

Southend-on-Sea Borough Council
Report of Deputy Chief Executive (People)
to
Cabinet
on
19th September 2017

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

**Agenda
Item No.**

Coordinated Admission Scheme for Academic Year 2019/20
Executive Councillor: Councillor James Courtenay
People Scrutiny Committee
A Part 1 (Public) Agenda Item

1. Purpose of Report

- 1.1 To agree in principle the Coordinated Admissions Scheme for 2019 onwards and to agree the mechanism for the final agreement of the scheme.
- 1.2 To agree to the Published Admission Limits for community schools and for a consultation confirming any changes with schools.

2. Recommendations

- 2.1 To approve a consultation with governing bodies of community schools takes place on the published admission numbers for community infant, junior and primary schools for September 2019 as set out in Appendix 1
- 2.3 To approve the proposed Coordinated Admissions Scheme for 2019 onwards. Appendix 2 to be agreed in principle by Council, and if there are minor areas to be resolved following consultation with all schools that decisions on minor amendments be delegated to the Deputy Chief Executive (People) and the Executive Councillor for Children & Learning.

3. Background

- 3.1 The Council has the responsibilities to determine in relation to school admissions:
 - a) The Admission Arrangements for Community Schools (admission numbers, admission criteria and catchment areas); **The Council is currently undertaking early phase one consultation with the community on admission criteria and catchment areas and as such the report and proposals for formal consultation will be identified through a special cabinet meeting in October 2017.**
 - 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 A reminder that there is a statutory duty to determine and publish a Coordinated Scheme which lays out the policy on the main admission rounds. The School Admissions Code 2014, item 15 states:

*“Admission authorities **must** set (‘determine’) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years... consultation must be for a minimum of 6 weeks and **must** take place between **1 October and 31 January** of the school year before those arrangements are to apply”.*

3.3 For community schools, the local authority (as the admission authority) **must** consult if it proposes to change the admission arrangements for community schools and Cabinet is reminded that the consultation is underway and a meeting in October will be presented with the outcome of the initial parental engagement phase of the consultation and recommendations for formal consultation.

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

3.4 Schemes for coordinating all admission applications to schools must be formulated and submitted to the Department for Education (DfE) by 1st January in the determination year, which for the school year starting in September 2019 will be 1st January 2018.

3.5 Admission Forum approved the recommended changes at their meeting of 25th May 2017.

4. Other Options

Not applicable

5. Reasons for Recommendations (Admission Arrangements 2019/20)

5.1 Admission Criteria

5.1.1 Cabinet is reminded that the consultation is underway and a special cabinet meeting in October will be presented with the outcome of the initial parental engagement phase of the consultation.

5.2 Published Admission Numbers

5.2.1 There are currently no proposed changes to the Admission Limits from 2019/20 however, Governing Bodies of community schools will have the opportunity to inform the local authority if they wish to comment. The proposed admission limits for all community primary schools for September 2018 are shown in **Appendix 1**.

5.3 Primary and Secondary Co-ordinated Admissions Scheme for the September 2019 round of admissions

5.3.1 Consultation rules for coordinated arrangements require the local authority to consult with other admission authorities in the area and other local authorities if there are changes from the previous year’s scheme. The changes proposed for 2019 are as follow in 5.1.1 –

Item on scheme (and page)	Addition/change
1.1 (pg 3)	(add) 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.
After 4.1.15 add	<p>(add)</p> <p>4.1.16 SEN pupils will be accommodated if the named school is identified in the finalised EHCP by 15th February for Secondary and 27th March for Primary (or next working day) of any given year.</p> <p>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.</p>
4.1.23	<p>(change)</p> <p>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.</p>
4.2.2 & 4.2.5 & 4.2.6	<p>Change to Summer born policy</p> <p>Parents may submit requests to the LA for any community schools and directly to own admission authorities for Academy schools.</p> <p>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.</p> <p>The following items apply to the LA, for community schools only:-</p> <p>The following items apply for all applications, LA or OAA decision:-</p> <p>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.</p>
4.3.4	Clarity only
4.5.1	Clarity only
4.6.2	<p>(add)</p> <p>4.6.2 Change of address/New applications for selective places</p> <p>Due to the high variations of address policies across the various LAs and own admission authorities, regardless of home LA, addresses for selective and partially selective places 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 (31st October). Any address changes after the closing date are updated</p>

	after offer day (1st March) and the applications ranked accordingly.
4.8	Clarity
4.8.8	<p>New item to be included</p> <p>4.8.8 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.</p> <p>Community school waiting lists 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.</p>

5.3.2 Consultation on the scheme will be necessary and approval is required from all schools. Failure to have a determined coordinated admission scheme will mean that a scheme is imposed by the Secretary of State.

5.4 Approval Process

5.4.1 That the Co-ordinated Admissions Scheme for the academic year 2019 onwards be approved in principle by Cabinet. If, following consultation with schools there are minor issues to be resolved, in order to meet the requirement to submit this to the Department for Education (DfE) by 1st January, that decisions on minor amendments be delegated to the Deputy Chief Executive (People) and the Executive Councillor for Children & Learning.

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

5.4.3 The Council is undertaking a separate process for the consultation on the admission arrangements which include the catchment areas.

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

5.4.5 A report will be made to the January Cabinet formally to approve the PAN's and to formally determine the admission arrangements.

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.

6.2 Financial Implications

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

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

None

6.5 Property Implications

None

6.6 Consultation

The admission arrangements and the coordinated scheme were considered by the Admission Forum at a meeting on 25th May 2017. The forum were in agreement with the proposed changes to the coordinated scheme. Individual Governing Bodies to be consulted as at paragraph 3.3.

6.7 Equalities and Diversity Implications

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

6.8 Risk Assessment

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

6.9 Value for Money

No direct implications.

6.10 Community Safety Implications

None envisaged.

6.11 Environmental Impact

None envisaged.

7. **Background Papers**

- 7.1 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>

8. Appendices

- 8.1 Appendix 1 - Published Admission Numbers.

- 8.2 Appendix 2 - Proposed Co-ordinated Admissions Scheme for September 2019 onwards.