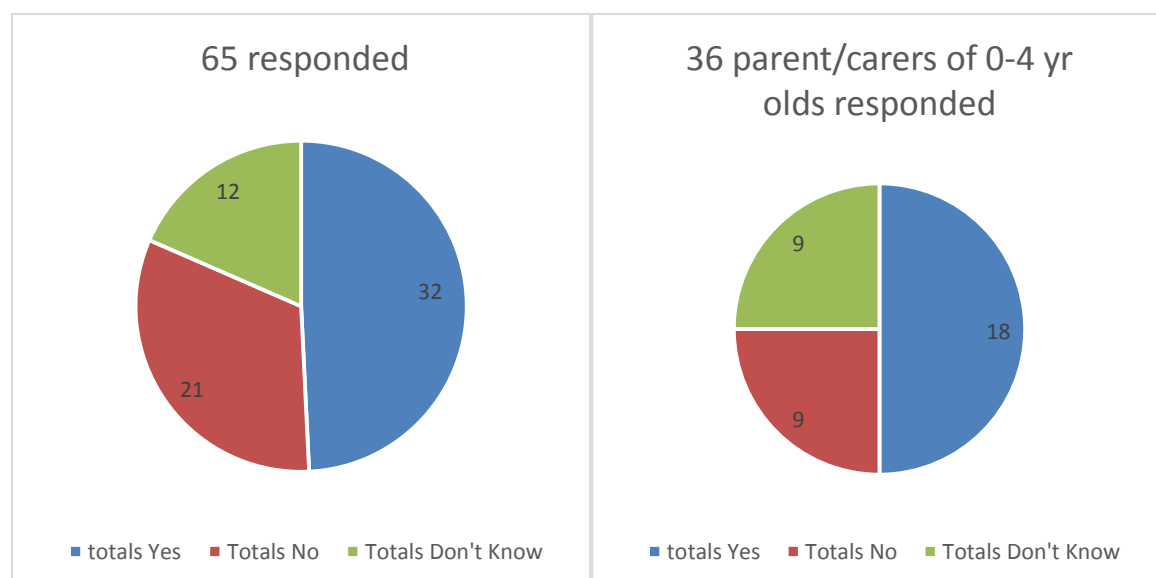


**All responses: Yes 28 (43.1%) No 30 (46.2%) Don't know 7 (10.8%)**

**Parents 0-4 Yr olds: Yes 19 (52.8%) No 15 (41.7%) Don't know 2 (5.6%)**

Responses were mixed with a higher percentage in agreement from the parents of 0-4 year olds.

**Do you agree with the way the Council measures distance?**



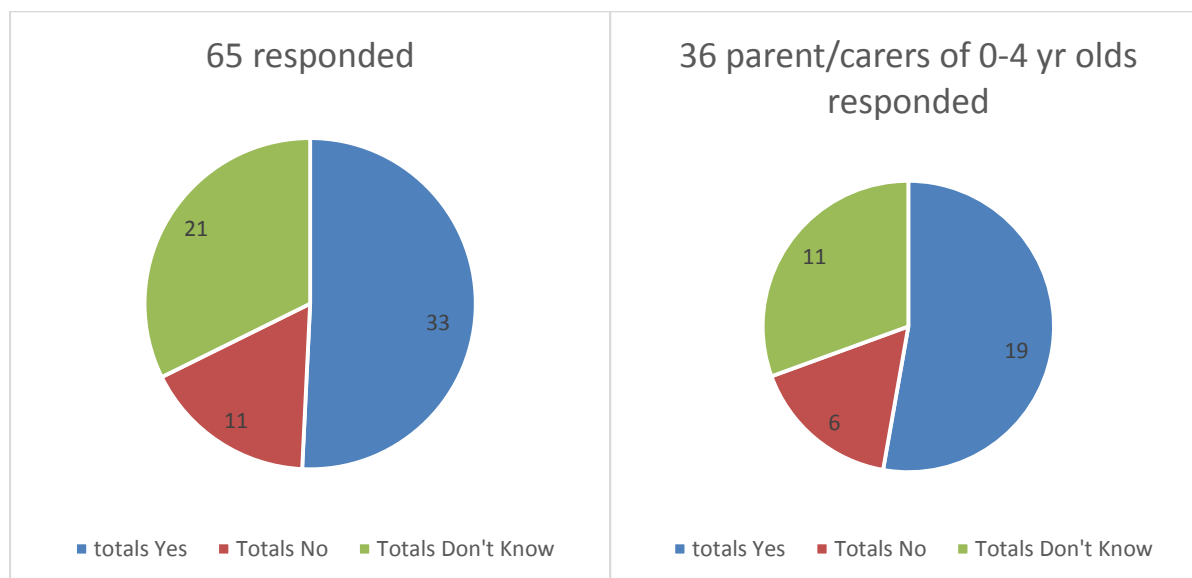
**All responses: Yes 32 (49.2%) No 21 (32.3%) Don't know 12 (18.5%)**

**Parents 0-4 Yr olds: Yes 18 (50%) No 9 (25%) Don't know 9 (25%)**



The majority agreed with the way the Council measures distance.

**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**

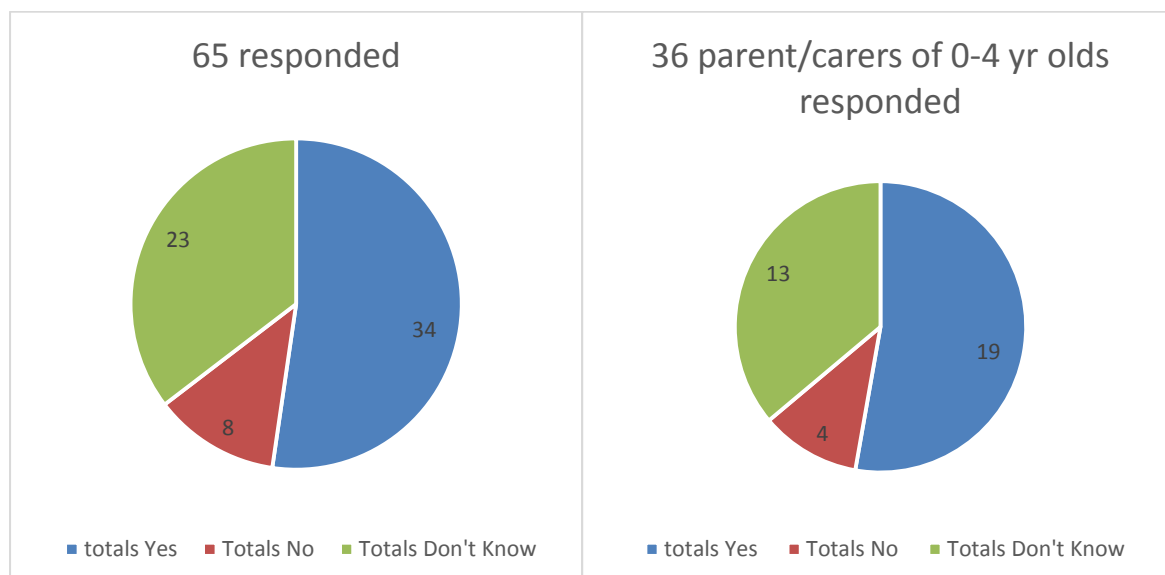


All responses: Yes 33 (50.8%) No 11 (16.9%) Don't know 21 (32.3%)

**Parents 0-4 Yr olds: Yes 19 (52.8%) No 6 (16.7%) Don't know 11 (30.6%)**

Although the majority agreed with this question, many were unsure.

**Do you agree with the way the Council treats applications when parents have separated?**

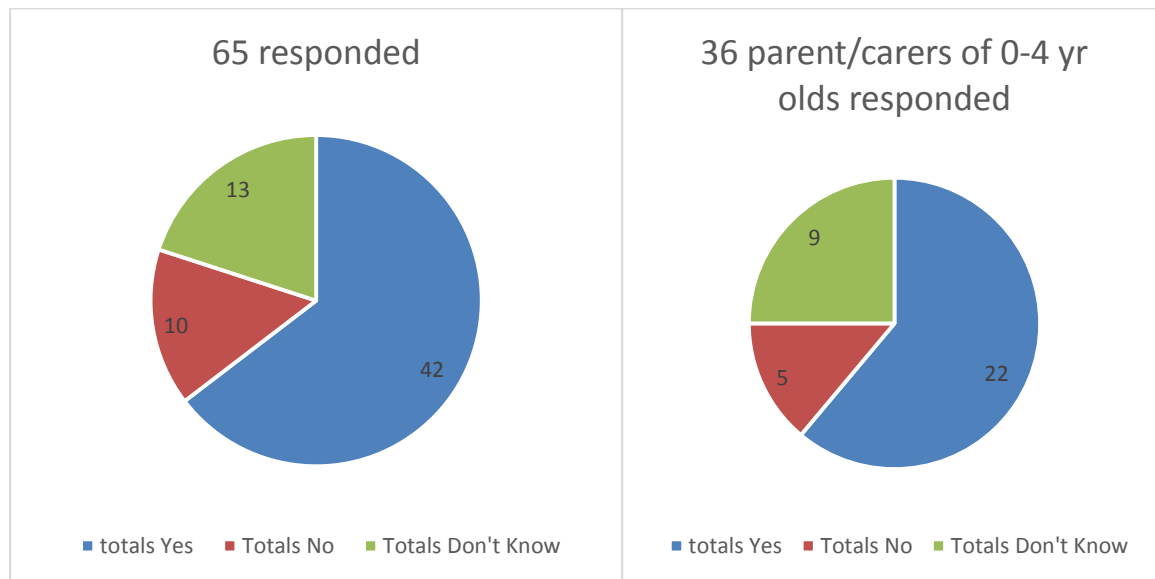


All responses: Yes 34 (52.3%) No 8 (12.3%) Don't know 23 (35.4%)

**Parents 0-4 Yr olds: Yes 19 (52.8%) No 4 (11.1%) Don't know 13 (36.1%)**

Although the majority agreed with this question, many remained unsure.

### Do you agree with the Council's sibling rules?

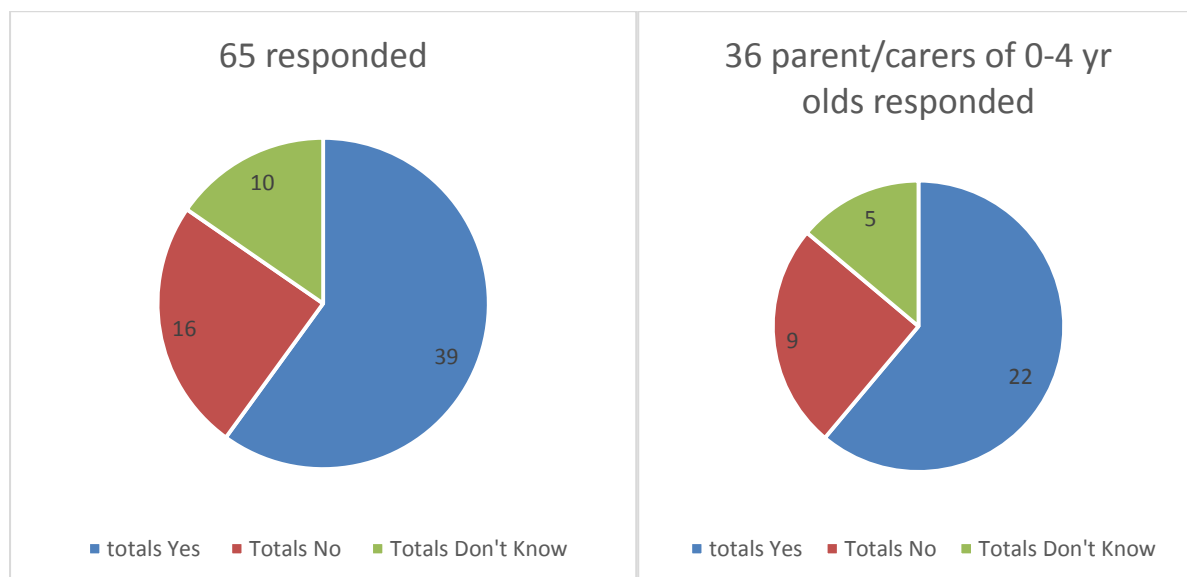


All responses: Yes 42 (64.6%) No 10 (15.4%) Don't know 13 (20%)

**Parents 0-4 Yr olds: Yes 22 (61.1%) No 5 (13.9%) Don't know 9 (25%)**

The majority agreed with the Council's sibling rules.

### Do you agree that the Council runs the waiting lists for the school year?

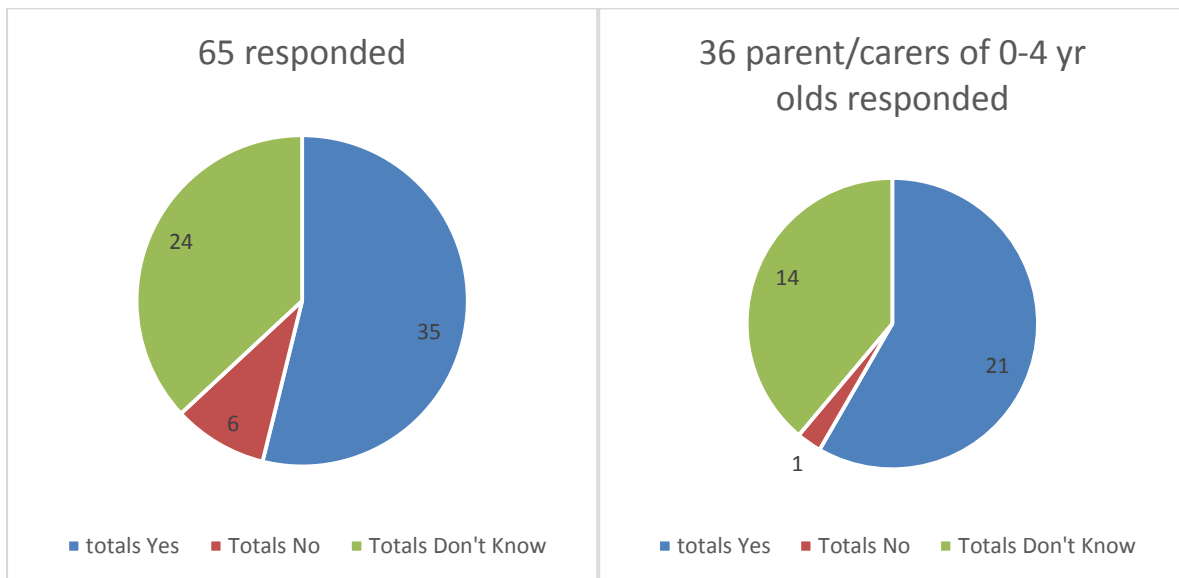


All responses: Yes 39 (60%) No 16 (24.6%) Don't know 10 (15.4%)

**Parents 0-4 Yr olds: Yes 22 (61.1%) No 9 (25%) Don't know 5 (13.9%)**

The majority agreed that the Council runs the waiting lists for the school year.

### Do you agree with the rules on 'Over and under age applications'?

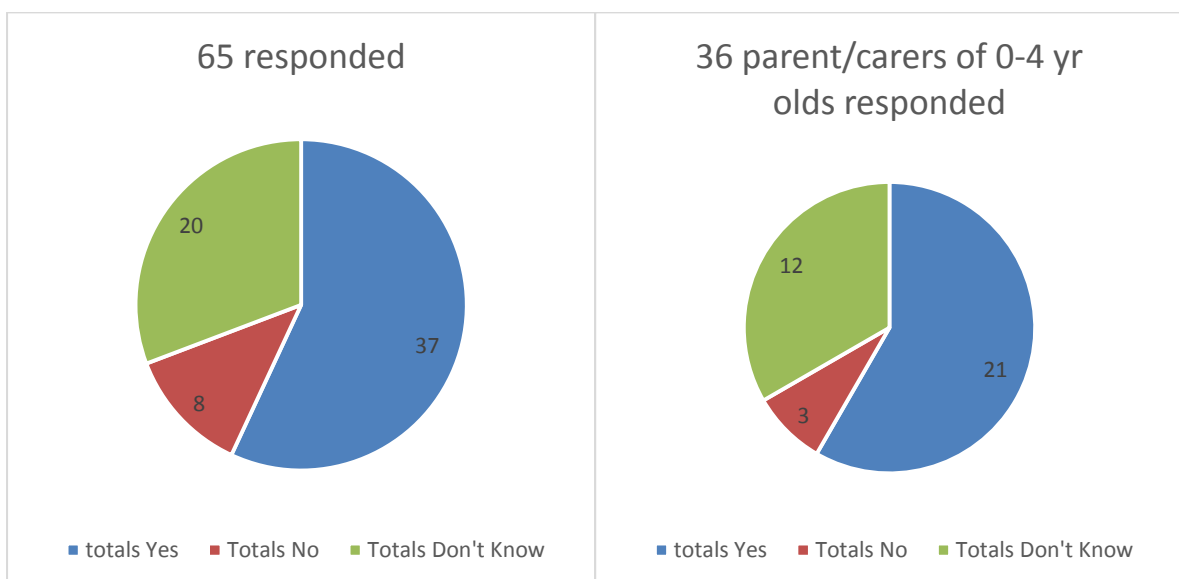


All responses: Yes 35 (53.8%) No 6 (9.2%) Don't know 24 (36.9%)

**Parents 0-4 Yr olds: Yes 21 (58.3%) No 1 (2.8%) Don't know 14 (38.9%)**

The majority either agreed or didn't know in relation to the over and under age applications.

### Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?

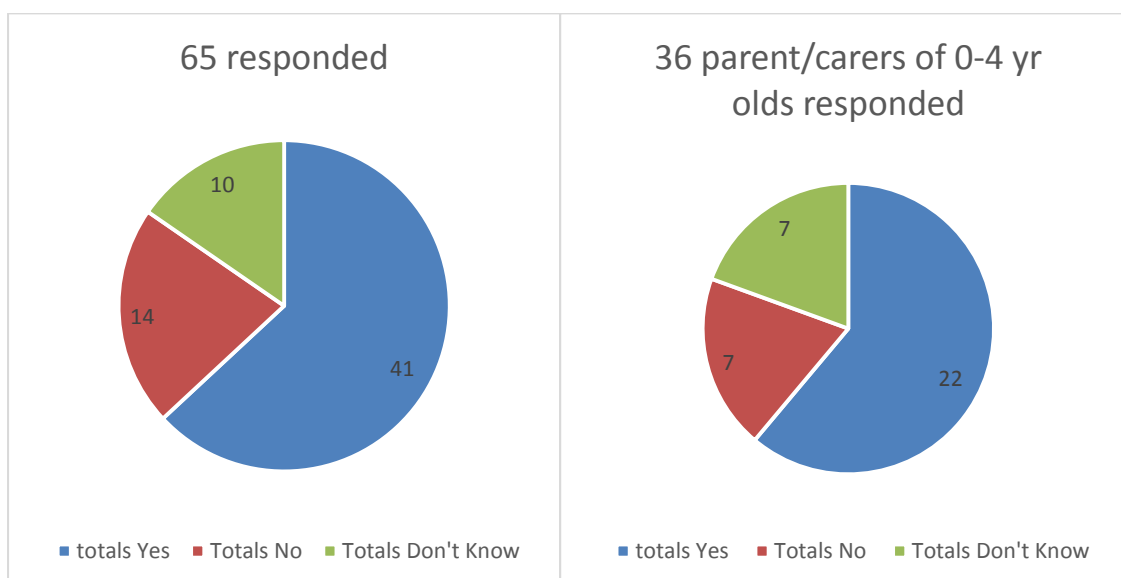


All responses: Yes 37 (56.9%) No 8 (12.3%) Don't know 20 (30.8%)

**Parents 0-4 Yr olds: Yes 21 (58.3%) No 3 (8.3%) Don't know 12 (33.3%)**

The majority either agreed or didn't know in relation to the rules on admission of children below compulsory school age and deferred entry to School.

### Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?



All responses: Yes 41 (63.1%) No 14 (21.5%) Don't know 10 (15.4%)

**Parents 0-4 Yr olds: Yes 22 (61.1%) No 7 (19.4%) Don't know 7 (19.4%)**

The majority agreed with this statement.

### Other Comments (free text):

Themes received from the free text for providing any other comments were:

- 3 dividing the community
- 12 No change
- 2 All siblings should have equal priority
- 2 sibling priority only for those in catchment and area 2
- 1 not in agreement to children of staff
- 7 area 2 should have priority within arrangements
- 4 concerns relating to Darlington Ofsted rating
- 9 concerns relating to crossing the London Road/safety/increased traffic
- 4 concerns of people fraudulently gaining admission/gaming
- 5 reduction in house price value
- 3 data used is incorrect/ no reason for change
- 6 specifically purchased in catchment – now being removed

Quotes:

*It's unacceptable that, for those of us being moved out of LNS catchment, the option of priority for Leigh North Street in the event it is undersubscribed has effectively been vetoed by Legra Trust, in its own commercial interest.*

*I think the proposals as they stand are fair. I don't however believe teacher's children should be given priority over those in the catchment area.*

*The majority of people in leigh do not want catchments to change. I think this change will lead to far more unhappy people than those unhappy with the current situation. If this proposal has to go ahead then the schools should all follow the same admissions priority as west leigh (siblings from catchment and area 3 rather than all siblings given priority and area 3 listed as a priority area)*

*I am pleased that the issue of oversubscription has been addressed and that we have more comfort that our children will be able to get into their local school.*

From all the free text comments the most common theme was requesting no change for any of the arrangements with particular reference to the proposed catchment area changes.

The second highest theme overall were concerns relating to children being required to cross the London Road, road safety and increased traffic as a consequence of changes. Please refer to page 20 for further information relating to road safety concerns raised by the public.

The next most common themes were in relation to reduction in house prices and requesting area 2 residents be identified as a priority area within arrangements. Although there was a majority response for all siblings many clarified that this was in fact regarding priority for siblings in catchment and area 2 and not for those living in any other area.

It should however be noted that the numbers responding to the consultation were few, in comparison to the total number of children attending the school, numbers of families with 0-4 year olds living in the area and the overall adult population living in the area and as such it may be considered that the majority were not compelled to respond and as such indifferent to any proposed change.

## **Other Responses**

8 emails were received relating specifically to Leigh North Streets proposed admission arrangements and catchment area changes. 2 were in support of the changes and 5 requesting no change. An additional email was simply sharing a copy of a completed survey which has been included in the results.

Themes from the emails, telephone calls and public events during the formal consultation period relating specifically to Leigh North Street Primary school were:

In agreement with proposed arrangements:

- Supporting changes, specifically moving area 1 into Leigh North Street Catchment
- Area 1 residents have the benefit of being identified within two good and outstanding school admission arrangements/catchment areas.
- Increased choice to area 1 residents

Opposing proposed arrangements:

- Council should not be approving further housing development in the area if the school infrastructure was unable to admit additional children
- Additional places should be added to Leigh north Street or a new school built
- Concern around people gaming the admission application, through short term rentals.
- The council are moving residents to help improve Darlington's results/references to social engineering
- Concerns regarding children crossing the London Road, road safety and lack of suitable safe crossings
- Area 2 should be an identified priority area in arrangements before children living out of catchment
- Roads currently in Leigh North Streets Catchment but closer to West Leigh should be included in the West Leigh Catchment area

- Sibling criteria should be limited to catchment and those living in area 2
- Data incorrect
- Discontent that Legra have refused priority to area 2 residents
- Concerns regarding Darlinghurst performance and Ofsted rating
- Not all residents were aware and had not had a full 6 weeks to consider

### **Recommendation:**

Accept the Published admission number. Although a number of parents wished for an increase in the admission number it is not viable to increase the limit when the school is already working over capacity.

Retain the current 2018 catchment area:



Amend the proposed Admission Arrangements for Leigh North Street presented in the consultation and determine the admission arrangements as outlined in Appendix 2, a summary of the criteria is provided below.

### **Leigh North Street Primary School - 2019**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children;
  2. Pupils who live in the catchment area who have a sibling attending the school;
  3. Pupils of staff at the school;
  4. Pupils who live in the catchment area ;
  5. Pupils who live outside the catchment area who have a sibling attending the school;
  6. Pupils who live outside the catchment area.
- (for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

The majority of respondents found the proposed catchment area to be unreasonable: 28 parents of 0-4 years responded that it was unreasonable with only 8 identifying that it was reasonable.

It remains likely that there will be some years where the school is able to meet catchment demand. The risk factors identify that there remains uncertainty regarding all children gaining a catchment place with continued risks of some years identifying low numbers of children being offered alternative schools from their catchment preferences. Due to this continued uncertainty, the Council, as with Chalkwell Hall, also discussed previous recommendations with Legra Trust regarding adding a criteria within the arrangements that identifies siblings within area 2 before catchment and those living within area 2 after catchment. Legra however were not in agreement and although agreed to recognise area 2 for siblings for 2 years would not extend this consideration further.

The feedback from the consultation captured the mixed responses in relation to out of catchment siblings. Many identified that they did not agree to siblings living out of catchment gaining priority over the catchment area. The recommendations acknowledge this and these children have been moved down to criteria 5.

In recognition of the risks being unclear due to no clear patterns of admission and correlation between births and applications and due to Legra not being in agreement to priority for area 2 within the arrangements the proposed recommendation is keep the current catchment area for Leigh North Street Primary.

Please refer to Appendix 2 Proposed Admission Arrangements for the full map and recommended criteria and explanatory notes.

Arrangements will continue to be reviewed annually, with any further proposed changes only taking effect after full consultation and decision by Council members.

## Temple Sutton Primary School

School places		840
Number on Roll (ASC Jan 17)		774
School Net Capacity (DfE management & finance guidance 2002)		840
Ward population 24-64 years	(St Luke's)	6025
Number of respondents to consultation	Surveys	5
	Emails	0

### Characteristics of the school

Temple Sutton has seen a reduction in those admitted to the school over the last three years. The school has always been able to accommodate catchment applications, however since 2015 the school has had an excess of school places.

According to the January 2017 annual school census 45% of the schools population are from catchment, with 24% of Temple Sutton's area attending a neighbouring school – Bournemouth Park Primary.

The school has high numbers of children in receipt of pupil premium and also provides a Learning Resource Base for children with specific special educational needs identified through their Education Health and Care plans.

Discussions were initiated with the school in relation to reducing PAN to 90 until numbers were forecast to increase due to proposed future housing development in the area but the school have decided to remain at 120.

### Oversubscription Criteria used in the Formal consultation

#### Temple Sutton Primary School

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area and who have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils who live outside the catchment area and who have a sibling attending the school;
5. Pupils of staff at the school;
6. Pupils of the school attending Temple Sutton Nursery;
7. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps at the end of the document)

### Catchment area:

There are no perceived risks regarding the current catchment area for Temple Sutton Primary and as such no changes to current catchment areas were proposed



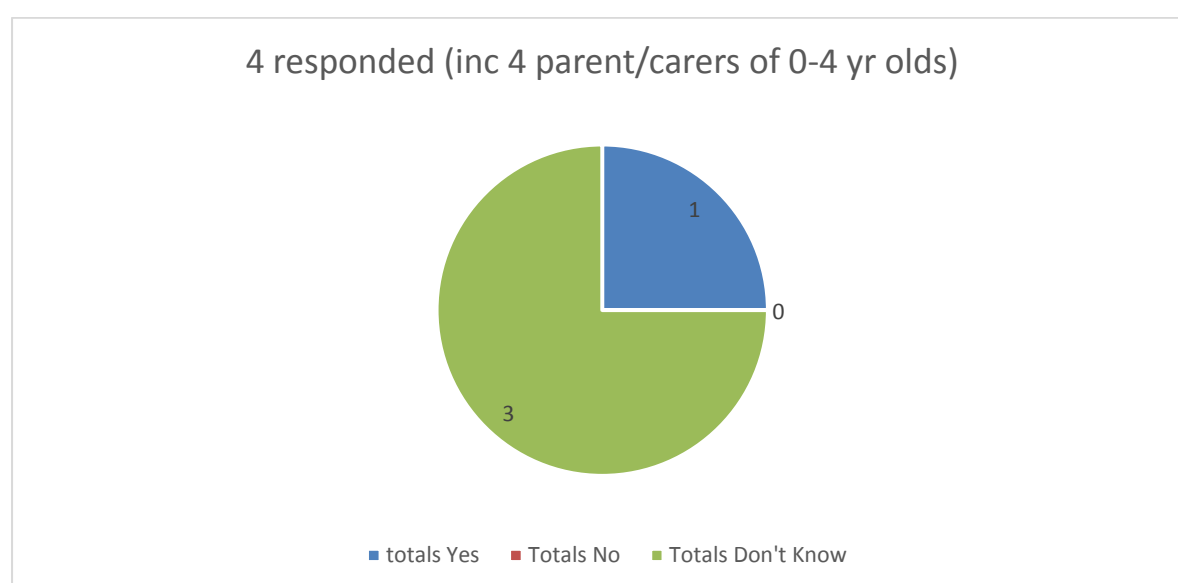
as part of the formal consultation. (Please refer to the full proposed explanatory notes at the end of the report.)

## Survey responses

4 parents and 1 resident responded to the survey. The resident only provided identifying data and did not answer any of the questions. 1 parent only answered the first question and another only part completed the survey.

Survey Questions and answers (due to the low numbers, the data is shown in full and has not been split into parents of children aged 0-4 years):

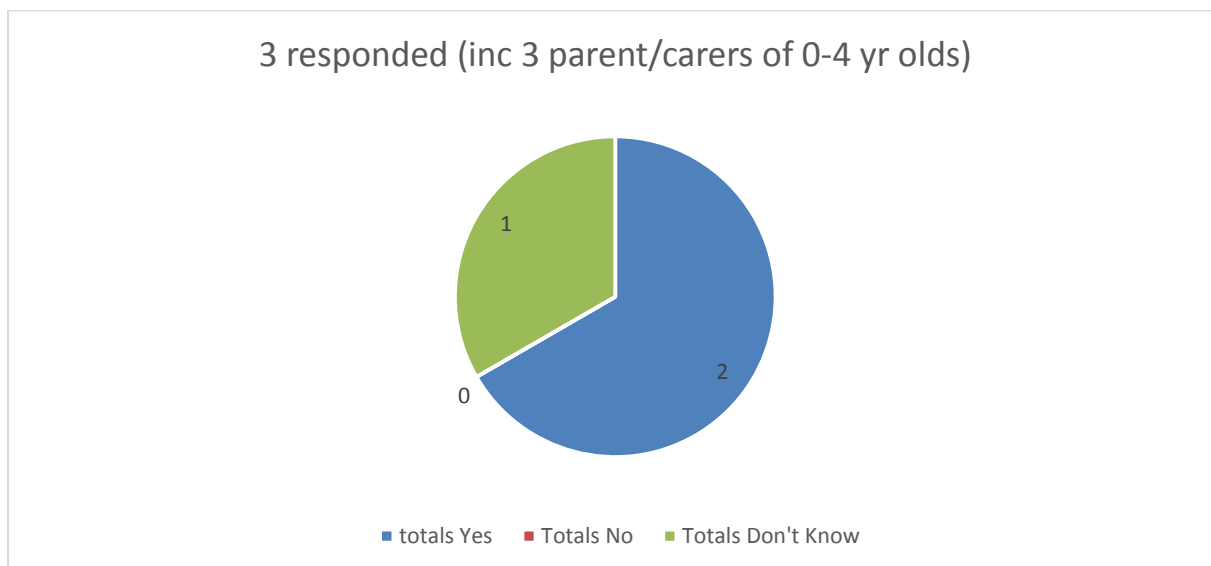
### Do you agree with the Published Admission Number (PAN) for Temple Sutton Primary School?



All responses:      Yes    1 (25%)      No    0 (0%)      Don't know    3 (75%)

The majority of respondents were unsure of the published admission number. The two free text comments asking why people didn't agree with the schools PAN were comments on confusion and concern that younger siblings may be unsuccessful in gaining entry. Although the consultation identified a reduced PAN to 90, Governors have since requested that the PAN remain at 120 and so no change from current published numbers.

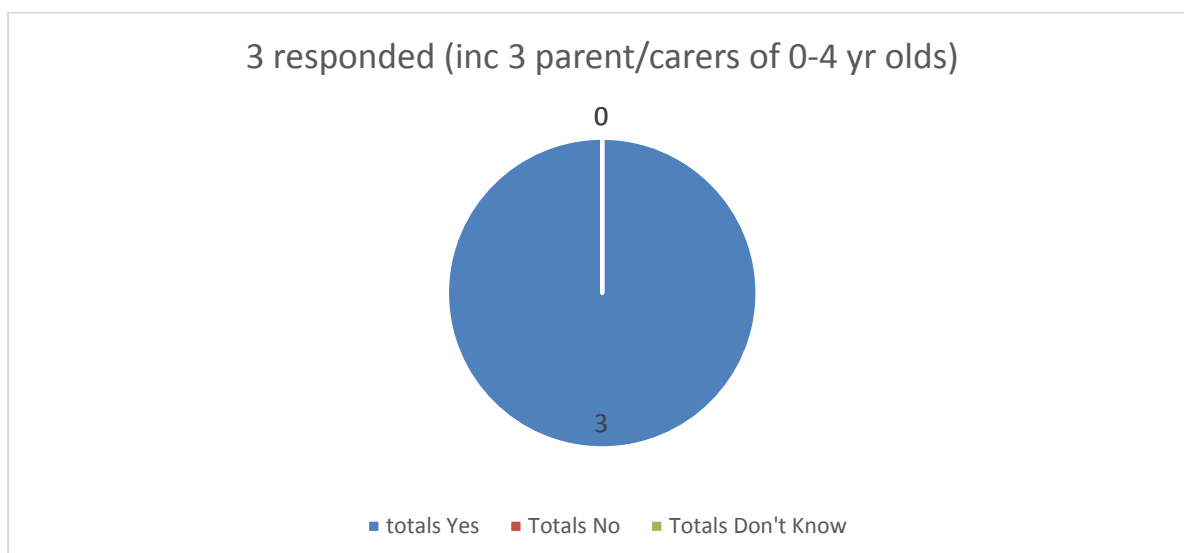
**Do you find the oversubscription criteria for admission to Temple Sutton Primary School for 2019 easy to understand?**



All responses: Yes 2 (67%) No 0 (0%) Don't know 1 (33%)

All but one found the oversubscription criteria easy to understand. No free text comments were provided

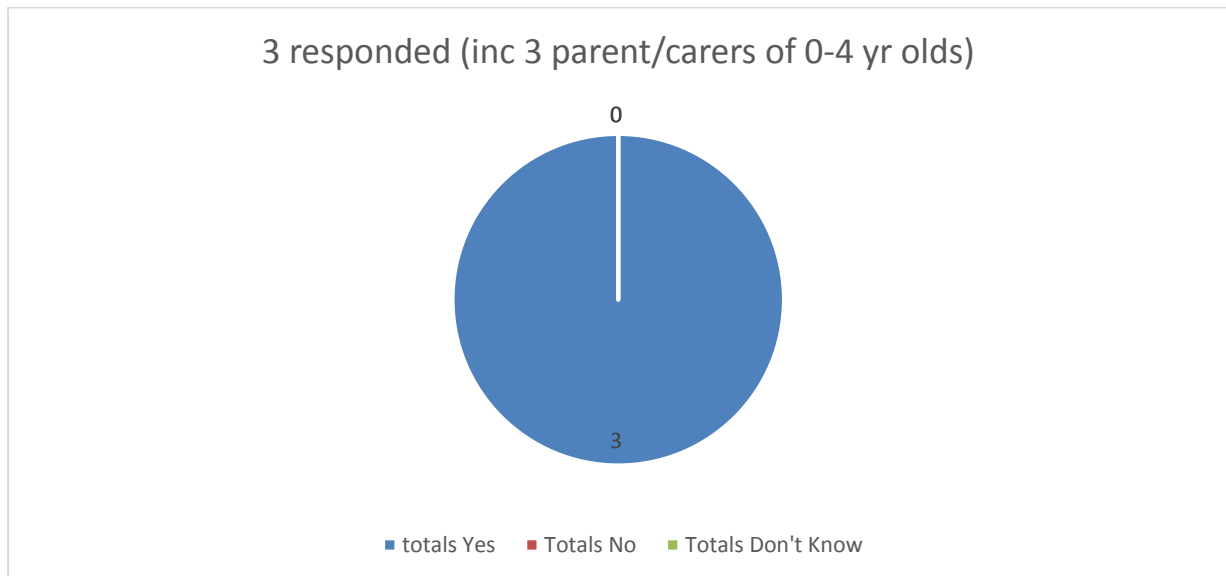
**Do you find that the 2019 admission criteria for Temple Sutton Primary School are reasonable?**



All responses: Yes 3 (100%) No 0 (0%) Don't know 0 (0%)

All found the criteria reasonable. No free text comments were provided

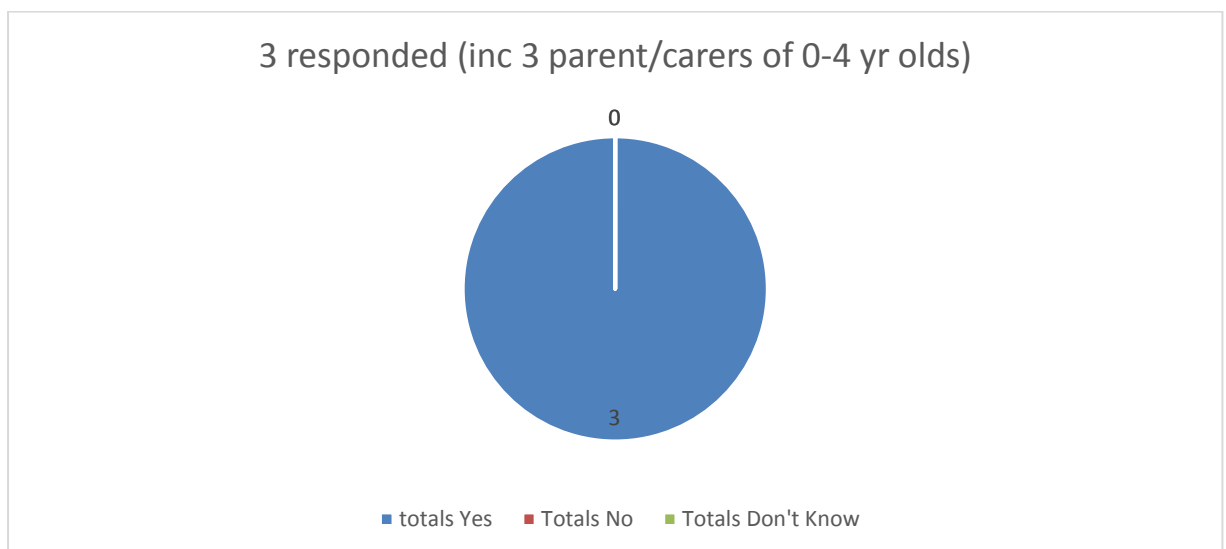
**Do you find that the 2019 proposed catchment area for Temple Sutton Primary School is clear?**



All responses:      Yes   3 (100%)      No      0 (0%)      Don't know   0 (0%)

All found the proposed catchment area was clear. No free text comments were provided

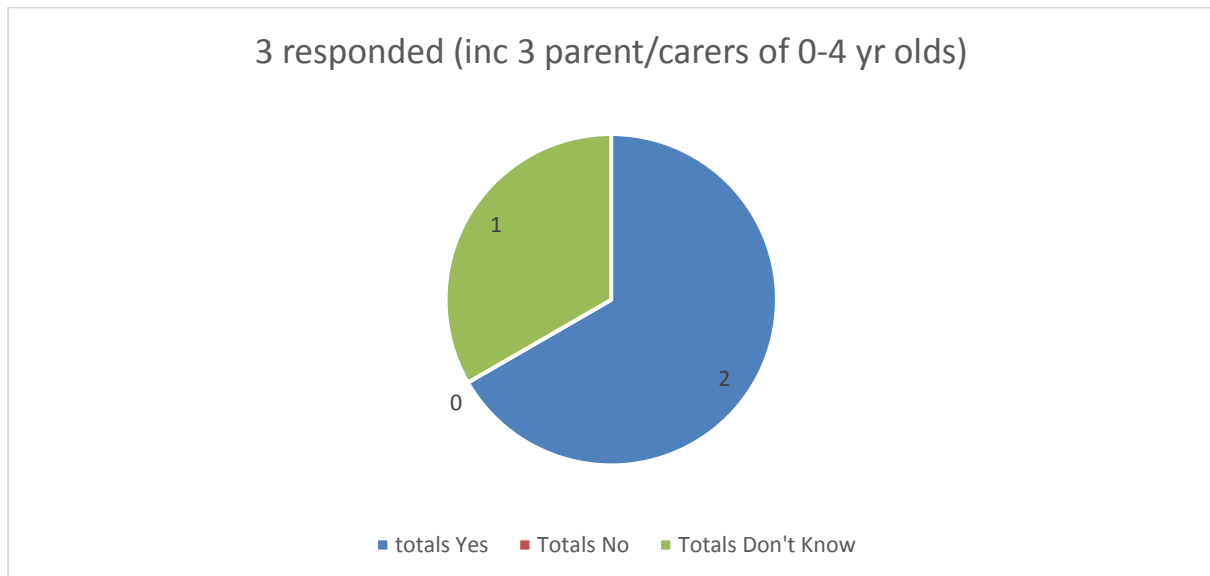
**Do you find that the 2019 proposed catchment area for Temple Sutton Primary School is reasonable?**



All responses:      Yes   3 (100%)      No      0 (0%)      Don't know   0 (0%)

All found the proposed catchment area was reasonable. No free text comments were provided

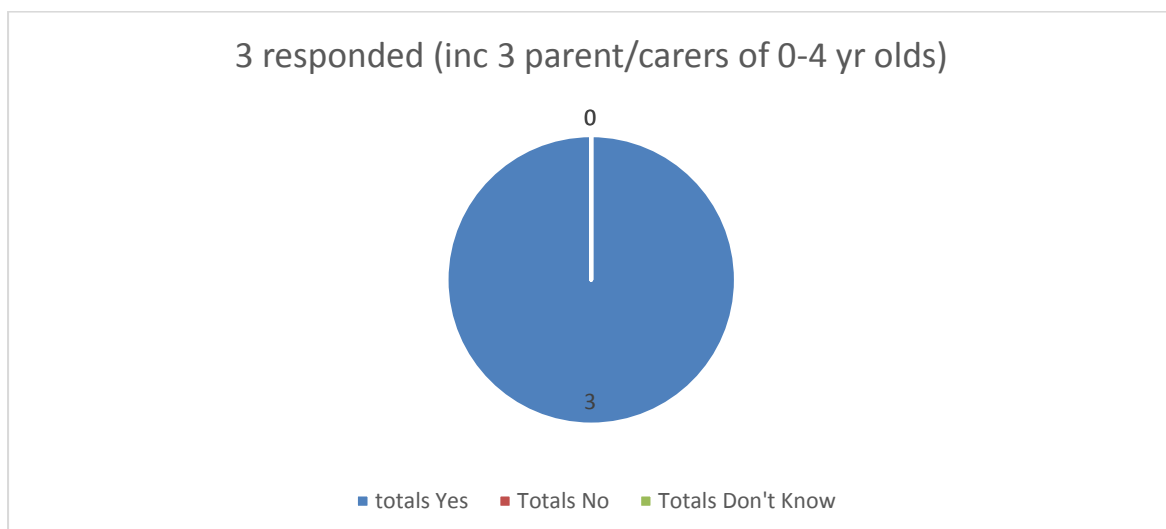
**Do you agree with the admission arrangements for Temple Sutton Primary School?**



All responses: Yes 2 (67%) No 0 (0%) Don't know 1 (33%)

Most were in agreement with this question.

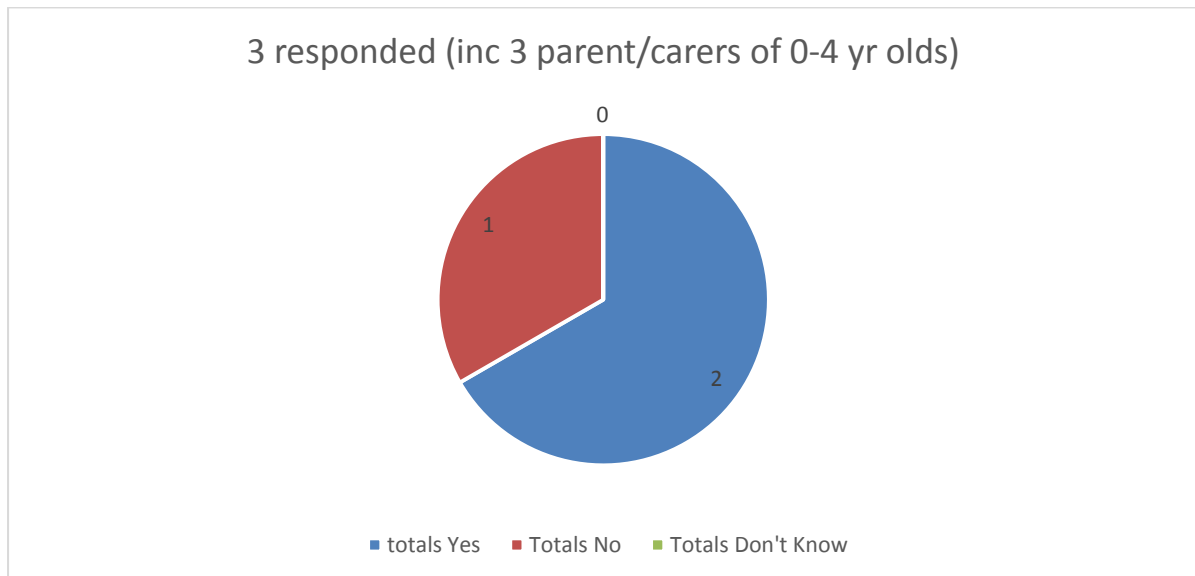
**Do you agree that pupils attending Temple Sutton Nursery in the term before the application deadline should be given priority before pupils who live outside the catchment area?**



All responses: Yes 3 (100%) No 0 (0%) Don't know 0 (0%)

All agreed this change.

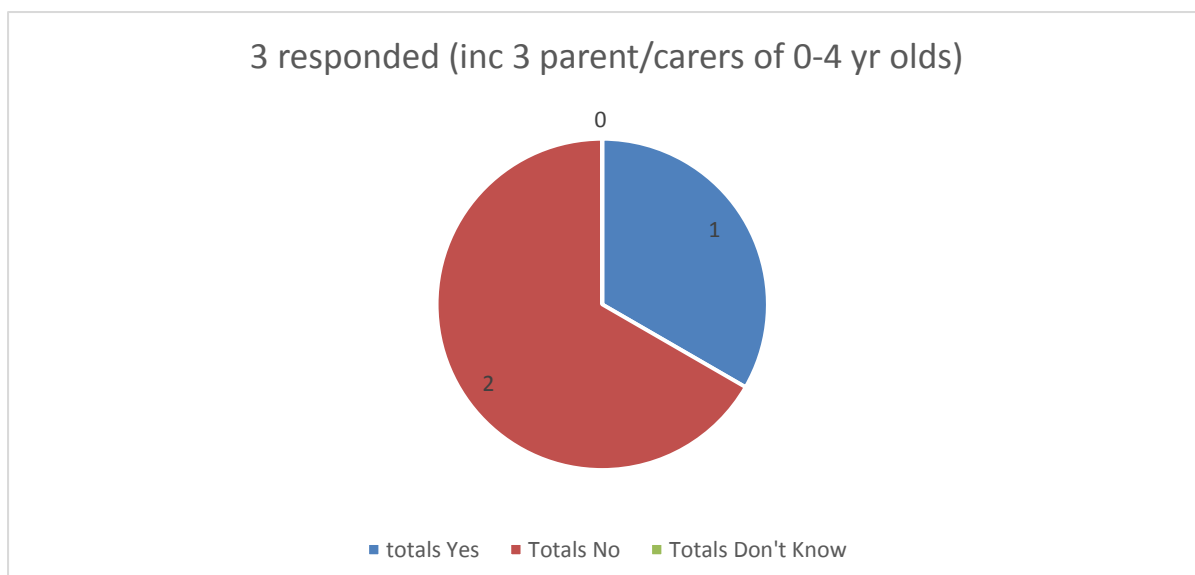
**Do you agree that pupils of staff have priority before anyone outside the catchment area?**



All responses: Yes 2 (67%) No 1 (33%) Don't know 0 (0%)

The majority were in favour of pupils of staff gaining priority.

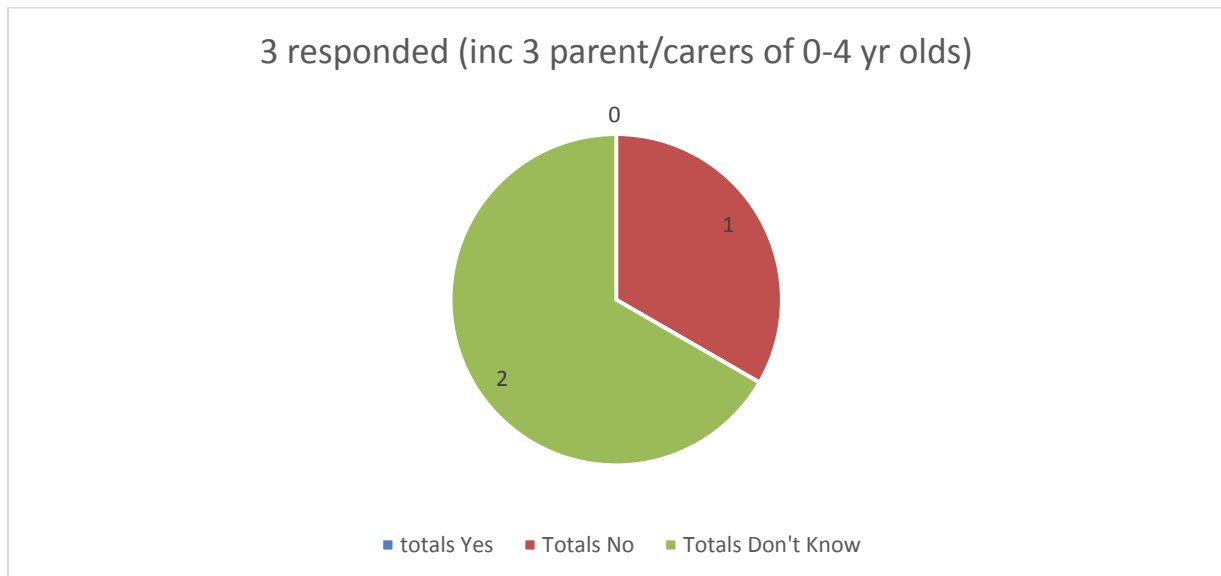
**Do you agree with the way the Council measures distance?**



All responses: Yes 1 (33%) No 2 (67%) Don't know 0 (0%)

Two thirds disagreed with how the Council measured distance.

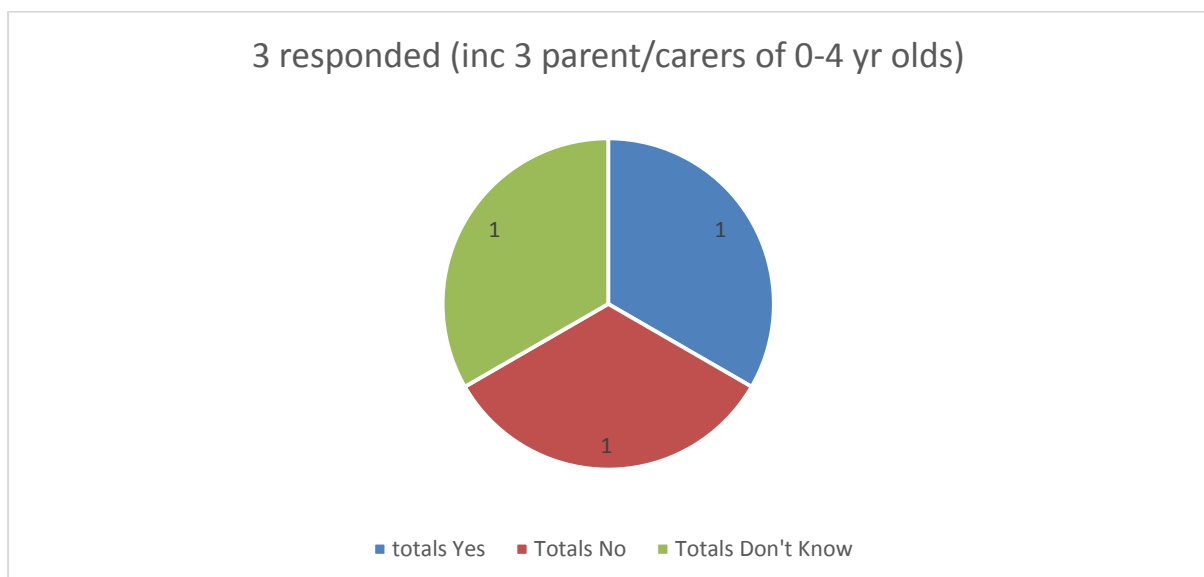
**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**



All responses: Yes 0 (0%) No 1 (33%) Don't know 2 (67%)

The majority did not know what to respond.

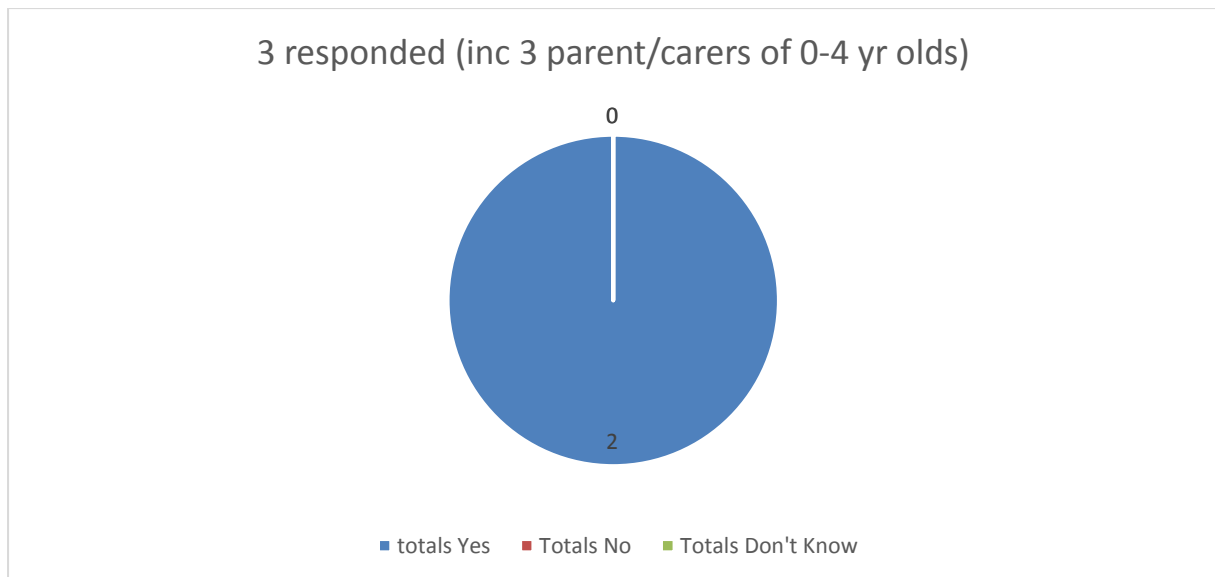
**Do you agree with the way the Council treats applications when parents have separated?**



All responses: Yes 1 (33%) No 1 (33%) Don't know 1 (33%)

There was no clear majority for this question.

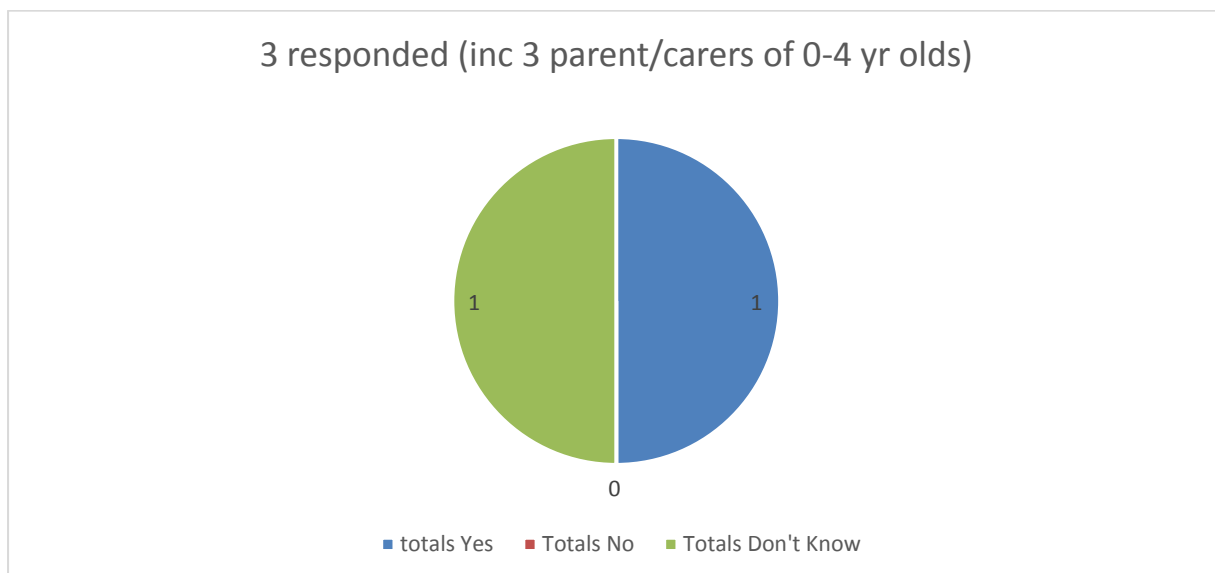
### Do you agree with the Council's sibling rules?



All responses: Yes 2 (100%) No 0 (0%) Don't know 0 (0%)

All that answered were in agreement.

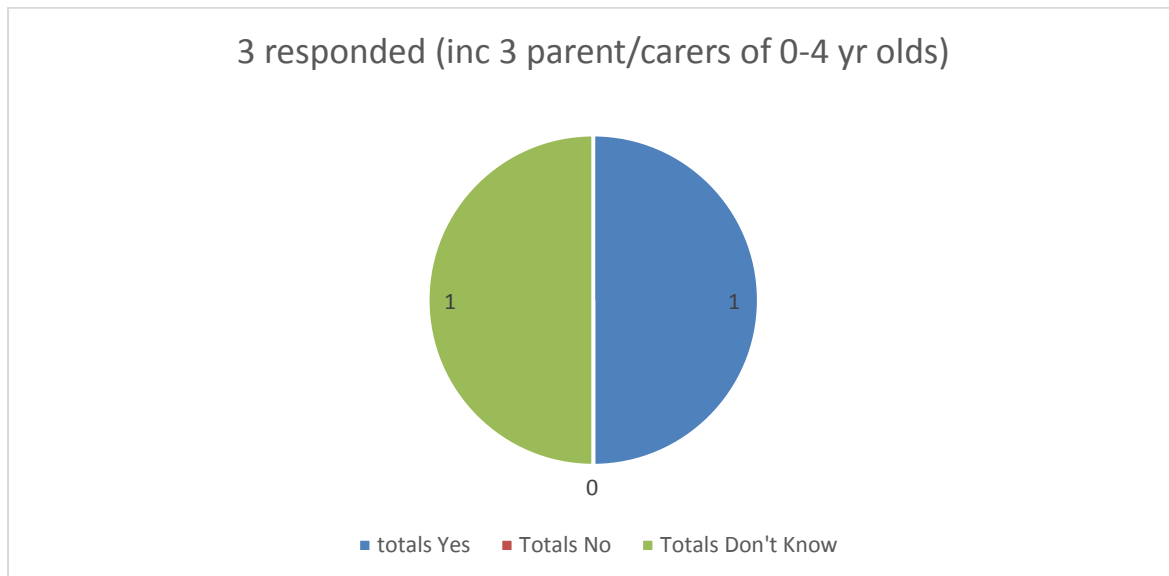
### Do you agree that the Council runs the waiting lists for the school year?



All responses: Yes 1 (50%) No 0 (0%) Don't know 1 (50%)

There was no clear majority for this question.

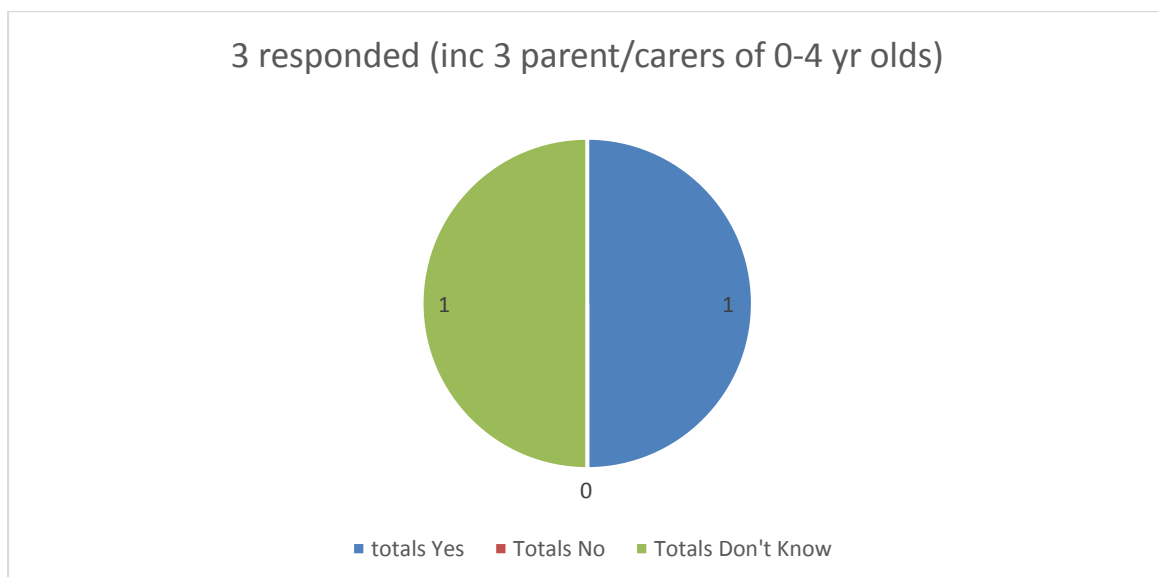
**Do you agree with the rules on 'Over and under age applications'?**



All responses:      Yes   1 (50%)      No   0 (0%)      Don't know   1 (50%)

There was no clear majority for this question.

**Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?**

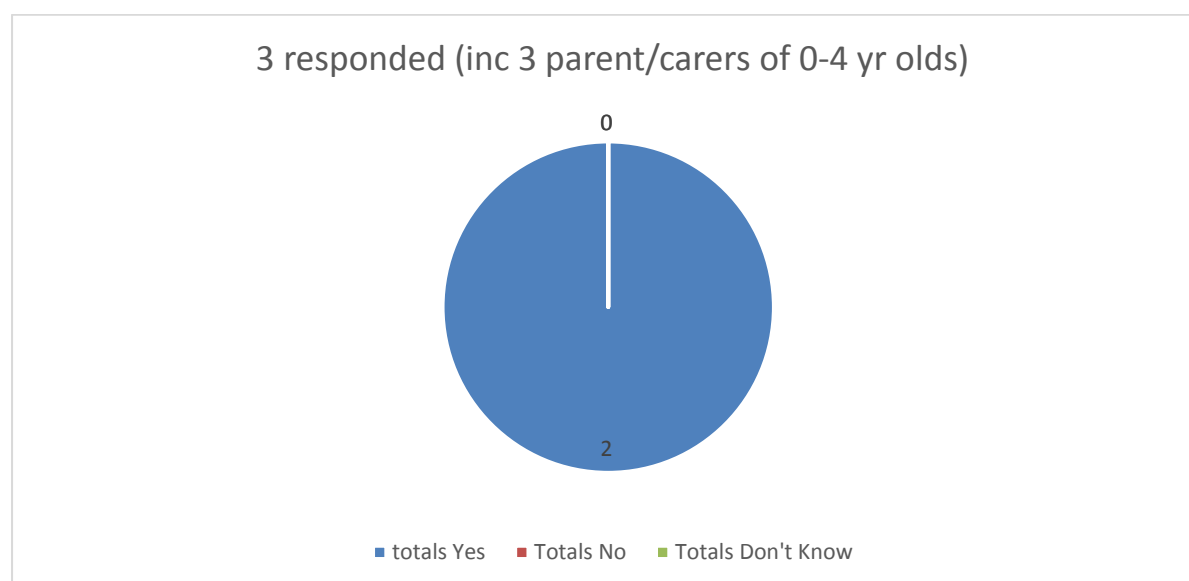


All responses:      Yes   1 (50%)      No   0 (0%)      Don't know   1 (50%)

There was no clear majority for this question.



**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses:      Yes    2 (100%)      No    0 (0%)      Don't know    0 (20%)

All agreed with this question.

### **Other Comments (free text):**

The only additional comments were in relation to concern regarding the future conversion to academy status and how this would affect admission arrangements in the future.

### **Recommendation:**

Due to the significantly low number of responses to the consultation and from those that did, the majority were in support of the proposed arrangements; the recommendation is to **accept all proposed changes for Temple Sutton Primary School** and determine the admission arrangements as outlined in Appendix 2.

Although the consultation identified a reduced PAN from 120 to 90 due to lower birth numbers, the governors have now requested the PAN stay at 120 so there will be no change from the current PAN and the school will remain at 120.

## West Leigh Infant School

School places		360
Number on Roll (ASC Jan 17)		360
School Net Capacity (DfE management & finance guidance 2002)		330
Ward population 24-64 years	(West Leigh)	4822
Number of respondents to consultation	Surveys	125
	Emails	50

### Characteristics of the school

West Leigh's births have historically been less than their total number of available places, however there have been recent years where catchment applications have significantly exceeded places, with the most significant being 2016 where 27 catchment children did not receive a place at West Leigh on offer day.

2019 reception births shows that for the first time, births within this area exceed available places, raising considerable concern and unlikeliness of a parental expectation for a place within catchment. It has been suggested that this high disparity of historically low births versus high years of catchment applications is attributed to parents making fraudulent applications or taking a second property under a short tenancy lease within area during the reception application round. There is a perception that many parents then move back out of catchment after securing a reception place and have commonly been referred to as 'gaming the system'. Local intelligence however does not suggest that this is a significant factor in the increase in applications. Any family moving out of the catchment after the first term can receive no . Neither has any further evidence of fraud been brought to the attention of officers as requested.

This area of Leigh has become very popular with inward migration both locally and regionally. From the recent engagement sessions, a number of parents, particularly those with children under five years, identified that they had recently bought property within the West Leigh catchment after having their first child, with the school being a primary factor for this decision making. Equally statistically, the 2016 January school census identified that West Leigh had the highest population at 91% living in catchment across the whole school (reception to year 2) compared with any other Southend school.

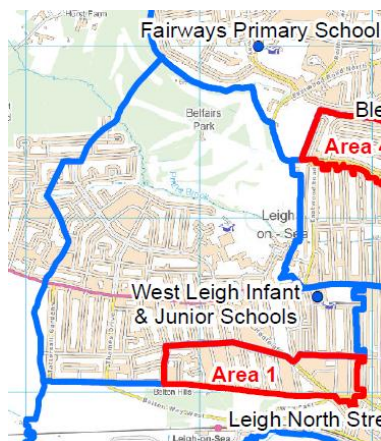
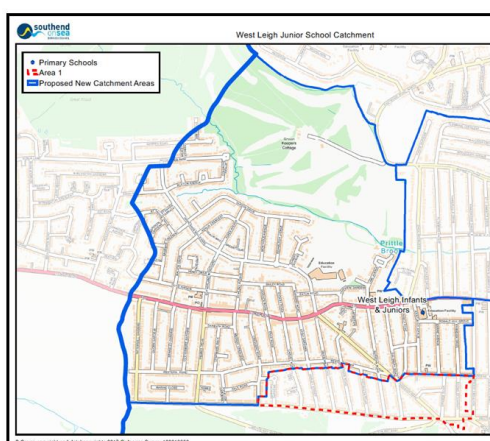
The schools recommended net capacity is already over reached by the number of pupils attending the school. The site itself is very small and would be unable to take any further expansion.

### Oversubscription Criteria used in the Formal consultation

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area and in area 1 and who have a sibling attending the school or West Leigh Junior School;
3. Pupils of staff at West Leigh Infant and Junior schools;
4. Pupils eligible for pupil premium who live in the catchment area;
5. Pupils who live in the catchment area;
6. Pupils who live in area 1 of Leigh North Streets Catchment area;
7. Pupils who live outside the catchment area.  
(for all criteria see explanatory notes)

### Catchment area:

The proposal included changes to the catchment area removing roads south west of the catchment (area 1) to Leigh North Street. Recommended changes are made due to previous history of catchment oversubscription and high risk of future oversubscription.



### Arguments for and against making no changes to catchment areas:

For	Against
The school has some years where they admit out of catchment	risk of further family migration into the area – there has been a recent increase of families from in and out of Southend moving into this popular area of Leigh demonstrated in higher applications than births
History of some catchment parents applying for independent schools, St Michael's being located within the catchment area	Risk of continued patterns of higher numbers of catchment applications than places - Births are higher than the number of places for the first time in over 10 years
Not popular by those living in area 1 (details contained in below feedback)	Risk of unreasonable expectation of a catchment place
	Risk of unreasonable distance to travel to school - those unsuccessful in gaining a catchment place are most likely to be families living on the

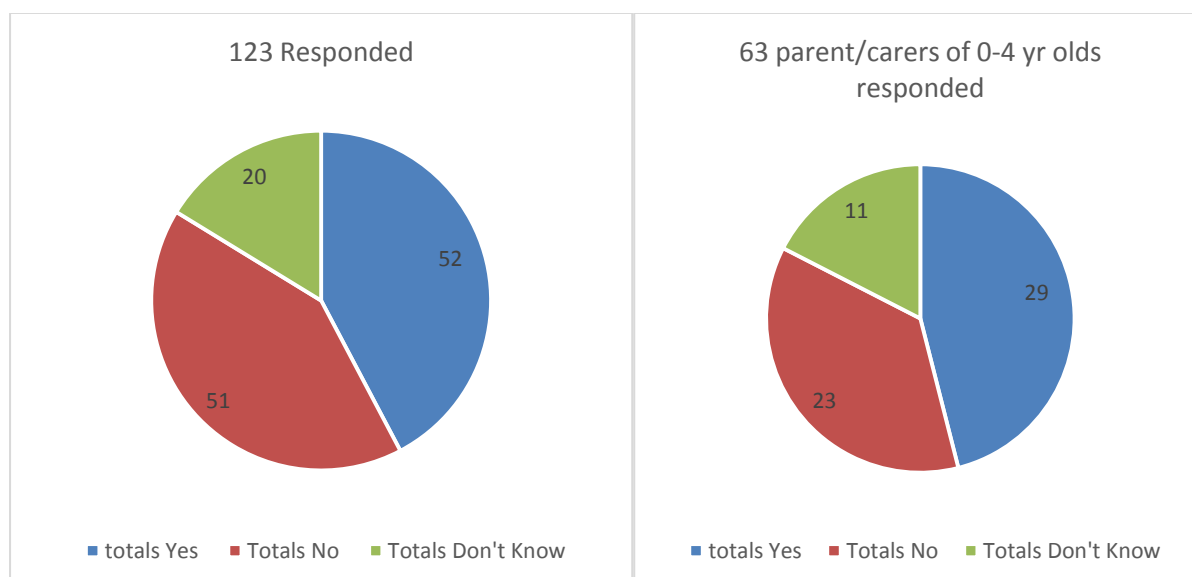
	western borders and thus needing to travel more than two miles to get to the next Southend school with available school places
	Change is popular by those living on the borders of the catchment and previously most at risk of not gaining a place

## Survey responses

125 responses were received in relation to this school, including 5 paper responses. Of the 125, 15 were duplicate identities and so have been removed from the statistical analysis, 2 contained no responses beyond the initial identifying data and 10 only responded to the first question on admission arrangements. Of these responses, 96 were parents, 10 grandparents, 13 local residents, 2 were teachers, 1 sibling and 1 did not provide information regarding relationship to the school. 123 individual responses have been used for the below analysis (this includes all data received in relation to questions relating to the admission arrangements, duplicate surveys from the same respondent have not been included in the statistical analysis).

Survey Questions and answers:

### Do you agree with the Published Admission Number (PAN) for West Leigh Infant School?



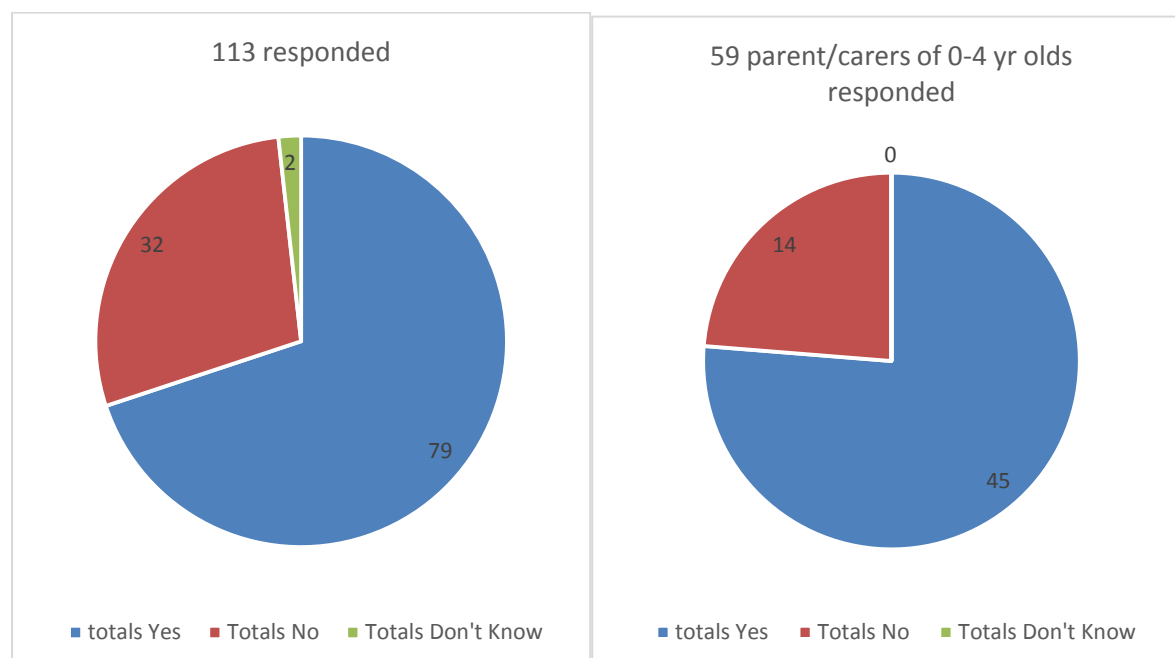
All responses:                      Yes      52 (42%)      No      51 (41%)      Don't know      20 (16%)

Parents 0-4 Yr olds: Yes      29 (46%)      No      23 (37%)      Don't know      11(17%)

A small majority of respondents agreed with the published admission number from parents of 0-4 year olds but responses were mostly mixed. Themes from free text regarding why people responded that they did not agree with the published admission number or didn't know:

- 6 respondents requested that the PAN be increased at West Leigh (admission number)
- 12 people identified that the information was not clear/didn't understand
- All other responses were in relation to admission arrangements
  - 7 dividing the community
  - 3 No change
  - 4 priorities should be given to all siblings not just those in catchment and area 1
  - 1 priority should be given to only catchment children
  - 1 no sibling priority should exist
  - 1 children of staff should not gain priority
  - 8 area 1 residents are being penalised
  - 4 concerns of people fraudulently gaining admission/gaming
  - 7 reduction in house price value
  - 12 data used is incorrect/ no reason for change
  - 9 specifically purchased in catchment – now being removed
  - 4 increase in car usage - children will no longer walk to school

**Do you find the oversubscription criteria for admission to West Leigh Infant School for 2019 easy to understand?**

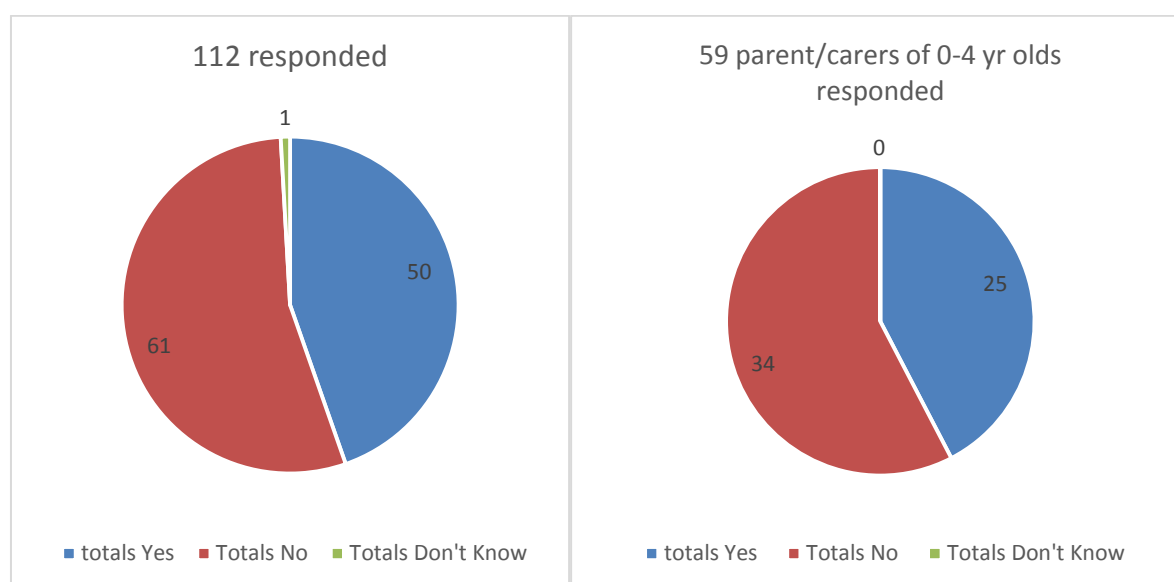


All responses:	Yes	79 (70%)	No	32 (28%)	Don't know	2 (2%)
Parents 0-4 Yr olds:	Yes	45 (76%)	No	14 (24%)	Don't know	0 (0%)

The majority of people agreed that the oversubscription criteria were easy to understand. Themes from free text of those that responded that they did not find the criteria easy to understand or didn't know were:

- 3 increase the length of time a resident must have lived in the area to 12 months to deter those that game the system
- 2 Criteria should measure distance from the boundary first
- 8 consultation document is difficult to understand
- All other responses were in relation to specific dissatisfaction regarding the admission arrangements rather than why they were difficult to understand
  - 1 dividing a community
  - 1 No change
  - 1 sibling priority only for those in catchment
  - 7 against pupils of staff criteria
  - 1 area 1 residents are being penalised.
  - 2 house owners are being penalised over lower income families that rent
  - 3 concerns of multiple fraudulent applications/gaming
  - 1 reduction in house price value
  - 4 data used is incorrect/ no reason for change

### Do you find that the 2019 admission criteria for West Leigh Infant School are reasonable?



All responses: Yes 50 (45%) No 61 (54%) Don't know 1 (1%)

Parents 0-4 Yr olds: Yes 25 (42%) No 34 (58%) Don't know 0 (0%)

A small majority of people disagreed that the oversubscription criteria was reasonable. Themes from free text regarding why people found the criteria unreasonable or didn't know was:

- 5 dividing the community
- 15 No change
- 3 All siblings should have equal priority
- 4 sibling priority only for those in catchment and area 1
- 12 not in agreement to children of staff
- 2 siblings should not have any priority above catchment
- 18 area 1 residents are being penalised.
- 4 concerns relating to road safety/increased traffic/increased distance to school
- 4 concerns of multiple fraudulent applications/gaming
- 1 reduction in house price value
- 4 data used is incorrect/ no reason for change
- 6 specifically purchased in catchment – now being removed
- 3 children eligible for pupil premium should not gain priority over catchment/area 1 residents

Quotes:

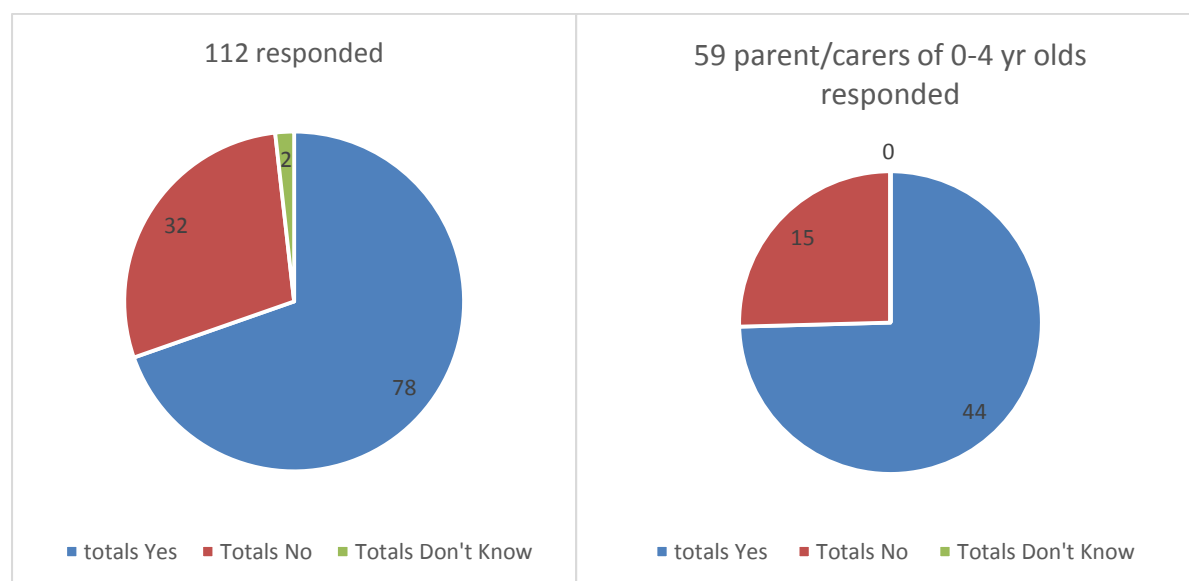
*Siblings should be given priority admission and the initial proposed changes sought to address this.*

*I would only consider that the admission criteria are reasonable if the proposed catchment changes go ahead.*

*We understand that there is a problem, but we are strongly opposed to the change in our catchment area from West Leigh to Leigh North*

*Discriminatory, divisive, unfair.*

**Do you find that the 2019 proposed catchment area for West Leigh Infant School is clear?**

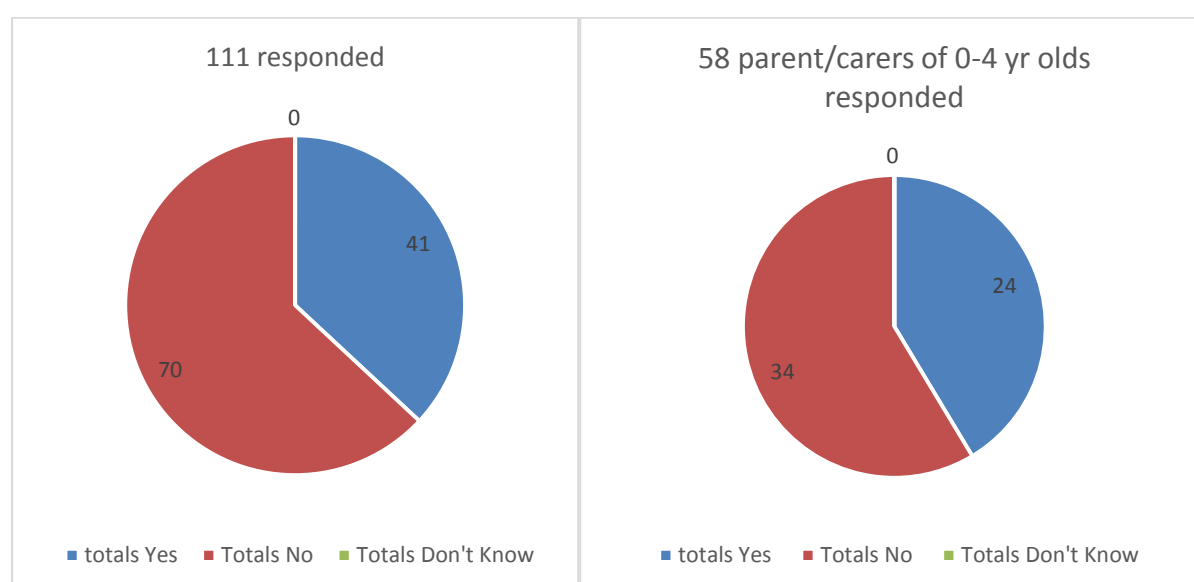


All responses:	Yes	78 (70%)	No	32 (29%)	Don't know	2 (2%)
Parents 0-4 Yr olds:	Yes	44 (75%)	No	15 (25%)	Don't know	0 (0%)

The majority of people agreed that the proposed catchment area was clear. Themes from free text regarding why people responded that they did not find the catchment area clear was:

- 13 location of roads being removed/map is not clear
- 5 Houses south of Western Road should be included in area 1 to reduce the number of roads required/size of area
- 2 No change
- 7 area 1 residents are being penalised.
- 2 increase in traffic on the roads/preventing children walking to school
- 1 concerns of multiple fraudulent applications/gaming
- 7 data used is incorrect/ no reason for change
- 1 specifically purchased in catchment – now being removed

### Do you find that the 2019 proposed catchment area for West Leigh Infant School is reasonable?



All responses: Yes 41 (37%) No 70 (63%) Don't know 0 (0%)

Parents 0-4 Yr olds: Yes 24 (41%) No 34 (59%) Don't know 0 (0%)

The majority of people disagreed that the proposed catchment area was reasonable. Themes from free text regarding why people found the catchment area unreasonable were:

- 20 distance from area 1 to Leigh North Street is unreasonable/unsafe/increase in cars and pollution due to increased distance
- 7 dividing the community
- 12 No change
- 22 area 1 residents are being penalised.
- 6 unreasonable expectation for a place at Leigh North Street for Area 1 residents



- 1 agree all siblings have priority
- 1 priority should not be given to area 1 residents if the same is not applied to areas 2 and 3
- 1 Against priority for children of staff
- 1 sibling priority only for those in catchment and area 1
- 2 concerns relating to other school performance for pupils moved from area 1
- 8 reduction in house price value for area 2
- 5 data used is incorrect/ no reason for change
- 7 specifically purchased in catchment – now being removed (area 2)

Quotes:

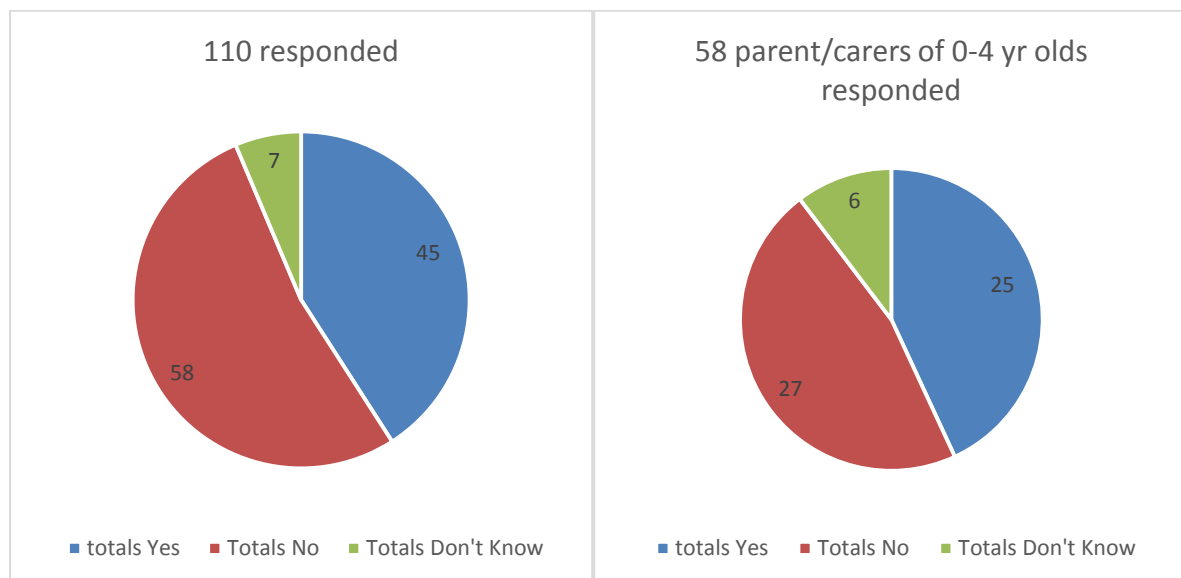
*The distance to Leigh North Street from these roads is too great for young children who will have to be driven in.*

*it is not fair that area 1 has been selected if there is oversubscription*

*Unreasonable that some houses closer to the school are being asked to change catchment when other roads further away are given preference*

*It is unreasonable that my home my husband and I arrived so hard to buy is being removed from West Leigh catchment.*

### Do you agree with the admission arrangements for West Leigh Infant School?

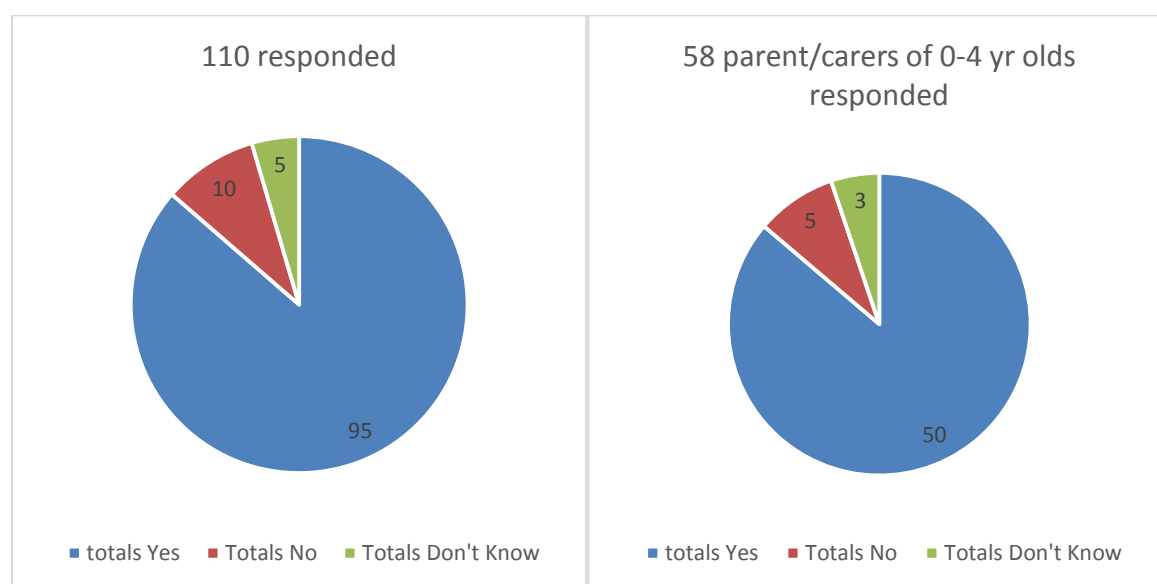


All responses: Yes 45 (41%) No 58 (53%) Don't know 7 (6%)

Parents 0-4 Yr olds: Yes 25 (43%) No 27 (47%) Don't know 6 (10%)

A small majority disagreed with the admission arrangements than agreed

**Do you agree that siblings who live in the catchment area and in Area 1 are given priority?**

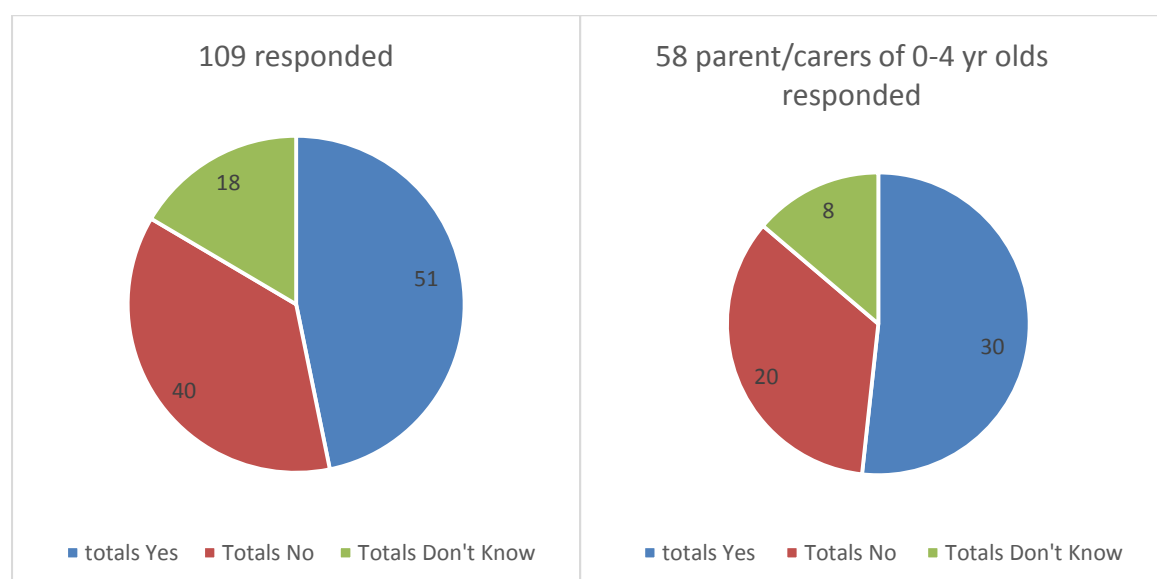


All responses: Yes 95 (86%) No 10 (9%) Don't know 5 (5%)

**Parents 0-4 Yr olds: Yes 50 (86%) No 5 (9%) Don't know 3 (5%)**

The majority agreed that all siblings had priority.

**Do you agree that pupils that are eligible for pupil premium in the catchment area are given priority?**

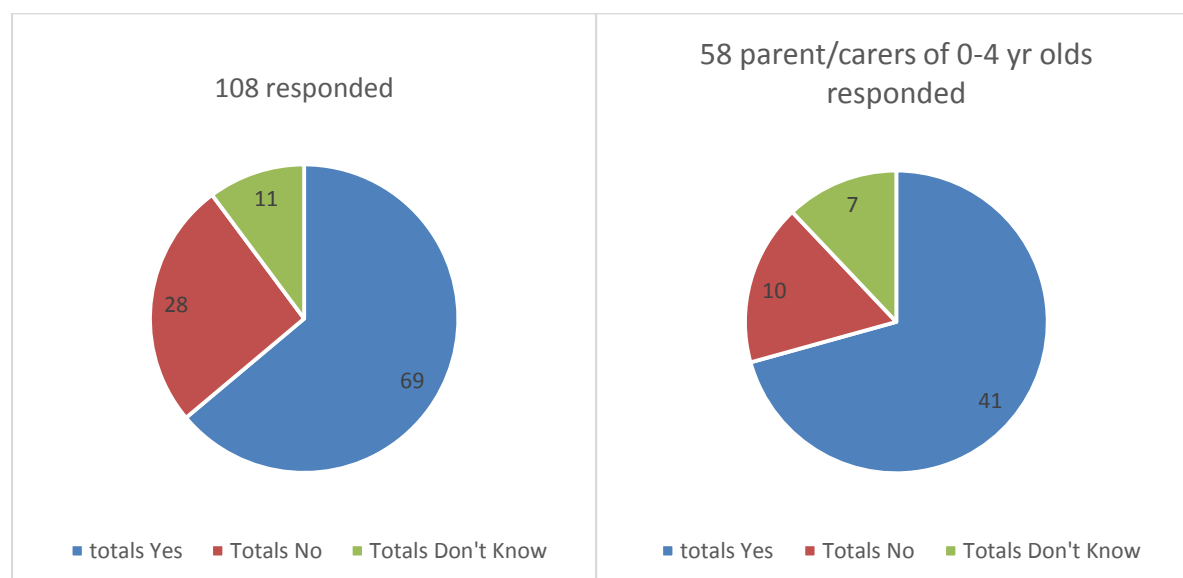


All responses: Yes 51 (47%) No 40 (37%) Don't know 18 (17%)

**Parents 0-4 Yr olds: Yes 30 (52%) No 20 (34%) Don't know 8 (14%)**

The majority agreed that pupils eligible for pupil premium had priority.

**Do you agree that pupils living in Area 1, as well as being in the catchment area for Leigh North Street also have priority, as proposed to West Leigh Infant?**

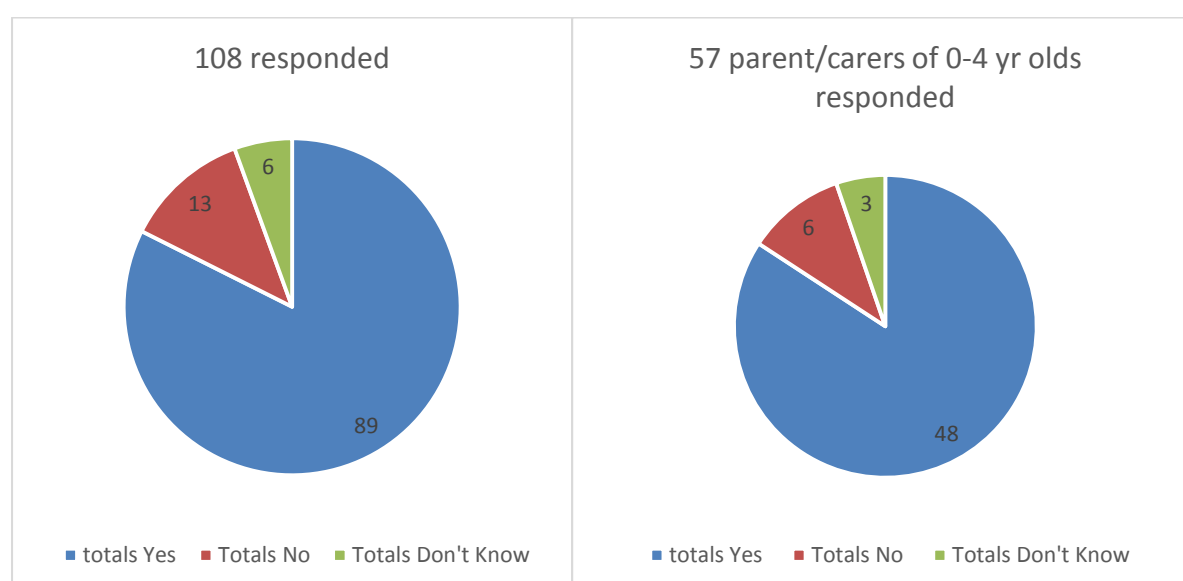


All responses: Yes 69 (64%) No 28 (26%) Don't know 11 (10%)

Parents 0-4 Yr olds: Yes 41 (71%) No 10 (17%) Don't know 7 (12%)

The majority agreed that area 1 had priority within the West Leigh Catchment oversubscription criteria.

**Do you agree that pupils in Area 1 are given priority before any out of area pupils?**

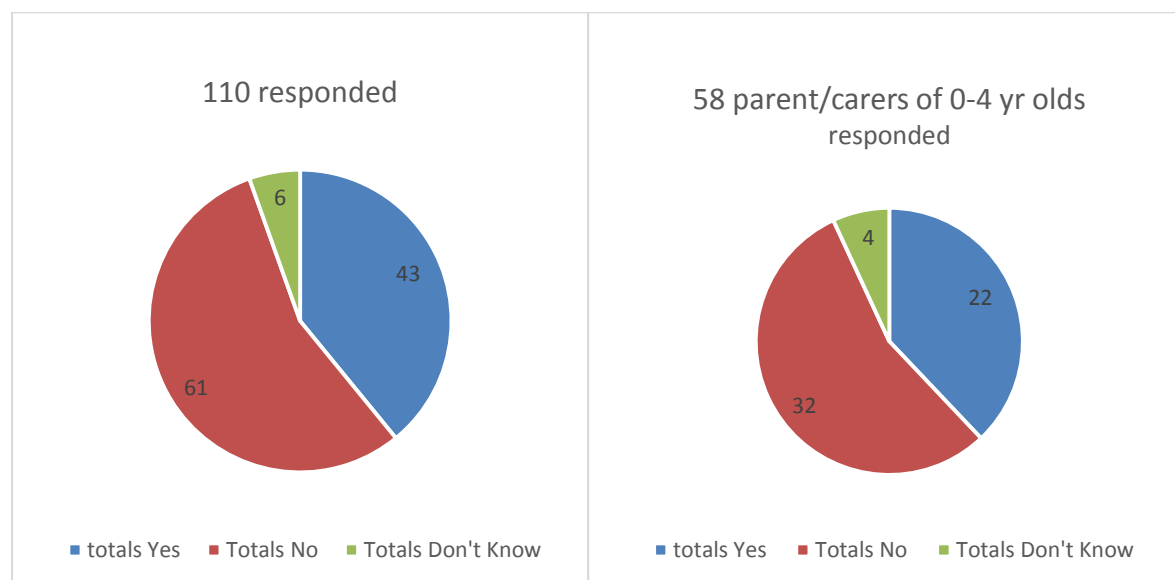


All responses: Yes 89 (82%) No 13 (12%) Don't know 6 (6%)

**Parents 0-4 Yr olds: Yes 48 (84%) No 6 (11%) Don't know 3 (5%)**

The majority agreed that area 1 had priority within the West Leigh Catchment oversubscription criteria before out of area children.

**Do you agree that pupils of staff have priority before anyone outside the catchment area?**

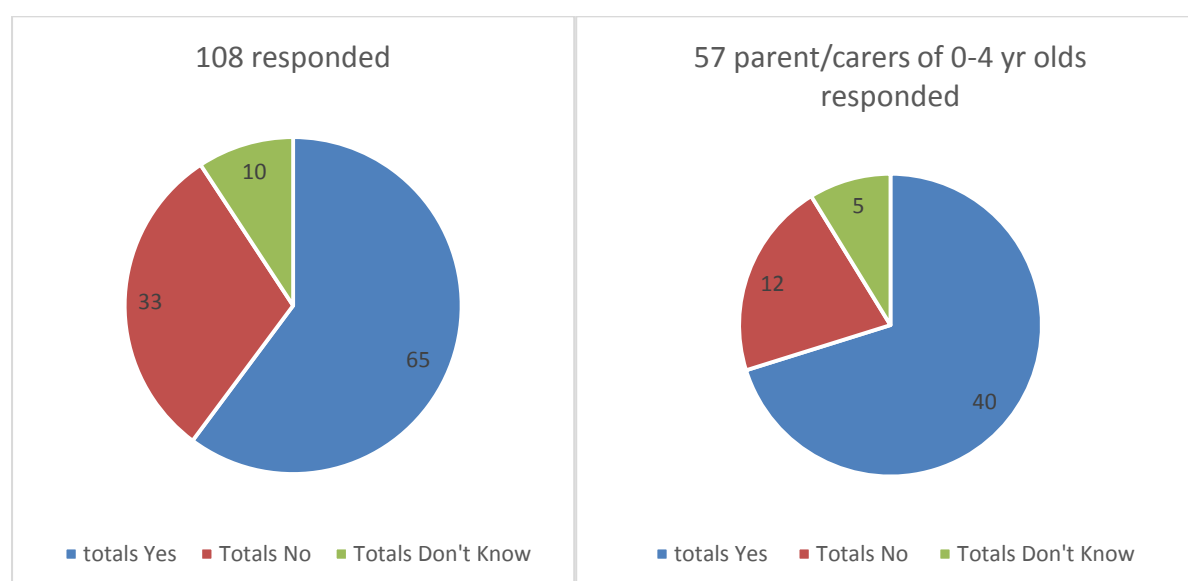


**All responses: Yes 43 (39%) No 61 (55%) Don't know 6 (5%)**

**Parents 0-4 Yr olds: Yes 22 (38%) No 32 (55%) Don't know 4 (7%)**

The majority disagreed with a higher priority for pupils of staff.

**Do you agree with the way the Council measures distance?**

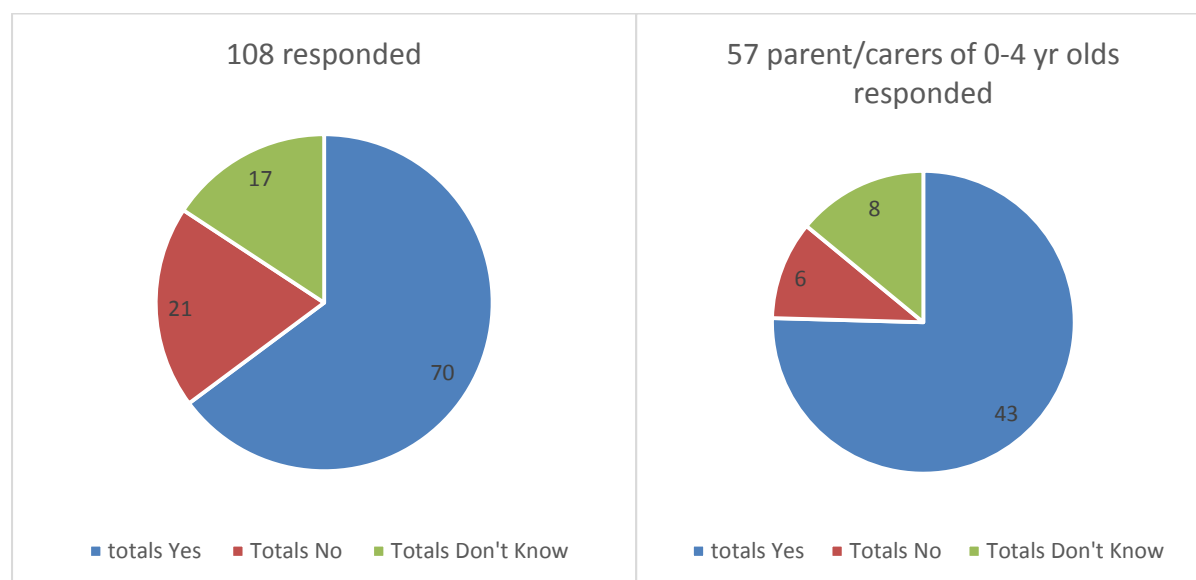


**All responses: Yes 65 (60%) No 33 (31%) Don't know 10 (9%)**

**Parents 0-4 Yr olds: Yes 40 (70%) No 12 (21%) Don't know 5 (9%)**

The majority agreed with the way the Council measures distance.

**Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?**

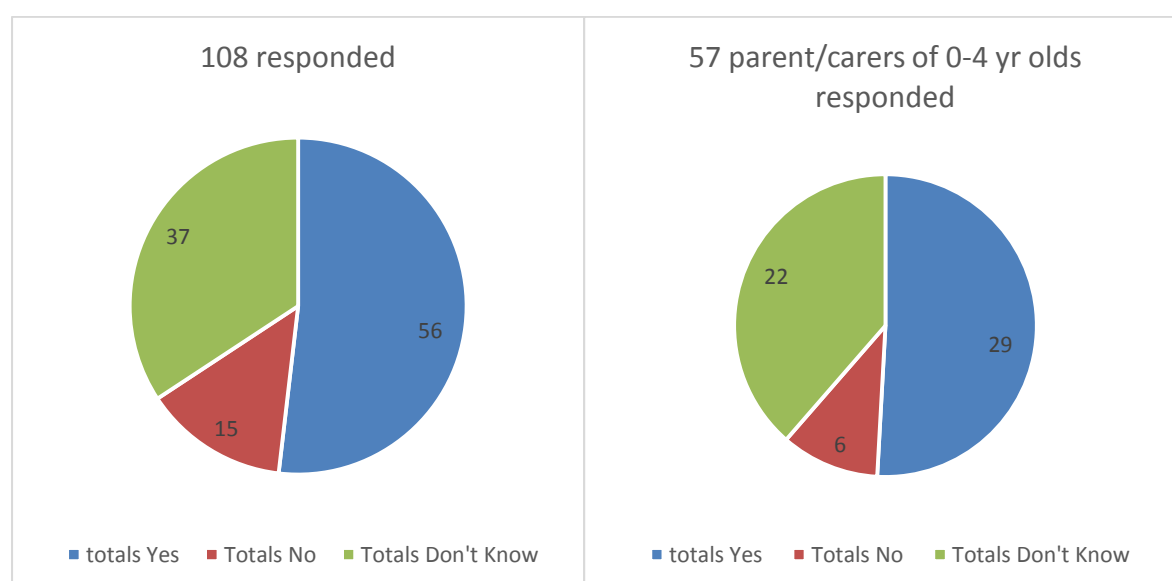


**All responses: Yes 70 (65%) No 21 (19%) Don't know 17 (16%)**

**Parents 0-4 Yr olds: Yes 43 (75%) No 6 (11%) Don't know 8 (14%)**

The majority agreed with this question.

**Do you agree with the way the Council treats applications when parents have separated?**

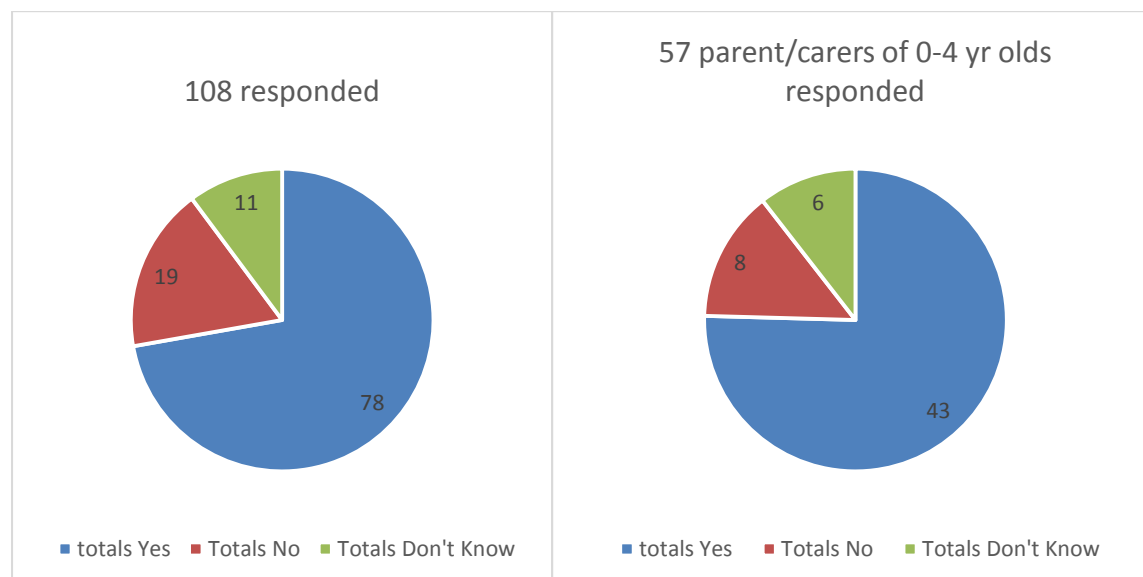


**All responses: Yes 56 (52%) No 15 (14%) Don't know 37 (34%)**

**Parents 0-4 Yr olds: Yes 29 (51%) No 6 (11%) Don't know 22 (39%)**

Although the majority agreed with this question, many remained unsure.

### Do you agree with the Council's sibling rules?

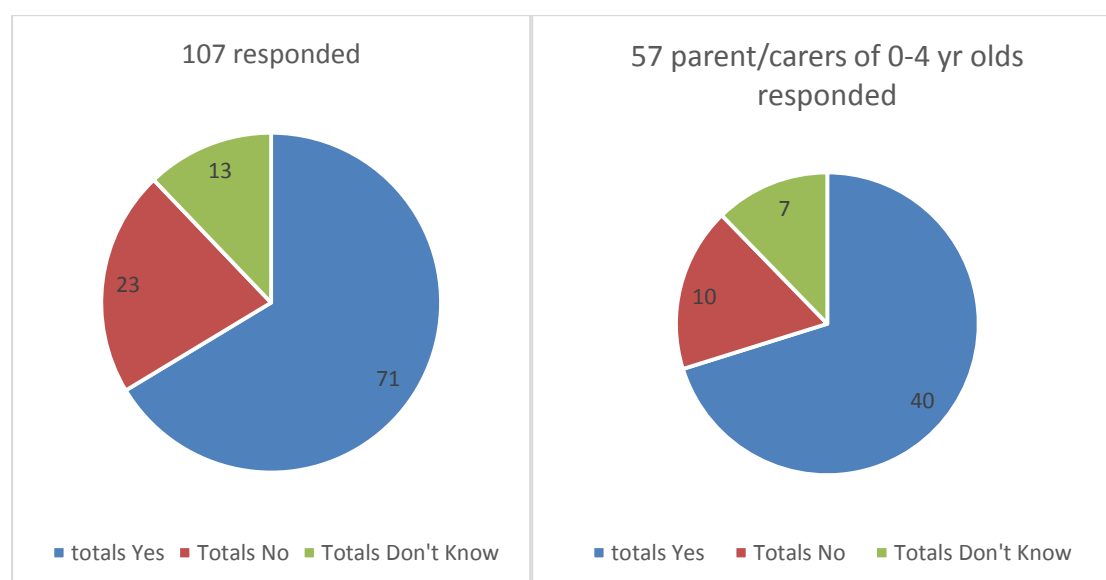


**All responses: Yes 78 (72%) No 19 (18%) Don't know 11 (10%)**

**Parents 0-4 Yr olds: Yes 43 (75%) No 8 (14%) Don't know 6 (11%)**

The majority agreed with the Council's sibling rules.

### Do you agree that the Council runs the waiting lists for the school year?

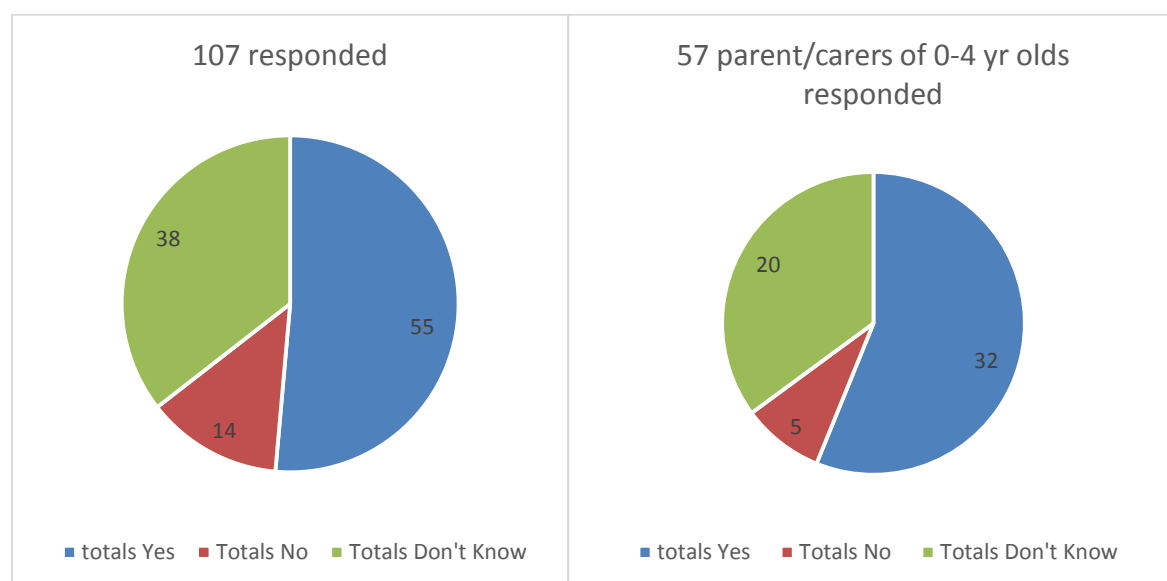


**All responses: Yes 71 (66%) No 23 (21%) Don't know 13 (12%)**

**Parents 0-4 Yr olds: Yes 40 (70%) No 10 (18%) Don't know 7 (12%)**

The majority agreed that the Council runs the waiting lists for the school year.

### Do you agree with the rules on 'Over and under age applications'?

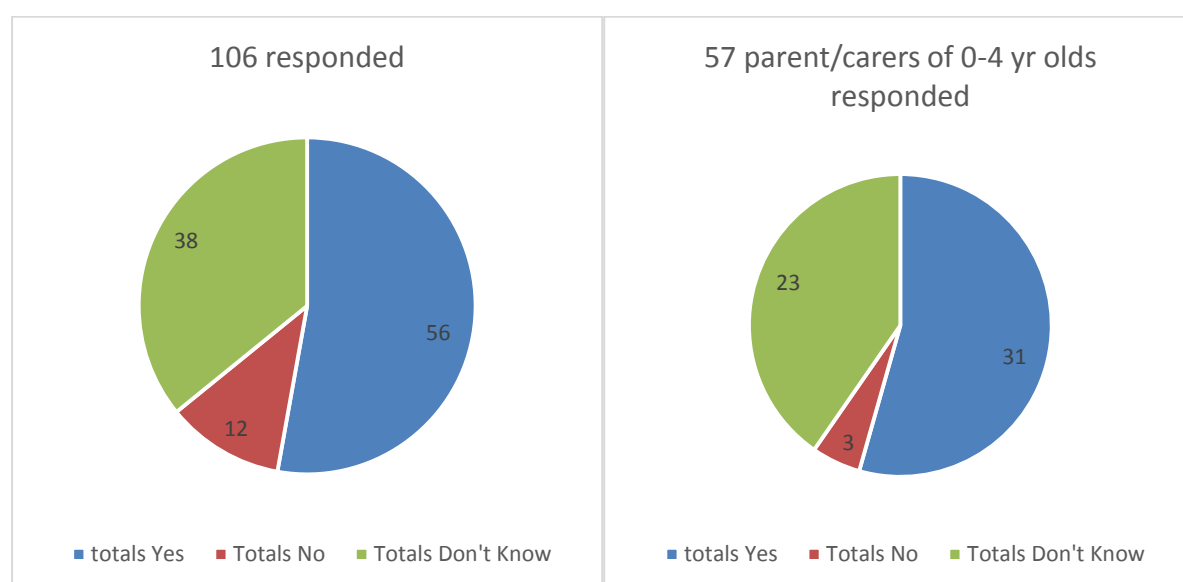


All responses: Yes 55 (51%) No 14 (13%) Don't know 38 (36%)

Parents 0-4 Yr olds: Yes 32 (56%) No 5 (9%) Don't know 20 (35%)

The majority either agreed or didn't know in relation to the over and under age applications.

### Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?

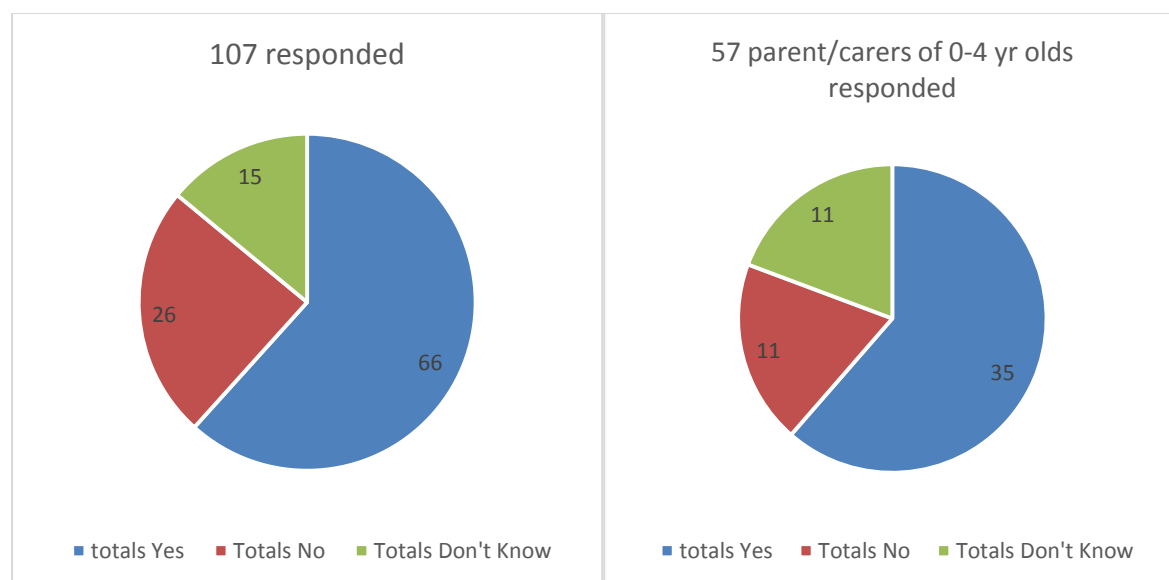


All responses: Yes 56 (53%) No 12 (11%) Don't know 38 (36%)

Parents 0-4 Yr olds: Yes 31 (54%) No 3 (5%) Don't know 23 (40%)

The majority either agreed or didn't know in relation to the rules on admission of children below compulsory school age and deferred entry to School.

**Do you agree that the home address to be used is the address as at the closing date for applications on 15th January, and any address changes after this are updated after the on time applications are processed?**



All responses:            Yes    66 (62%)        No    26 (24%)        Don't know    15 (14%)

**Parents 0-4 Yr olds: Yes    35 (61%)        No    11 (19%)        Don't know    11 (19%)**

The majority agreed with this statement.

### Other Comments (free text):

Themes received from the free text for providing any other comments were:

- 23    No change
- 18    area 1 residents are being penalised.
- 16    model reflects previous feedback and is fair
- 9    data used is incorrect/ no reason for change
- 9    dividing the community
- 8    reduction in house price value
- 7    area 1 has not had Councillor representation due to living in the area
- 6    concerns of people fraudulently gaining admission/gaming
- 5    All siblings should have equal priority (currently no priority for out of catchment siblings)
- 5    roads closest to eastern border and the school should be in area 1 not the Marine Estate
- 4    sibling priority only for those in catchment and area 1
- 3    expand existing good schools



- 3 children living on the boundary should have greater priority to those living closer to the school
- 3 concerns relating to road safety/increased traffic/ longer distance to school
- 3 specifically purchased in catchment – now being removed
- 3 against children eligible for pupil premium having priority
- 2 concerns relating to Darlington Ofsted rating – SBC should improve their performance

#### General comments:

- Not in agreement to children of staff
- All catchment areas should be removed
- People who have to rent should not be penalised for it
- Distance should be based on walking route not straight line
- Area 1 should be given guaranteed access to one school

#### Quotes:

*The consultation has been badly managed. Area 1 residents have received no Councillor support due to pecuniary interests.*

*It is unclear why this change has to happen and how it will affect the Area 1 homes in the future.*

*A catchment area that has worked for years has now to be broken up.*

*Siblings are needed to have priority irrespective of the catchment area*

*Not everyone that rents are gamers so please don't judge everyone on that.*

*the latest proposals do in my opinion give rise to the most fair outcome for the most number of people.*

From all the free text comments the most common theme was requesting no change for any of the arrangements with particular reference to the proposed catchment area changes. There was also a very strong theme from residents living in area they are being penalised for having properties of greater value and treated unfairly. In contrast, there was also a number of responses expressing their gratitude and in favour of the changes. These were predominately people living on the bordering roads or people living in the roads surrounding the school.

It should however be noted that although West Leigh had the highest number of respondents, numbers remained low in comparison to numbers attending the school numbers of families with 0-4 year olds living in the area and the overall adult population living in the area and as stated with the other school responses, it may be considered that the majority were not compelled to respond and as such indifferent to any proposed change.

#### Other Responses

50 emails were received relating specifically to West Leigh Infants proposed admission arrangements and catchment area changes. 40 were in support of the changes and 8

requesting no change. An additional 2 emails was simply sending completed surveys which has been included in the results.

Themes from the emails, telephone calls and public events during the formal consultation period relating specifically to West Leigh Infant school were:

In agreement with proposed arrangements:

- Supporting changes and providing fairness for years of catchment under subscription for area 1
- Area 1 residents have the benefit of being identified within two good and outstanding school admission arrangements/catchment areas.
- Increased choice to area 1 residents
- Residents on the border now a reasonable expectation of gaining a place

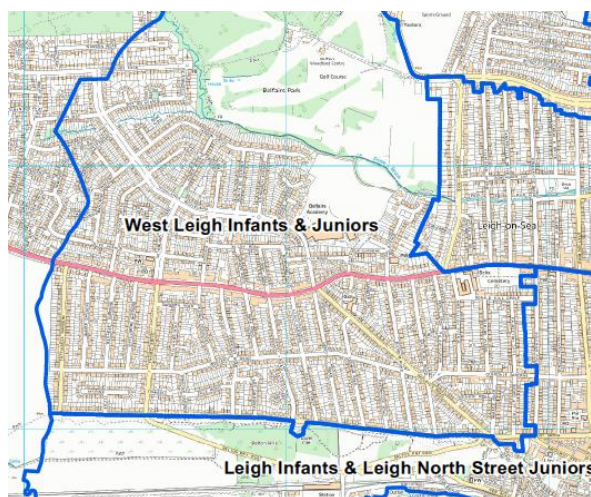
Opposing proposed arrangements:

- Council should reimburse home owners for loss of value
- Concern around people gaming the admission application, through short term rentals.
- Consultation is flawed as some people have not had a full 6 weeks' notice to respond. Some have not been written to/notified of the changes
- Additional places should be added to West Leigh in years of higher catchment applications
- Greater distance to walk to school, creating more cars on the road and increased road safety issues

### **Recommendation:**

Accept the Published admission number for West Leigh Infant School and proposed Catchment Area. Although a significant number of parents requested an increase to the admission limit this would not be possible for the school site, which is already over capacity.

Retain the current 2018 catchment area:



Amend the proposed Admission Arrangements for West Leigh Infant School presented in the consultation and determine the admission arrangements as outlined in Appendix 2, a summary of the criteria is provided below.

### **West Leigh Infant School - 2019**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School;
3. Pupils of staff at the school;
4. Pupils eligible for pupil premium who live in the catchment area ;
5. Pupils who live in the catchment area ;
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School;
7. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps (Provided in Appendix 2)

The majority of respondents found the proposed catchment area to be unreasonable: 34 parents of 0-4 years responded that it was unreasonable and 24 identifying that it was reasonable.

The risk factors identify that the school is likely to continue to have years of not meeting catchment applications for 2019 and 2020 due to the births being higher than PAN. These numbers are low but may cause dissatisfaction for some parents if unsuccessful in gaining a catchment preference. What has changed however is the previous migration trends of applications being higher than births. This was very evident prior to 2017 however analysing early 2018 admission data, along with acknowledging the buck in trends in 2017 has not identified any further migration trends and thus lowered the numbers of children likely to be affected by any catchment oversubscription. Recent years has also seen parents placing other schools higher in their preferences than catchment which has also seen some children being successful in gaining a place from out of the area.

2021 birth data evidences a dip in births back to beneath PAN, if migration continues to be low, there are far reduced risks in not meeting catchment applications from 2021.

The proposed arrangements in the consultation mitigated for years of catchment over subscription by providing area 1 residents priority (after catchment) to increase parental preference in years where the school is able to admit outside of the new catchment but to the detriment of Leigh North Streets catchment area and requiring

change. Many that responded to the consultation considered the proposals unreasonable due to not providing this consideration to Leigh North Street residents.

With only two years of higher births and due to numbers over PAN remaining low (under 6%) and the majority of respondents not in favour of change, the recommendations are for the catchment to remain as is.

School catchment areas can never provide a guarantee to catchment residents and as such parents should use their preferences accordingly to increase the likelihood of gaining one of their preferred schools.

Please refer to Appendix 2 Proposed Admission Arrangements for the full map and recommended criteria and explanatory notes.

Arrangements will continue to be reviewed annually, with any further propose changes only taking effect after full consultation and decision by Council members.

## **Fraudulent or Intentionally Misleading Applications**

Both the listening and engagement exercise and formal consultation received concerns from the public regarding alleged high numbers of fraudulent or intentionally misleading applications which has impacted negatively upon over subscription for the schools in South Leigh.

It has been repeatedly suggested by respondents that high numbers of parents are regularly making fraudulent applications or taking a second property under a short tenancy lease within the catchment area during the reception application round with no intention of living in the area post National Offer Day.

The School Admissions Code 2014 prescribes what information must not be asked for as part of the admission application process. A full list can be found within sections 1.9 and 2.4 of the code. The code also identifies that authorities may need to ask for proof of address but only where it is unclear whether a child meets the published oversubscription criteria.

An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Currently, Southend Borough Council will withdraw offers if found to be fraudulent or misleading during coordination. In accordance with the Admissions code and Southend's Admissions Scheme, once a child has started school, a place can only be withdrawn within the first term and would be the responsibility of the school to identify and withdraw the place. Parents in these cases would be expected to reapply to schools for a place.

The Education (Pupil Registration) (England) Regulations 2006 do not permit schools to withdraw a place or remove a child from the school register due to the child moving out of the catchment area, therefore where a family moves out of catchment after the first term in a child's reception year their child's place could not be withdrawn by the school (even if the application was later found to be fraudulent).

Although no evidence of specific cases has been submitted from these claims, the Council has committed to a full evaluation of current processes for identifying and withdrawing fraudulent or intentionally misleading applications and, where possible and in accordance with the law, strengthening current systems.

## Consultation of Explanatory notes to the Admission Arrangements 2019

Explanatory note question	Average % agreed	Average % not agreed	Average % don't know
Do you agree with the way the Council measures distance?	54	31.6	14.3
Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?	54.9	19.4	25.7
Do you agree with the way the Council treats applications when parents have separated?	51.9	11.4	36.7
Do you agree with the Council sibling rules?	66.5	21.2	12.3
Do you agree that the Council runs the waiting lists for the school year?	67.2	21.3	11.5
Do you agree with the rules on 'Over and under age applications'?	50.2	10.36	39.1
Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?	51.1	12.0	36.9
Do you agree that the home address to be used is the address as at the closing date for applications, 15th January, and any address changes after that are updated after the on time applications are processed?	64.1	21.8	14.1

The above raised no significant matters and therefore are recommended to be determined with the arrangements 2019.

## Annex 1 Proposed Explanatory Notes

These apply to all community schools in Southend-on-Sea.

**Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception and year 3 between 14<sup>th</sup> September and 15<sup>th</sup> January.**

<b>Pupils in public care and children that were previously in public care</b>	Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.
<b>Pupils with Education, Health and Care Plans</b>	All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on <a href="http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs">http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs</a> <a href="http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page">http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page</a>
<b>Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools)</b>	<p>Schools are given a pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.</p> <p>Parents can check their eligibility by filling out the LA online form on: <a href="https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&amp;&lt;span%20id= or www.southend.gov.uk/fsm">https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&amp;&lt;span%20id= or www.southend.gov.uk/fsm</a></p> <p>Parents that are in receipt of one of the following may be eligible for pupil premium:</p> <ul style="list-style-type: none"><li>• Income Support</li><li>• Income-based Job Seekers Allowance</li><li>• Income-related Employment and Support Allowance</li><li>• Support under Part VI of the Immigration and Asylum Act 1999</li><li>• The Guaranteed Element of State Pension Credit</li><li>• Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)</li></ul>

- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit

<b>Pupils of staff of the school</b>	<p>Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:-</p> <p>(a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or Senco) that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,</p> <p>and/or</p> <p>(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.</p>
<b>Distance:</b>	<p>In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The pupils living closest will be given priority. If the pupil’s home is a flat the distance will be measured to the main external entrance to the building.</p>
<b>Tie-Break</b>	<p>to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an ‘excepted pupil’.</p>
<b>Distance where parents have separated</b>	<p>The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:</p> <ul style="list-style-type: none"> <li>• an application is made that both parents agree to; or</li> <li>• written agreement is provided from both parents; or</li> <li>• a court order is obtained confirming which parent's application takes precedence’.</li> </ul> <p>Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.</p>



<b>Infant to partner Junior admissions</b>	<p>Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14<sup>th</sup> September to 15<sup>th</sup> January. The Council offers a full coordinated process for admission to year 3.</p>
<b>Siblings</b>	<p>Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.</p> <p>In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.</p>
<b>Waiting lists</b>	<p>Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3).</p> <p>Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and also submit an appeal online on the council's web site <a href="http://www.southend.gov.uk/admissions">www.southend.gov.uk/admissions</a> or email <a href="mailto:admissions@southend.gov.uk">admissions@southend.gov.uk</a> to request an appeal application form. All appeals are considered by an Independent Appeals Panel.</p> <p>Waiting lists for all year groups for community schools are closed at the end of each school year.</p>
<b>Over and Under age applications</b>	<p>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. In addition, the parents of a summer born child may choose not to send that 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.</p> <p>Details are provided in the Admission Scheme 2019/20 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a &amp; b).</p> <p>Such requests for Schools in Southend-on-sea are directly to the school and</p>

the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31<sup>st</sup> October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

**Admission of children below compulsory school age and deferred entry to school.**

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both

the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14<sup>th</sup> September – 15<sup>th</sup> January for the 'usual age group for their child'.

Requests for deferment of admission to community schools should be sent to the Council and for Academy and Voluntary aided schools directly to the school. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration. For community schools, parental requests to be addressed and sent to the Pupil Access Manager, School Admissions Team, Southend Borough Council.

The Pupil Access Manager will constitute a panel to consider the submission and the panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school in the Reception year the year after they turn 5 years of age and not in year 1. The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions code 2012 section 2.16).

The panel will meet by the last week in February to consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

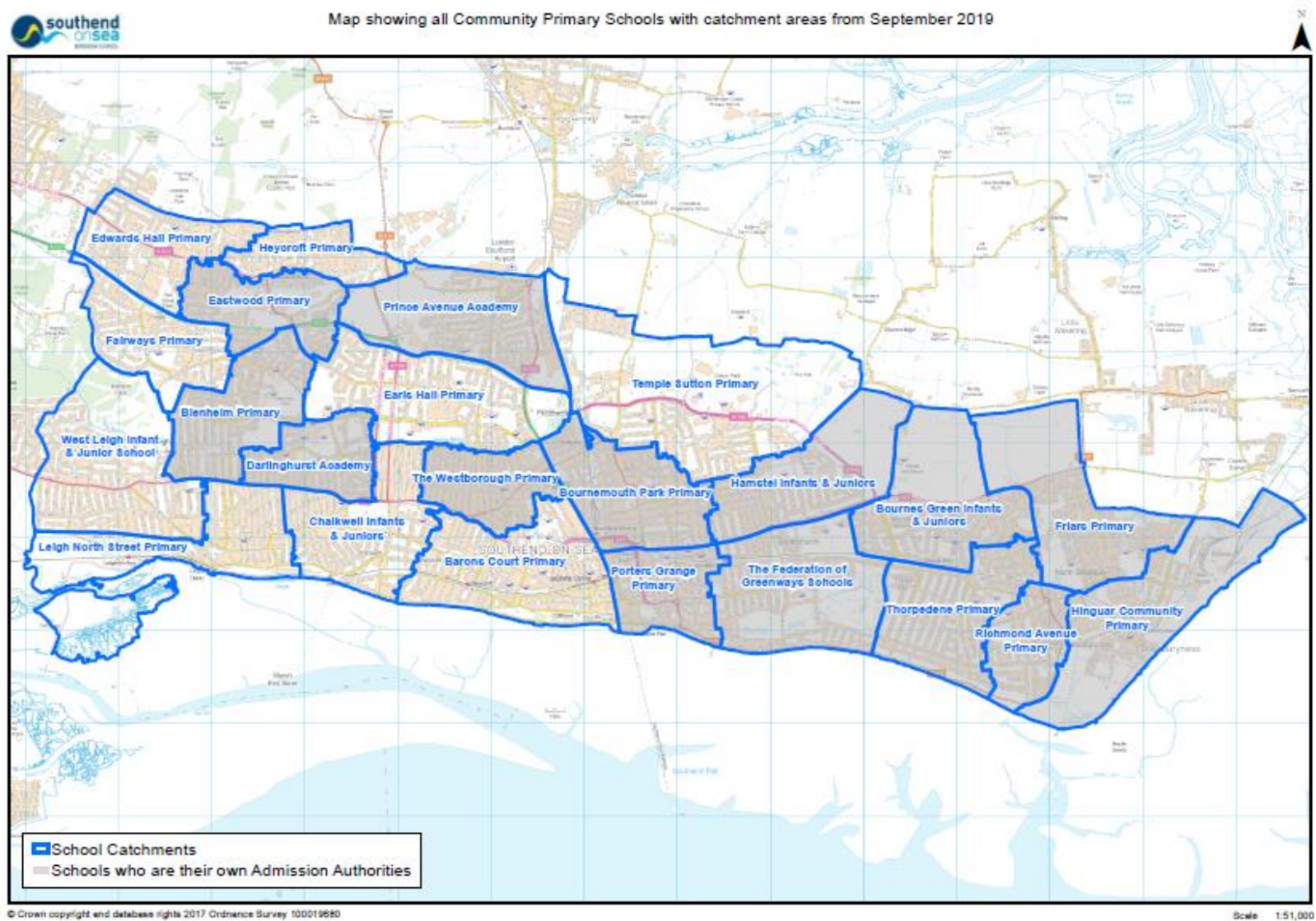
- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

<b>Pupils of the Nursery (Temple Sutton Primary only)</b>	Children will be ranked in this admission category for Temple Sutton Primary School if they are on roll in Temple Sutton Nursery which is part of the school during the year before admission. In regard to the main round children must be part of Temple Sutton Nursery before the application closing date of 15 <sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15 <sup>th</sup> January will be ranked under these criteria after the national offer day (16 <sup>th</sup> April). This criteria will not be relevant for in year admissions years 2-6.
<b>In-year admissions</b>	As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications for community schools to the Admissions Team at the Council. Where places are available at preferred schools places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the schools. Waiting lists are ranked according to the admission criteria for schools. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
<b>Home Address</b>	For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15 <sup>th</sup> January (reception and year 3). Changes to address will be updated after all on time applications have been processed.

## Annex 2 Proposed Catchment Maps for Southend Community Schools



Drill down and post code look up table will be available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

## Annex 3 Consultation Information Distribution

### Community School Admission Arrangements 2019/20 Consultation

List of mail-out, actions & match to requirements from the code

#### 1. Summary of Actions

2-3 November	Poster posted out to lists as below
	Press release by media team to Echo. Run by echo twice.
	letters delivered to Yellow Advertiser for distribution w/c 6 <sup>th</sup> November to areas with proposed catchment areas
6 <sup>th</sup> November	Consultation live on SBC website
	Eventbrite open for bookings to attend 23 <sup>rd</sup> November Open Session
	Full mail out (see below)
7 <sup>th</sup> November	Posters posted to all places of worship within western side of SBC
8 <sup>th</sup> to 22 <sup>nd</sup> November	General queries answered as received from schools, councillors and public.
23 <sup>rd</sup> November	Open Session at Civic Centre 6:30 to 8:30pm
25 <sup>th</sup> November	Eventbrite open for bookings to attend 5 <sup>th</sup> December Open Session
29 <sup>th</sup> & 30 <sup>th</sup> November	Letters hand delivered to areas within proposed catchment change areas
5 <sup>th</sup> December	2 <sup>nd</sup> Open Session at Civic Centre 6:30 to 8:30pm
Week of 11 <sup>th</sup> December	Banners from open evenings displayed at schools on a rotation basis
Weekly / regularly with updates	Notice in Southend Learning Network School newsletters Admission Forum SBC social media Councillors Distribution list from pre-consultation registered parties
Awareness	Leigh times regular articles regarding consultation

#### 2. List of Mail out and email contacts

Local Authorities	Essex County Council; Thurrock; Cambridge; Norfolk; Suffolk; Northampton; Luton; Hartfordsire; Bedfordshire; Bedfordshire Central; Peterborough; Castle Point and Rochford DC; Basildon District C Lincolnshire	Completed 6/11/17
Primary Schools in relevant area	Barling Magna Primary School Great Wakering Primary School Grove Wood Primary School Hadleigh Infant School Hadleigh Junior School Holt Farm Infant School Holt Farm Junior School Thundersley Primary School Wyburns Primary School Rochford Primary and Nursery School St. Teresas Catholic Primary School Waterman Primary School	Completed 6/11/17
Local Primary	All Infant, junior and primary schools in the borough of	Completed

Schools	Southend-on-Sea	6/11/17
Secondary Schools in the relevant area	Castle View School Greensward Academy The Appleton School The Deanes School The FitzWimarc School, The King Edmund School, The King John School, The Swayne Park School,	Completed 6/11/17
Local Secondary Schools	All secondary schools in the borough of Southend-on-Sea	Completed 6/11/17
Independent Schools	Thorpe Hall; St Michael's; Allen Court; St Pierre	Completed 6/11/17
Chair of Governors	All schools in the area and relevant area	Completed 23/11/17
Local community Groups	YMCA, doctors, supermarkets, community centres; churches; dentists, other shops; health centres; local post offices; local libraries; Dioceses of Brentwood and the Dioceses of Chelmsford	Completed in the week of 6/11/17
Counsellors and local MPs	Leigh Town council Castle point and Rochford district council Southend Councillors David Amess James Duddridge	Completed 6/11/17
Trade Unions	Unison; GMB; ATL	Completed 6/11/17
Nurseries and Early Years settings	All registered settings in the borough of Southend-on-Sea (list closed)	Completed 6/11/17
Notice in the newspapers	Echo	
Any other	SBC web site; SBC Twitter; SBC Facebook All local Infant, Junior and Primary schools - newsletters	Weekly from 6/11/17
Internal	Email everyone in SBC	Completed 6/11/17
Southend Learning Network	Weekly newsletter and item	Weekly from 6/11/17
Admission Forum Members	Emailed weekly to admission forum members	
Distribution list from interested members of the public	Distribution list from pre-consultation registered parties (parents/carers/residents)	

### 3. Matched against requirements of The School Admissions Code 2014 section 1.44

*1.44 Admission authorities must consult with:*

- a) parents of children between the ages of two and eighteen;*
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;*
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);*

- d) whichever of the governing body and the local authority who are not the admission authority;*
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and*
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.*



## Admissions Arrangements for Community Schools for September 2019 round of admissions

Publication: 15<sup>th</sup> March 2018

**. For office use – statutory process: The School Admissions Code 2014**

26 <sup>th</sup> September 2017	Arrangements for Admission forum
10 <sup>th</sup> October 2017	Cabinet draft consultation proposals, updated map 5/10/2017
19 <sup>th</sup> Sept – 31 <sup>st</sup> October 2017	PAN consultation with Governing Bodies
6 <sup>th</sup> November – 15 <sup>th</sup> December 2017	Consultation ( 6 weeks)
19 <sup>th</sup> January 2018	Admission Forum
29 <sup>th</sup> January 2018	Admission arrangements to Cabinet for Determination
28 <sup>th</sup> February 2018	Final Determined Admission Arrangements
15 <sup>th</sup> March 2018	Publication of Composite Prospectus of Determined Arrangements
16 <sup>th</sup> March – 15 <sup>th</sup> May 2018	Window for Objections to the School Adjudicator.
12 <sup>th</sup> September 2018	Final arrangements for 2019 are published

## CONTENTS

1. Introduction .....	3
2. Community Schools Published Admissions Number 2019/20* .....	3
3. Oversubscription criteria for community schools.....	3
Barons Court Primary School & Nursery .....	3
Chalkwell Hall Infant School.....	4
Chalkwell Hall Junior School .....	4
Earls Hall Primary School .....	4
Edwards Hall Primary School.....	4
Fairways Primary School .....	4
Heycroft Primary School .....	5
Leigh North Street Primary School .....	5
Temple Sutton Primary School.....	5
West Leigh Infant School .....	5
5. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea .....	5
5.1 Pupils in public care and children that were previously in public care .....	5
5.2 Pupils with Education, Health and Care Plans.....	6
5.3 Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools) .....	6
5.4 Pupils of staff of the school .....	6
5.5 Distance:.....	6
5.5.1 Tie-Break .....	6
5.6 Distance where parents have separated .....	6
5.7 Infant to partner Junior admissions .....	7
5.8 Siblings .....	7
5.9 Waiting lists.....	7
5.10 Over and Under age applications.....	7
5.11 Admission of children below compulsory school age and deferred entry to school.....	8
5.13 In-year admissions .....	9
5.14 Home Address .....	9
6. Catchment Map .....	10

## 1. Introduction

Southend-on-Sea Borough Council is the admission authority for all community schools in the borough. This document sets out the formal policies for all borough community. It is the formal document to ensure Council approves the Determined Policy and not the document that is used for any consultation. The arrangements for 2019 proposed significant change to the current arrangements and catchment areas and appropriate documentation with full explanatory notes were provided to the public during the consultation period (6<sup>th</sup> Nov- 15<sup>th</sup> Dec 2017).

The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions for the admission year 2019.

## 2. Community Schools Published Admissions Number 2019/20\*

Community Primary Schools	Proposed admission limit for 2019/20, for each year group
Barons Court Primary School & Nursery	35
Chalkwell Hall Infant School	120
Chalkwell Hall Junior School	120
Earls Hall Primary School	90
Edwards Hall Primary School	60
Fairways Primary School	60
Heycroft Primary School	60
Leigh North Street Primary School	90
Temple Sutton Primary School	120
West Leigh Infant School	120

Community Schools as at publication. Should more schools convert to Academy status this list will be updated.

\*consultation with schools on PAN 19<sup>th</sup> September – 31<sup>st</sup> October 2017. Cabinet approved 19<sup>th</sup> Sept 2017.

## 3 Oversubscription criteria for community schools

**Criteria are set for each individual school below and apply to all year groups for the year 2019. Explanatory notes, item 5, apply to all community school arrangements. The published admission limit for community schools is provided above.**

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

### Barons Court Primary School & Nursery

1. Looked after children and previously looked after children;
  2. Pupils who live in the catchment area who have a sibling attending the school;
  3. Pupils who live in the catchment area;
  4. Pupils who live outside the catchment area who have a sibling attending the school;
  5. Pupils of staff at the school;
  6. Pupils who live outside the catchment area.
- (for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Chalkwell Hall Infant School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Chalkwell Hall Junior School**

1. Looked after children and previously looked after children;
2. Pupils attending year 2 at Chalkwell Hall Infant School;
3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School;
4. Pupils of staff at the school;
5. Pupils who live in the catchment area;
6. Pupils who live outside the catchment area who have a sibling attending the school;
7. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Earls Hall Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Edwards Hall Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Fairways Primary School**

1. Looked after children and previously looked after children;
2. Pupils who have a sibling attending the school;
3. Pupils who live in the catchment area;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Heycroft Primary School**

1. Looked after children and previously looked after children ;
2. Pupils who live in the catchment area and have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils of staff at the school;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Leigh North Street Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils of staff at the school;
4. Pupils who live in the catchment area ;
5. Pupils who live outside the catchment area who have a sibling attending the school;
6. Pupils who live outside the catchment area.  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **Temple Sutton Primary School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school;
3. Pupils who live in the catchment area ;
4. Pupils who live outside the catchment area who have a sibling attending the school;
5. Pupils of staff at the school;
6. Pupils of the school attending Temple Sutton Nursery;
7. Pupils who live outside the catchment area  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

### **West Leigh Infant School**

1. Looked after children and previously looked after children;
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School;
3. Pupils of staff at the school;
4. Pupils eligible for pupil premium who live in the catchment area ;
5. Pupils who live in the catchment area ;
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School;
7. Pupils who live outside the catchment area .  
(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

## **5. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea**

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception and year 3 between 14<sup>th</sup> September and 15<sup>th</sup> January.

- |   |  |
|---|--|
| <b>5.1 Pupils in public care and children that were previously in public care</b> | Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking. |
|---|--|

<b>5.2 Pupils with Education, Health and Care Plans</b>	<p>All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on</p> <p><a href="http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs">http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs</a></p> <p><a href="http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page">http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page</a></p>
<b>5.3 Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools)</b>	<p>Schools are given a pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.</p> <p>Parents can check their eligibility by filling out the LA online form on:  <a href="https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&amp;&lt;span%20id= or www.southend.gov.uk/fsm">https://southend.firmstep.com/default.aspx/RenderForm/?F.Name=ofyiMHFi7J8&amp;&lt;span%20id= or www.southend.gov.uk/fsm</a></p> <p>Parents that are in receipt of one of the following may be eligible for pupil premium:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Job Seekers Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• The Guaranteed Element of State Pension Credit</li> <li>• Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)</li> <li>• Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit</li> </ul>
<b>5.4 Pupils of staff of the school</b>	<p>Children will be ranked in this admission criteria if they are children of staff at the school in either or both of the following circumstances:-</p> <p>(a) where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or Senco) that has been employed at the school (for infant and junior schools it will be staff at either school) for two or more years at the time at which the application for admission to the school is made,</p> <p>and/or</p> <p>(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage.</p>
<b>5.5 Distance:</b>	<p>In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.</p>
<b>5.5.1 Tie-Break</b>	<p>to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'.</p>
<b>5.6 Distance where</b>	<p>The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the</p>

<b>parents have separated</b>	<p>marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:</p> <ul style="list-style-type: none"> <li>• an application is made that both parents agree to; or</li> <li>• written agreement is provided from both parents; or</li> <li>• a court order is obtained confirming which parent's application takes precedence'.</li> </ul> <p>Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.</p>
<b>5.7 Infant to partner Junior admissions</b>	<p>Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14<sup>th</sup> September to 15<sup>th</sup> January. The Council offers a full coordinated process for admission to year 3.</p>
<b>5.8 Siblings</b>	<p>Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.</p> <p>In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.</p>
<b>5.9 Waiting lists</b>	<p>Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3).</p> <p>Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and also submit an appeal online on the council's web site <a href="http://www.southend.gov.uk/admissions">www.southend.gov.uk/admissions</a> or email <a href="mailto:admissions@southend.gov.uk">admissions@southend.gov.uk</a> to request an appeal application form. All appeals are considered by an Independent Appeals Panel.</p> <p>Waiting lists for all year groups for community schools are closed at the end of each school year.</p>
<b>5.10 Over and Under age applications</b>	<p>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. In addition, the parents of a summer born child may choose not to send that 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.</p> <p>Details are provided in the Admission Scheme 2019/20 for the main rounds and requests submitted from parents are coordinated by the LA and follow the requirements in the School Admissions Code. Applications for over or under age applications in-year will be handled in line with the School Admissions Code 2014, 2.17 (a &amp; b).</p> <p>Such requests for Schools in Southend-on-sea are directly to the school and the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31<sup>st</sup> October of any given year. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.</p>

This will include documenting the following:-

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.
- 

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

**5.11 Admission of children below compulsory school age and deferred entry to school.**

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time they must discuss this with the headteacher of their allocated school. The approved deferred means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard. Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14<sup>th</sup> September – 15<sup>th</sup> January for the 'usual age group for their child'.

Requests for deferment of admission to community schools should be sent to the Council and for Academy and Voluntary aided schools directly to the school. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration. For community schools, parental requests to be addressed and sent to the Pupil Access Manager, School Admissions Team, Southend Borough Council.

The Pupil Access Manager will constitute a panel to consider the submission and the panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school in the Reception year the year after they turn 5 years of age and not in year 1.



The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions code 2012 section 2.16).

The panel will meet by the last week in February to consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

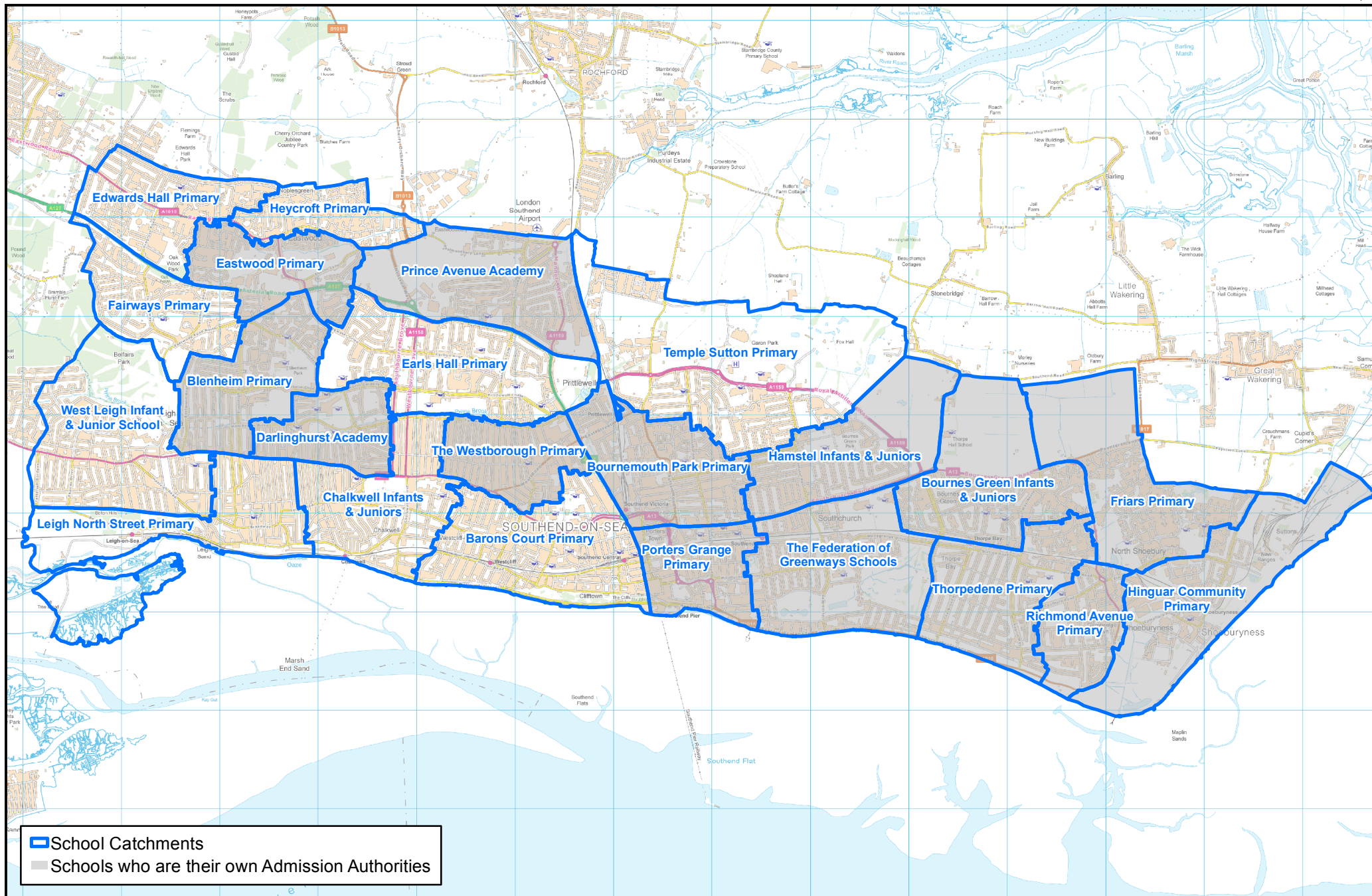
- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

- |  |  |
|--|--|
| <b>5.12 Pupils of the Nursery (Temple Sutton Primary only)</b> | Children will be ranked in this admission category for Temple Sutton Primary School if they are on roll in Temple Sutton Nursery which is part of the school during the year before admission for reception. In regard to the main round children must be part of Temple Sutton Nursery before the application closing date of 15 <sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15 <sup>th</sup> January will be ranked under these criteria after the national offer day (16 <sup>th</sup> April). This criteria will not be relevant for in year admissions years 2-6. |
| <b>5.13 In-year admissions</b>                                 | As permitted by law parents can make an application at any time to any school outside the normal admissions. Parents can submit applications for community schools to the Admissions Team at the Council. Where places are available at preferred schools places will be offered. Where there are no places applicants will be refused and have the opportunity to join the waiting list for the schools. Waiting lists are ranked according to the admission criteria for schools. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.   |
| <b>5.14 Home Address</b>                                       | For all applications the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15 <sup>th</sup> January (reception and year 3). Changes to address will be updated after all on time applications have been processed.  |

**The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.**



# The Determined Co-ordinated Admissions Scheme for 2019/20

Publication: 1<sup>st</sup> January 2018

*Office use: approval route*

Admission forum:	25 <sup>th</sup> May 2017
Cabinet:	19 <sup>th</sup> September 2017
Consult schools and LAs:	20 <sup>th</sup> September – 3 <sup>rd</sup> November 2017
Final check Admission Team:	17 <sup>th</sup> November 2017
Ratification: Deputy Chief Executive (Mr S Leftley) and Portfolio holder (Cllr Courtenay)	
delegation authority)	17 <sup>th</sup> November 2017
Minor admin corrections	20 <sup>th</sup> December 2017
Published: Council Web site:	20 <sup>th</sup> December 2017

## Contents

1. Introduction.....	3
2. Aims and scope of the scheme.....	3
3. Key Aspects of the Scheme. ....	3
4. General details of the scheme .....	4
4.2 Summer Born Children .....	6
4.3 Co-ordination of pupil admissions to Year 3 of Southend junior schools 2019/208	
4.4 Co-ordinated arrangements between the offer date and start of autumn term..	8
4.5 Year 7 - Under and over age applicants .....	9
4.6 Overseas applicants – applications from children whose parents are living abroad and do not have a “home authority” .....	9
4.7 New applications, late applications, changes of preferences and additional applications – for coordination of reception, year 3 and year 7 .....	10
4.8 Supplementary Information Forms.....	11
4.9 Waiting lists.....	12
4.10 Appeals.....	13
5. Annual Review of the Scheme .....	14
6. Council and school duties under the scheme .....	15
7. List of schools to which the scheme applies.....	15
8. Definitions.....	17
9. Key dates – Infant, Primary and Junior admissions September 2019 .....	19
10. Key dates – Secondary admissions September 2019 .....	20

## **1. Introduction**

- 1.1 The School Admissions Code places a duty on local authorities to formulate a single scheme for co-ordinating all applications to all publically funded schools from parents in their area. In the Borough of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. Schemes for admission to schools must be formulated by 1<sup>st</sup> January in the determination year.
- 1.2 Determined admission arrangements to be provided to the LA, for the inclusion in the composite prospectus, with the date and minute number from the Trust/LGB meeting.

## **2. Aims and scope of the scheme**

- 2.1 Aims of the scheme
  - 2.1.1 To facilitate the offer of one school place to each pupil.
  - 2.1.2 To simplify for parents the admission process into schools through the use of a Common Application form (CAF).
  - 2.1.3 To co-ordinate with neighbouring local authorities to avoid more than one school place being allocated to the same pupil.
- 2.2 Scope of the Scheme
  - 2.2.1 The scheme applies to families who are resident in Southend who are seeking admission into: reception year in primary and infant schools; year 3 in primary and junior schools and year 7 in secondary schools. The scheme excludes post 16 pupils.

## **3. Key Aspects of the Scheme.**

- 3.1 There will be co-ordination with other local authorities to ensure that a pupil only receives one offer.
- 3.2 Southend Borough Council (SBC) will co-ordinate admissions, for all schools including academy, community, foundation, free school and voluntary aided schools. Co-ordination is for all pupils into reception year, year 3 and year 7.
- 3.3 SBC will send offers of places to Southend residents even if the school is in another local authority. This includes offers on behalf of academy, community, foundation, free school and voluntary aided schools.
- 3.4 The CAF will enable parents to express:
  - up to 3 preferences for admission to a primary school; or
  - up to 5 preferences for admission to a secondary school.
- 3.5 Only SBC will know the ranking of the parental preferences. Preferences will be shared with other local authorities in so far as they relate to their schools. Parental



preferences may be shared with own admission authorities for the purposes of admission appeals.

- 3.6 In all cases academies, foundation, free school and voluntary aided schools will continue to be their own admission authorities, will apply their own criteria and will continue to be responsible for the organising of admission appeals.

## **4. General details of the scheme**

### **4.1 Primary and secondary admissions up to the offer date**

- 4.1.1 Parents will complete a Common Application Form (CAF) on which they will be able to express a preference for up to:
- 3 primary schools in order of priority; or
  - 5 secondary schools in order of priority.
- 4.1.2 Parents will be advised to apply on-line for a school place at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) but will be able to complete a paper common application form if they wish.
- 4.1.3 All CAFs must be sent to SBC which is the only body that can make offers to Southend parents on behalf of primary and secondary schools.
- 4.1.4 Alerts of pupils that have not applied will be made available to current settings, on request from Nursery Schools, but completed by default with schools to identify any barriers preventing on-time applications being submitted.
- 4.1.5 Parents can express a preference for a school in another local authority as Southend co-ordinates admissions with other authorities. The offer of a place at a school in another local authority will be made by SBC on behalf of that local authority. Similarly other local authorities will offer places to their residents on behalf of Southend schools. The scheme requires councils to liaise before any offers are made on behalf of schools in the other council area.
- 4.1.6 The Southend coordinated scheme considers all preferences against the admissions criteria for the individual schools.
- 4.1.7 The CAF will detail which schools also require Supplementary Information Forms (SIFs). These may be obtained from either the school or the website. SIFs must be sent back to the individual school. SIFs for the Consortium of Selective Schools in Essex (CSSE) need to be downloaded from the CSSE website or by contacting the CSSE and completed forms need to be returned to the CSSE. These forms are not application forms and parents must complete the CAF. (See section 4.7 on SIFs and section 4.1.6 for the SIF for the Consortium of Selective Schools in Essex).
- 4.1.8 For each admission round there is a national closing date for receipt of the CAF. The deadline for receipt of any SIFs is set by individual schools and the Consortium of Selective Schools in Essex (CSSE). The date may be later than the national closing date. For registration for the selective test the closing date will be much earlier. Parents are encouraged to send in the CAF to SBC and any SIFs (if required) to the school as early as possible prior to the closing date.

- 4.1.9 If SBC receives any SIFs these will be forwarded onto the school or, where appropriate CSSE. Similarly if any school receives by mistake any CAFs these must be sent onto SBC.
- 4.1.10 Preliminary lists will be shared with voluntary aided schools to check CAFs against SIF's submitted.
- 4.1.11 On-line applications will be downloaded into the admissions database. SBC will input into the admissions database all information shown on any paper CAF's, including any reasons for the application, and will provide details to all academy, foundation, free school and voluntary aided schools.
- 4.1.12 SBC will send to other local authorities details of pupils who have applied to schools in their area and will receive from other local authorities details of their pupils who have applied to Southend schools. The respective councils will send to their own schools a list of pupils who have applied to the school which will include both Southend and their own residents. It has been agreed by schools that are part of the CSSE that both SBC and Essex will send information on those pupils who have applied to take the selective test direct to the consortium.
- 4.1.13 Pupils taking the selective test, or aptitude tests or auditions will need to register with CSSE or schools to make the necessary arrangements.
- 4.1.14 Academy, foundation, free school and voluntary aided schools and, where appropriate CSSE, are required to rank in order of the schools' criteria **all** pupils who have applied to their school and to return these lists to SBC by the agreed date. Applications that are not matched to a SIF (or where there is no SIF), must still be ranked.
- 4.1.15 SBC will exchange information with other Local Authorities who will provide details of the ranking of Southend pupils who have applied to their schools.
- 4.1.16 SEN pupils will be accommodated if the named school is identified in the finalised EHCP by 15<sup>th</sup> February for Secondary and 27<sup>th</sup> March for Primary (or next working day) of any given year.
- 4.1.17 SEN and LAC pupils may need to be admitted over number on initial allocation (for offer day) and the School Admissions Team will manage the school back to the PAN until the last week of August at which time the Academy takes over.
- 4.1.16 SBC will match the parental preferences against the rank order lists provided by Southend schools.
- 4.1.17 The scheme operates according to the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place, but if for example parents are unsuccessful in gaining a place for the first preference school they are not disadvantaged in obtaining their second preference or their third preference etc. Schools do not receive details of the preference and have to put pupils in order of their admission criteria without knowing the preference. The process will continue until all preferences are exhausted.
- 4.1.18 SBC will provide any other local authority with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa).

- 4.1.19 Where possible SBC will share allocation lists to schools and the CSSE as appropriate, before offer day. This will be dependent on the process being complete before offer day. Schools will be notified if it is not possible to send the lists to them. When lists can be sent schools will be reminded of section 2.10 of The School Admissions Code 2014, in that school must not contact parents about the outcome of the applications until after these offers have been received. Schools must be mindful that parents that made a paper application may not receive the offer of a place for one or two days after the offer date.
- 4.1.20 SBC will send an offer of a single place to pupils applying for a school places on the offer day.
- 4.1.21 Parents who completed an online application will be advised of the outcome of their application by email on offer day. Unless they indicate on the CAF that they would prefer a response by letter.
- 4.1.22 Parents who completed a paper CAF will be advised of the outcome of their application by 1<sup>st</sup> class post on offer day. Parents should expect to receive the letter within 1 to 2 days of the offer day.
- 4.1.23 Offers are automatically recorded as 'accepted' and parents will be given 10 school days to notify the LA if they wish to reject an offer of a school place. Parents who applied online will be able to do this by using the online facility.
- 4.1.24 For any pupil who has not been allocated a place at one of their expressed preferences SBC will offer them a place at the school in the Borough nearest to the home address with vacancies at that time. Such offers will not be made to selective or faith schools.
- 4.1.25 Any places (that are in demand) will be reallocated if parents advise SBC that they no longer require a place.

## **4.2 Summer Born Children**

- 4.2.1 In the case of children born prematurely or the late summer months\* parents may request admission outside the normal age group.

\*Summer born age: DfE 'Advice on the admission of summer born children' July 2013: 'Children born from the beginning of April to the end of August reach compulsory school age on 31 August. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely'.

- 4.2.2 There is no statutory barrier to children being admitted outside their normal year group. Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case.

Parents may submit requests to the LA for any community schools and directly to own admission authorities for Academy schools.



Any decision will seek an outcome in the best interest for the child and for community schools will be considered by a Panel of relevant persons. Parents applying for schools outside the Borough of Southend will need to consult the respective LA's policy in this regard.

The following items apply to the LA, for community schools only:-

- 4.2.3 Parents submitting a request for admission outside the normal age group must also complete the Common Application Form during the main admission round, 14<sup>th</sup> September – 15<sup>th</sup> January. Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration.
- 4.2.4 The panel will only consider 'admission outside the normal age group', that is, whether or not a child can start school the year after they turn 5 years of age in the Reception year and not in year 1. The panel will not consider requests for deferment within the reception year as requests can be made by parents directly to the Headteacher of the allocated school (School Admissions Code 2014 section 2.16).
- 4.2.5 The panel will normally consider applications from parents of children born prematurely or in the last summer months for admission outside the normal age group.

**The following items apply for all applications, LA or OAA decision:-**

- 4.2.6 If the parents case for delayed admission into reception is upheld by the panel, or the Own Admission Authority a new application for a place in the next cohort **must** be made in the following round (between September and mid-January) and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be offered in the preferred school.
- 4.2.7 If the parents request for delayed admission into reception is refused, the submitted application would follow due process in the round for the child's normal age group. After the offer of a place has been made the parent could then still request the allocated school to delay entry, attend part-time within the reception year group or the parent can delay admission to the following year for admission to year 1. The Head Teacher would need to consider each case and make a decision that is in the best interest of the child.
- 4.2.8 The full policy on applications to admit outside the normal age group for summer born children will be available on the website.  
[http://www.southend.gov.uk/info/200176/school\\_admissions\\_and\\_home\\_education/46/primary\\_school\\_admissions](http://www.southend.gov.uk/info/200176/school_admissions_and_home_education/46/primary_school_admissions)
- 4.2.9 All admission authorities must keep a record of the decision to admit out of normal age group/delay starting school and the record should contain the following and must be provided to the LA for main rounds or on request:
- the parent's views;
  - information about the child's academic, social and emotional development;
  - where relevant, their medical history and the views of a medical professional;
  - whether they have previously been educated out of their normal age group;
  - and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
  - They must also take into account the views of the head teacher of the school concerned.

### **4.3 Co-ordination of pupil admissions to Year 3 of Southend junior schools 2019/20**

The following paragraphs relate to pupil admissions to Year 3 in primary and junior schools from September 2019 and should be read in conjunction with the full scheme for the co-ordination of pupil admissions to infant/primary schools.

4.3.1 Applications will not be necessary for children moving from Year 2 to Year 3 in their existing primary school as this is a single legal establishment and Year 3 in that case is not a 'relevant age group'. However, parents of children in Year 2 of an infant school must complete and submit a form of application for their child to be admitted into Year 3 of another school, even if that is the 'partner' junior school.

4.3.2 The closing date for completing a common application form for a Year 3 place is 15 January 2019.

4.3.3 The LA will liaise with infant schools in the area with lists of children that have applied to the 'partner' junior school. Schools will encourage parents that have not applied for year 3 to apply.

4.3.4 The LA will provide a list of all applications received via common application forms to all junior schools by 9 February 2019.

4.3.5 Schools must rank applications according to their admission criteria and return the ranked list to the LA on the agreed dates (see timetable).

4.3.6 For all applications received by the closing date, from parents of Year 2 children (including children attending year 2 in an infant school), the LA will inform parents of the outcome of that application on 16 April 2019.

4.3.7 There is full co-ordination for admission to year 3 as a normal admission round. This is mainly as there are additional places at Bournes Green Junior School (6 places) and West Leigh Junior School (8 places).

4.3.8 Applications submitted for children that are in the primary school that wish to remain in the same school will be withdrawn and parents will be advised that no application is required.

### **4.4 Co-ordinated arrangements between the offer date and start of autumn term.**

4.4.1 From the offer day until the last week of August SBC will continue to co-ordinate admission arrangements and make all offers on behalf of primary and secondary schools in Southend.

4.4.2. Where parents have refused the offer of the place then the vacant place will be offered in strict order of the waiting list until the place is accepted.

4.4.3 The offer of school places as they become available will continue to be made by SBC.

4.4.4 Once the final list is sent to schools on 22<sup>nd</sup> August the coordination procedures for reception year, year 3 and year 7 will cease. SBC will continue to administer waiting lists and in-year admissions for all Community and identified Own Admission Authority

schools as agreed. Own Admission Authorities wishing to manage their own waiting lists will do so from 22<sup>nd</sup> August onwards.

#### **4.5 Year 7 - Under and over age applicants**

- 4.5.1 For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31<sup>st</sup> August immediately prior to admission in September. SBC will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC.
- 4.5.2 An applicant is over age if he or she is 12 years of age or over on 31<sup>st</sup> August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.
- 4.5.3 Ideally children should not miss a main round and be admitted to year R, 2 or year 7 outside their usual age group (in-year). Any exceptional decisions made must be well documented and meet the requirements of the School Admission Code in that they are in the 'best interest of the child'. Once a child, of statutory school age, has started the year and completed at least one term as an out of normal age group, they cannot apply via the coordinated round/main round for a second opportunity to year 6. Admission mid-year to move from year 7 back to year 6 would not be deemed in the best interest of a child due to the disruption and impact on emotional, social and mental health wellbeing.
- 4.5.4 All admission authorities must keep a record of the decision to admit out of normal age group and the record should contain the following and must be provided to the LA for main rounds:
- the parent's views;
  - information about the child's academic, social and emotional development;
  - where relevant, their medical history and the views of a medical professional;
  - whether they have previously been educated out of their normal age group;
  - and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
  - They must also take into account the views of the head teacher of the school concerned.

#### **4.6 Overseas applicants – applications from children whose parents are living abroad and do not have a “home authority”**

- 4.6.1 Parents who are living abroad and who wish their child to apply for a Southend school have no “home authority” (through which the regulations stipulate that all applications

should be made). They can nonetheless apply through what is a proxy home authority (i.e. the Council area in which they intend to buy a house or settle the child with relatives). However, although they may apply in this way, no place will be offered until they can provide clear evidence of residency in this Borough and this may include the relevant immigration documents. In addition, proof of the home address/normal place of residence through either a house purchase, through exchange of contracts, or a long term letting agreement. The School Admissions Team would have to be satisfied that the child's normal place of residence would be at the address provided.

- 4.6.2 The CSSE will arrange for overseas applicants for year 7 to sit the selection tests overseas under invigilated conditions at an agreed test centre.

#### **4.7 New applications, late applications, changes of preferences and additional applications – for coordination of reception, year 3 and year 7**

##### **4.7.1 New applications:**

Applications from parents moving into the area, who in the view of the LA could not have made an application by the closing date, will be slotted into the system when received and might be processed after all on time offers are made. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country.

Exceptional circumstances will be considered at the discretion of the LA. Moving from one borough to another would not normally be considered as an exceptional circumstance without additional circumstantial information.

If parents, that could not have made an application by the closing date but move and are living within the borough before 3<sup>rd</sup> December 2018 for secondary applications and 1<sup>st</sup> February 2018 for primary applications, they will be slotted into the system and processed with on-time applications were possible. Any further new applications received after these dates will be considered after the initial allocation of places on offer day.

##### **4.7.2 Change of address/New applications/preferences for secondary, infant, junior and primary schools**

Due to the high variations of address policies across the various LAs and own admission authorities, regardless of home LA, addresses for schools in Southend-on-Sea are as per the child's normal place of residence (address) as at the closing date for Secondary Admissions (31<sup>st</sup> October), for Infant, Junior and Primary Admissions (15<sup>th</sup> January). Any addresses after the closing date are updated after offer day for the transfer group (ie. 1<sup>st</sup> March or 16<sup>th</sup> April) and the applications ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under 4.6.1.

##### **4.7.2 Late applications**

Applications received after the closing date from those who could have made an application on time, will be regarded as late and will therefore not be considered until all "on time" applications have been considered and the initial allocation of places are notified to parents. SBC will be the final arbiter, under the coordinated scheme, as to whether an application is late or not. Schools should apply their admission criteria to

such late pupils but identification as “Late” by SBC will prevent schools from putting a ranking against these pupils when the full list is sent back to SBC.

#### 4.7.3 Changes in preference

Changes in the order of preferences already expressed will not be accepted after the closing dates unless, the circumstances are deemed to be exceptional and the changes can be accommodated. Changes received after the closing date will be considered after the appropriate national offer date.

#### 4.7.4 Additional preferences

Any additional preferences received after the closing dates will be considered after the offer date.

4.7.5 Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information (for example providing a false address). Checks will be made with other departments in the Council and, where it is suspected that the family actually live outside Southend, contact will be made with the relevant Council. Where there is reasonable doubt as to the validity of a home address, the Council reserves the right to take additional checking measures including, in some cases, unannounced home visits. If, after offers of school places have been made, it is established that fraudulent or intentionally misleading information has been provided in order to gain a place at a primary or secondary school, the Council will withdraw any school place offered. If an offer of a school place is withdrawn under these circumstances the application would be considered afresh, (with proof of address or other relevant information) unless a new application form is deemed necessary and the parent advised of their right of appeal to an Independent Appeal Panel (2.12 of the Code) .

4.7.6 Changes of address between offer day and the last week of August will be checked by SBC. Parents will need to provide proof of the home address in the form of; a house purchase; exchange of contracts, or a long term letting agreement.

4.7.7 Places can be withdrawn up to the end of December in the situation where an offer is made in error or the application has been found to be fraudulent. Own Admission authorities must inform the LA of any places withdrawn for the coordinated round up to December of each year and vice versa.

4.7.7 Schools must inform the LA of address, sibling or any other discrepancies in ranking lists or in information provided by parents on the enrolment forms post offer day.

### 4.8 Supplementary Information Forms

4.8.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information Form (SIF) in addition to the appropriate application form.

School	Details
<b>Primary:</b>	
Our Lady of Lourdes Catholic Primary	For all applications
Sacred Heart Catholic Primary	For all applications
St George’s Catholic Primary	For all applications

St Helen's Catholic Primary	For all applications
St Mary's, Prittlewell, C of E Primary	For all applications
<b>Secondary:</b>	
Cecil Jones Academy	For year 7 applications for selective places
St Bernard's High School	For all applications
St Thomas More High School	For all applications
Shoeburyness High School	For year 7 applications for selective places
Southend High School for Boys	For all applications for selective places
Southend High School for Girls	For all applications for selective places
The Eastwood School	For year 7 applications for Sport / Performing Arts places
Westcliff High School for Boys	For all applications for selective places
Westcliff High School for Girls	For all applications for selective places

- 4.8.2 The SIFs for year 7 applications for selective places must be returned to the Consortium of Selective Schools in Essex (CSSE), for all rounds of admissions SIFs must be returned direct to the school.
- 4.8.3 Parents are encouraged to send in the CAF and any SIF as early as possible prior to the closing date. The SIF for selective and aptitude testing will be before the CAF closing date (also refer to sections 4.1.5 and 4.1.6).
- 4.8.4 All SIFs must clearly indicate that they are not application forms and that the appropriate application form must be completed. SIFs cannot request:
- any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates);
  - the first language of parents or the child;
  - details about a parent's, parent's or a child's disabilities, special educational needs or medical conditions;
  - parents to agree to support the ethos of the school in a practical way;
  - both parents to sign the form, or for the child to complete the form (School Admission Code 2014 section 2.4 ).
- 4.8.5 Schools must consult the School Admissions Code 2014 sections 1.9 and 2.4 when developing their supplementary information forms.
- 4.8.6 Schools must be mindful of siblings from multiple births in oversubscription criteria and where possible admit them (e.g. selective, specialist and faith criteria exempt).
- 4.8.7 Applicants must 'submit' online forms. Unsubmitted forms will not be processed. Applicants must have evidence of submitted forms therefore if application forms were posted they must have proof of postage and if applied online they must produce the automatic online receipt.

## 4.9 Waiting lists



- 4.9.1 For the reception, year 3 and year 7 rounds of admissions, on offer day SBC will have a waiting list for each Southend oversubscribed school which will exclude any late applicant and late changes in preference. In most cases SBC will be able to rank the pupil from existing information, for example distance. Depending on the admission criteria a new application would then be slotted into the waiting list as appropriate.
- 4.9.2 SBC will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list SBC should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list.
- 4.9.3 Where a vacancy does arise the place will be offered by SBC to the pupil on top of the waiting list.
- 4.9.4 A parent of a child at the top of the waiting list offered a place as a result of a vacancy having arisen will be expected to confirm, within 10 working days, whether or not they wish to accept the place.
- 4.9.5 SBC will maintain waiting lists for all community schools in the Borough for the full school year. Waiting lists for academy, foundation, free school and voluntary aided schools will be maintained by them for at least the autumn term. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.
- 4.9.6 SBC will delete pupils from the waiting list who are offered and accept a place at a higher ranking school.
- 4.9.7 Where, as part of the school admissions process, a parent is required to complete a SIF, SBC should be advised by the school within 10 working days of where such pupils fit in relation to other pupils on the waiting list. New pupils will not be added to the waiting list but will be at the bottom of the school list until this information has been provided by the school and the application can be slotted into the waiting accordingly.
- 4.9.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year. For main round Reception, year 3 and year 7 it must be at least to Dec of the admission year.  
Community school waiting list are held for the full school year that the application was made. Waiting lists, for all year groups close on the last day of the school year. Parent must reapply for the new school year from the start of the Summer Term if they wish to be added to the waiting list for the next school year.

## **4.10 Appeals**

- 4.10.1 Parents have the right of appeal against a decision to refuse admission to a school which they had put as a preference.
- 4.10.2 Parents will be given 20 school days to appeal against the decision to refuse their application for a place at a particular school.
- 4.10.3 Parents wishing to appeal for a place at any school in the Borough will be advised by SBC to read the on-line appeals information and complete the online appeal form which will be submitted to SBC. Paper copies of the appeals information and form will also be available if required. If the appeal relates to an academy, foundation, free school or voluntary aided school the form will immediately be sent

to the school concerned for them to arrange the appeal. Appeals for places at community schools will be organised by SBC.

- 4.10.4 SBC will advise parents wishing to submit an appeal in respect of a school outside the Borough to contact the Local Authority where the school is located to enquire about the appeal arrangements.
- 4.10.5 Schools will send lists of submitted appeals to SBC. SBC will record the appeal against the admission record and provide the school with all relevant documentation to enable the School to prepare for the appeal.
- 4.10.6 In accordance with the School Admission Appeals Code, Independent Appeal Panels for community, academy, foundation, free school and voluntary aided schools must consist of:
  - a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity) and
  - b) at least one person with experience in education, who is acquainted with educational conditions in the area, or who is a parent of a registered pupil at a school.
- 4.10.7 Academy, foundation, free school and voluntary aided schools must inform SBC within 5 school days of the outcome of any appeal. The outcome of any appeal does not mean that the parent will necessarily take up a place as they may have other appeals or may prefer the original place offered.
- 4.10.8 Having received notification from the school, SBC will contact parents and ask them to confirm in writing to SBC which place they wish to accept following the outcome of any appeals. They will be asked to confirm this within 5 school days of their last appeal. Once a place is released that place will be reallocated.

## **5. Annual Review of the Scheme**

- 5.1 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.
- 5.2 The School Admissions Code confirms that if the Local Authority decides to continue to use the scheme from the previous year, this will fulfill the legal requirement to formulate a scheme. Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum. If the scheme has changed substantially since the previous year, the Local Authority must consult school governing bodies and other admission authorities in the area even if that is less than 7 years since the last consultation.
- 5.3 A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.



## 6. Council and school duties under the scheme

6.1 These are set out in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014 and schools should refer to these if they have any queries.

6.2 In summary the main duties are:

Southend Borough Council

- To forward details submitted on the Common Application Form, together with any supporting information provided by the parent to the school or to any other local authority as appropriate;
- To sort the lists received from schools, or other local authorities, and according to the preference expressed by the parent determine which school place should be offered;
- To forward onto schools information received from other local authorities pupils who have applied to Southend schools;
- To notify schools and other local authorities of the offers to be made;
- To make an offer to parents on national offer day on behalf of schools, including for schools in other local authorities.

Governing Body

- To notify Southend Borough Council of any application made direct to the school;
- To determine all applications in line with the school's admission criteria and to notify the Council of this.

## 7. List of schools to which the scheme applies

7.1 Southend Borough Council is the admission authority for community schools. The governing body is the admission authority for academy, foundation, free school or voluntary aided schools.

SECONDARY		
School Name	DfE	Status**
Belfairs Academy	5434	Academy
Cecil Jones Academy	4001	Academy
Chase High School	4000	Academy
Futures Community College	4736	Foundation (proposed to convert)
St Bernard's High School	5465	Academy
St Thomas More High School	5447	Academy
Shoeburyness High School	4034	Academy
Southend High School for Boys	5446	Academy
Southend High School for Girls	5428	Academy
The Eastwood Academy	5414	Academy
Westcliff High School for Boys	5401	Academy
Westcliff High School for Girls	5423	Academy
* DfE codes and status for schools may be subject to change if status of school changes (e.g. Community to Academy).		

PRIMARY

School Name	DfE Number*	Status**
Barons Court Primary School & Nursery	2124	Community
Blenheim Primary School	2387	Academy
Bournemouth Park Academy	3822	Academy
Bournes Green Infant School	2128	Academy
Bournes Green Junior School (partner school)	2123	Community (proposed to
Chalkwell Hall Infant School	2022	Community
Chalkwell Hall Junior School (partner school)	2019	Community
Darlinghurst Academy	2127	Academy
Earls Hall Primary School	2023	Community
Eastwood Primary School	3825	Foundation
Edwards Hall Primary School	3826	Community
Fairways Primary School	2407	Community
Friars Primary School & Nursery	3824	Academy
Hamstel Infant School	2093	Academy
Hamstel Junior School (partner school)	2092	Academy
Heycroft Primary School	2126	Community
Hinguar Community Primary School	2094	Academy
Leigh North Street Primary School	2096	Community
Milton Hall Primary School	5273	Foundation
Our Lady Of Lourdes Catholic Primary School	3328	Voluntary Aided
Porters Grange Primary School & Nursery	2001	Academy
Prince Avenue Academy	2000	Academy
Richmond Avenue Primary School	3823	Community (proposed to
Sacred Heart Catholic Primary School & Nursery	3326	Voluntary Aided
St George's Catholic Primary School	3329	Voluntary Aided
St Helen's Catholic Primary School	3327	Voluntary Aided
St Mary's Prittlewell Church of England Primary School	3325	Voluntary Aided
Temple Sutton Primary School	2132	Community (proposed to convert)
The Westborough Primary School & Nursery	5206	Academy
Federation of Greenways Schools - Thorpe Greenways Infant School	2105	Academy
Federation of Greenways Schools - Thorpe Greenways Junior School	2104	Academy
Thorpedene Primary School	5225	Academy
West Leigh Infant School	2109	Community
West Leigh Junior School (partner school)	2108	Academy

\*DfE codes and status for schools may be subject to change if status of school changes (e.g. Community to Academy).

## 8. Definitions

**Academies** – Schools funded directly by Central Government where the academy trust employs the staff and is the admission authority.

**Additional applications** - An application from a parent who has already submitted an application and is requesting an additional school(s). This will normally be after the initial offer of places in March.

**Admissions Forum** – A body comprising of representatives from various groups which advises admissions authorities on admission arrangements in the area

**Catchment area** – A defined geographical area served by a particular school

**Changes in preference** - Changes in the order of preferences already expressed (that is not an additional application).

**Community schools** – Schools wholly funded by SBC, where the Council employs the staff and is the admissions authority.

**CSSE** – The Consortium of Selective Schools in Essex – a group of schools that are responsible for the selection test (11+) arrangements. The 10 schools below operate a consortium whereby only one test needs to be taken even though an application is being made to several schools. The schools are:

- Shoeburyness High School
- Southend High School for Boys
- Southend High School for Girls
- St Bernard's High School
- St Thomas More High School
- Westcliff High School for Boys
- Westcliff High School for Girls
- King Edward VI Chelmsford (Boys) – school in Essex
- Colchester County High School (Girls) – school in Essex
- Royal Grammar School, Colchester (Boys) – school in Essex

**DFE - Department for Education** – Central government department responsible for education matters.

**Foundation schools** – Schools funded by the Council, where the Governing body employs the staff and is the admissions authority.

**Free School** - are state-funded schools normally set up in response to parental demand. They have the same legal requirements as academy schools.

**Late applications** - Applications received after the closing date from those who could have made an application on time.

**National Offer Day** – the day on which all offers of places are made. For year 7 this is on or about 1<sup>st</sup> March and reception year and year 3 this will be on or about 16<sup>th</sup> April. In each case if the day falls on a weekend or bank holiday it will be next working day. The offer day will therefore be 1<sup>st</sup> March 2019 for secondary applications and 16<sup>th</sup> April 2019 for primary applications.

**New applications** - Parents who in the view of SBC could not have made an application by the appropriate closing date, for example, when moving into the area, will have their application slotted into the system as and when received. Due to the allocation of places this can only be achieved up to 19<sup>th</sup> January for secondary applications and 2<sup>nd</sup> March for primary applications. Any application after that date will be slotted in after offer day.

**Non-selective places** – school places offered without reference to the selective (11+) procedure.

**Normal round of admissions** – Under the Southend Coordinated Admissions Scheme, the normal round of admissions refers to admissions to reception, year 3 and year 7 up to 22<sup>nd</sup> August..

**Potential year 7 admissions** – All pupils in year 6 in primary schools (whether or not that is their age appropriate cohort) who will transfer to secondary schools in the following September.

**Common Application Form (CAF)** – the common application form on which parents indicate their preferences

**Selective places** – places offered at certain schools as a result of the pupils' performance in the selection (11+) procedure.

**SIFs** – Supplementary Information Forms – forms on which parents are asked to provide additional information in support of their applications in order to provide more information to enable the school to apply their admission criteria. These are not application forms.

**Southend Borough Council (SBC)** – In most cases the function of the Council will be undertaken by the School Admissions Team within the Department of People.

**Specialist places** – School places offered to a small number of pupils at certain schools as a result of an aptitude in certain areas of the curriculum

**Voluntary Aided schools** – Schools set up and owned by a voluntary body, usually a church body, largely financed by the Council. The governing body employs the staff and is the admission authority.

## 9. Key dates – Infant, Primary and Junior admissions September 2019

1st January 2017	Date for formulation of scheme
1 <sup>st</sup> September to 11 <sup>th</sup> September 2018	Publish Admissions Information Advertisements, fliers and letters to registered parents of early years children
14 <sup>th</sup> September 2018	Opening of on-line admissions facility
Early October 2018	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2018	Preliminary lists to faith schools for SIF follow up
15 <sup>th</sup> January 2019	Closing date for admission applications
22 <sup>nd</sup> January 2019	Follow up list to faith schools for SIF follow up
31 <sup>st</sup> January 2019	Final list of preferences to be sent to schools and other authorities
26 <sup>th</sup> February 2019	Closing date for schools to return ranked preferences
2nd March 2019	Closing date for New Applications (see para. 4.5.1)
16 <sup>th</sup> April 2019	National Offer Day (16 <sup>th</sup> April or next working day)
30 <sup>th</sup> April 2019	Closing date for responses to offers (refusals)
15 <sup>th</sup> May 2019	Closing date for appeal forms
17 <sup>st</sup> July 2019	All on-time appeals completed
22 <sup>nd</sup> August 2019	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools.

## 10. Key dates – Secondary admissions September 2019

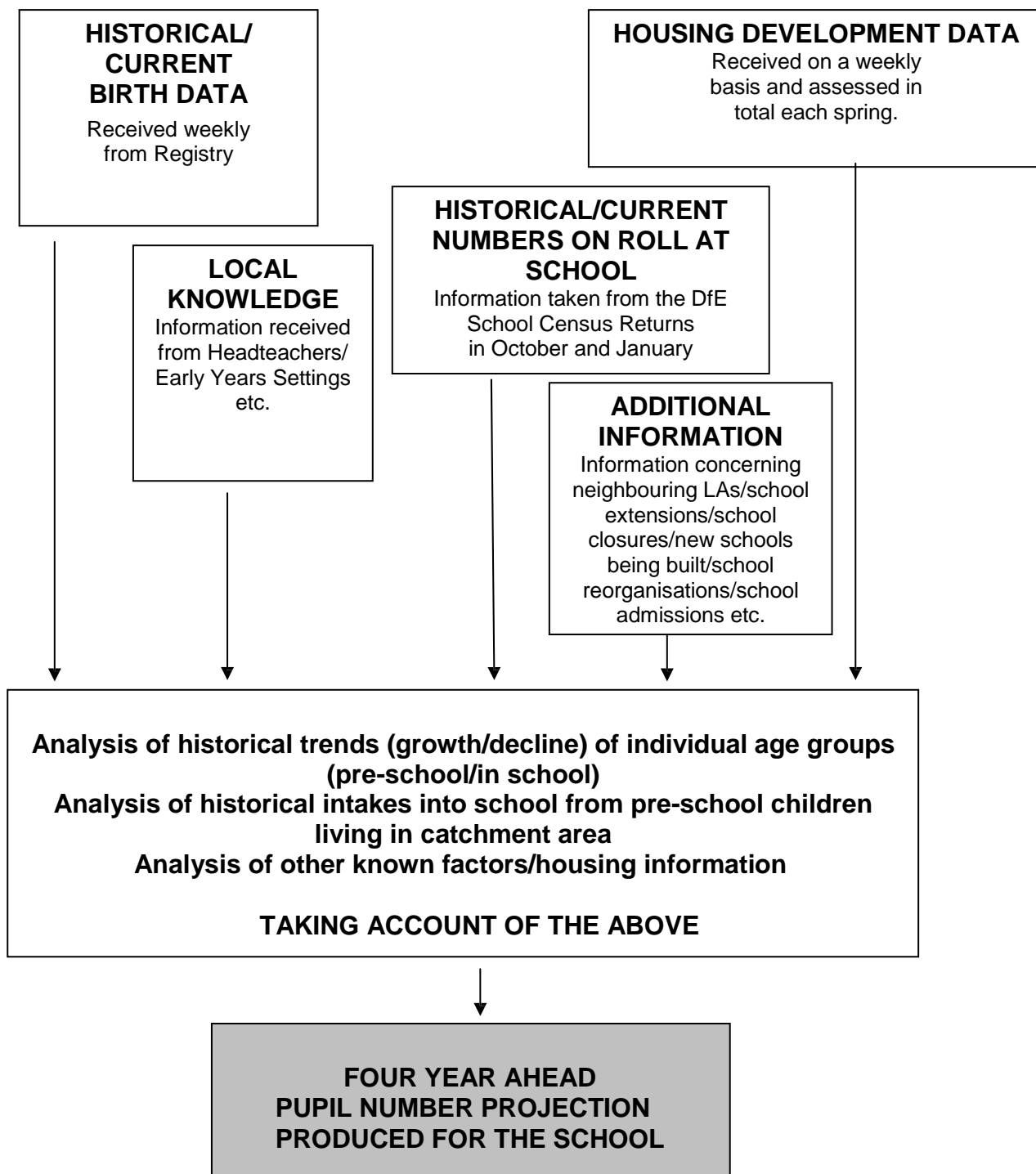
1st January 2018	Date for formulation of scheme
1 <sup>st</sup> week in July 2018	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils as a result of testing / auditions
1st July – 7 <sup>th</sup> September 2018	Registration for testing / audition
1st September 2018	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 <sup>st</sup> September 2018	Distribution of reminder flier to year 6 pupils
XX September 2018*	11+ test (to be confirmed by the CSSE – dates will be available in the Admissions booklets)
XX September 2018*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test (to be confirmed by the CSSE – dates will be available in the Admissions booklets)
mid October 2018*	Testing results to be sent to parents by CSSE / schools
23rd October 2018	Preliminary list to be sent to faith schools and Eastwood for SIF follow up
31 <sup>st</sup> October 2018	Closing date for admission applications
7 <sup>th</sup> November 2018	Follow up list to be sent to faith schools and Eastwood for SIF follow up.
30 <sup>th</sup> November 2018	Final list of preferences to be sent to schools and other authorities.
7 <sup>th</sup> January 2019	Closing date for schools to return ranked preferences
19 <sup>th</sup> January 2019	Closing date for New Applications (see paragraph 4.6.1)
1 <sup>st</sup> March 2019	National Offer day
15 <sup>th</sup> March 2019	Closing date for responses to offers (refusals)
May 2019	All on-time appeals completed - refer to School Admissions Appeals Code 2012.
22 <sup>nd</sup> August 2019	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation, free schools.



Southend on Sea Borough Council, Department of People, Civic Centre, Victoria Avenue,  
Southend on Sea SS2 6ER

**PROJECTING PUPIL NUMBERS  
FOR A PRIMARY (4 to 11) SCHOOL**

**FACTORS TAKEN INTO CONSIDERATION**



## Forecasting

Following the DfE January School Census exercise, the numbers on roll at all schools is known. Each year the intention is to produce pupil number projections, based on these January numbers on roll, for the borough as a whole, for the cluster areas and individual schools in each cluster area.

For reception admissions the birth rate four year previous is used as a base and historical percentage of birth to admission is used. In Southend on Sea this percentage is, on average, 95.4%, however for some school cluster areas the percentage can be as high as 124% (Eastwood Cluster).

For year seven admissions the year six numbers along with the percentage gain (currently 18%) based on historical data is calculated.

The recent higher birth rate has now settled, but at a higher rate. The first cohorts of the increases will enter secondary from September 2018 and this is expected to increase the gross gain from year six to seven as neighbouring authorities pupil populations increase in the same way. This gain is influenced by the following

- Pupils travel in from Essex principally to attend the grammar and faith schools.
- Pupils from private schools in the borough gain places in the grammar, faith and other secondary schools.
- Pupils also travel from Southend to Rochford and Castle Point.

## Housing

Each year, during the spring term, data gathered throughout the year regarding housing developments approved and submitted to the planning authority. The information collected for each site (however large or small) includes the tenure (private/housing association/mixed), the actual start and end dates of developments, the annual completions and, in some instances, the type of dwelling e.g. bungalow/flat/house etc. Also, at the time of the survey, the number of dwellings which are under construction is collected as is the number of dwellings which are outstanding i.e. dwellings planned but yet to be constructed. The housing developments are then allocated to schools' catchment areas.

Incorporating the effect of new housing developments into a school's projection can presents difficulties. There are a significant number of factors which need to be considered such as:

- when the planned housing development is due to begin
- what the construction rate is likely to be - developers can change the rate and type of build at short notice which is difficult to predict/track; the new housing may not be completed and occupied according to the originally planned timescales.



- what type of accommodation is to be built - certain properties are likely to have more children living within them than others e.g. more expensive houses tend to have fewer children living within them; the dwellings could be second homes, retirement communities; are the new developments likely to attract new residents with school-age children?
- the impact of on-going housing developments causing 'internal' migration may already be reflected in the historical uptake factors which have been determined and used to produce projections at year group level for a school, through increases over time in the cohort survival rate - this may well be the case if the developments have been taking place for some while.
- it can sometimes take a while for a new housing development to impact on the demand for school places in the local area e.g. there may be no initial effect, followed by a bulge effect after 2 or 3 years which then tails away.
- housing developments may not actually increase the overall number of children attending schools in an area, but they may have an impact on where the children go to school in that area, particularly if there is a corresponding pattern of demolition. Therefore, increasing pupil numbers at a school due to new housing may result in decreasing numbers at another school.

When producing the forecast for a school, the housing development information for the school's catchment area is noted.

## **Conclusion**

Producing pupil number projections is not an exact science but the results need to be reliable. Historical Trends can supply this reliable base, especially across cluster areas and the Borough as a whole.

Assumptions need to be made using the evidence and information available at the time of making the projection, with any 'significant' assumptions along with reasons being clearly noted on the projection.

Accurate projection of pupil numbers can be made more difficult by one-off events such as a new housing development, change of school management or loss of parental confidence following a bad Ofsted report. School level projections are much more difficult to produce accurately than for the local authority as a whole.

A school level forecast needs to take account of the individual circumstances at that school. School level forecasts therefore can, and invariably do, change from year to year.

They remain the best estimate that can be arrived at, using data that is known at the time of producing the forecast.

This page is intentionally left blank