

Southend-on-Sea City Council

Agenda
Item No.

Report of Executive Director (Children and Public Health)

to
Cabinet

on

13 September 2022

Report prepared by:

Catherine Braun, Head of Access and Inclusion

Chrissy Papas, Place Planning and Admission Compliance Manager

**School Admissions Arrangements for Community Schools 2024/25;
the Coordinated Admission Scheme for Academic year 2024/25; and
Review of the relevant area**

Pupil Scrutiny Committee
Executive Councillor: Councillor Laurie Burton
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1. To confirm the admission arrangements for Community Schools for the academic year 2024/25.
- 1.2. To confirm the Coordinated Admissions Scheme for 2024/25.
- 1.3. To review and agree to the relevant area.

2. Recommendations

- 2.1. **To approve the proposed Admissions Arrangements for Community Schools for the academic year 2024/25 are approved, as set out in Appendix 1.**
- 2.2. **To note, that consultation with governing bodies of Community Schools takes place on the published admission number (PAN) for community infant, junior and primary schools for September 2024 as set out in the Admission Arrangements in Appendix 1.**
- 2.3. **To approve the proposed Coordinated Admissions Scheme for 2024/25 onwards, as set out in Appendix 2 and Appendix 3.**
- 2.4. **To agree any minor changes after School Governor consultation be ratified by the Executive Director for Children and Public Health in December 2022 for publication as required by law, 1 January 2023**

- 2.5. **To approve the relevant area for schools is agreed as follows: Southend, Castle Point and Rochford for the years 2025 and 2026 (item 6 below).**

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 (admission numbers, admission criteria and catchment areas); 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 Own Admission Authorities, (academy, foundation and voluntary aided schools) have the responsibility to consult on and determine their own admission arrangements including catchment areas.
- 3.4 The Admissions Code 2021 determines 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.
- 3.5 Admission arrangements for Community Schools in Southend must be determined by 28th February 2023 and included in a composite prospectus for all schools by 15th March 2023. These are statutory deadlines and must be adhered to by all admission authorities.
- 3.6 The current admission arrangements for Community Schools (including catchment areas) were last consulted on and approved by the Council for the admissions in academic year 2022/23. No changes are proposed for 2024/25 and therefore no consultation for admission arrangements is required.
- 3.7 The local authority (as the admission authority for Community Schools) must consult the governing body of each community school where it proposes either to increase or keep the same published admission number (PAN).
- 3.8 The Council must balance the duty to ensure sufficient school places alongside its duty to make efficient use of resources. The DfE recommends Councils have a surplus of around 3-5% within each planning cluster. Where surplus becomes too low or too high consideration is needed to either increase or reduce the number of available places in the City. This results in changes to some school PANs. **The proposal is to keep the same PAN for all Community Schools for 2024/25.**

3.9 Schemes for co-ordinating all admission applications to schools must be formulated and submitted to the DfE by 1 January in the determination year. For the school year commencing September 2024, submission to the DfE must be submitted by 1 January 2023. Consultation on the scheme is mandatory every seven years or where substantial changes are being made. **Southend-on-Sea City Council will consult admission authorities in the Borough to ensure cohesion of the coordinated admissions round. Consultation will run from 1 November to 7 December 2022.**

3.10 The School Admissions guidance requires Local Authorities to determine every two years a “relevant area” for the purposes of admissions. This defines the area in which admission authorities consult on admission arrangements. The area of Southend, Castle Point and Rochford has been in place for many years and is most appropriate for consultation given that a significant number of pupils access provision in schools in those areas.

Admission Arrangements for 2023/24
Admission/oversubscription Criteria

3.11 There are no proposed changes from the previously consulted 2022/23 admission arrangements. There is therefore no requirement to consult for 2024/25. The admission criteria for Community Primary Schools for September 2024/25 are shown in **Appendix 1**.

Catchment Areas

3.11 The proposed catchment areas for primary schools for September 2024 are identified within the Admission Arrangements in **Appendix 1**. **There are no proposed changes from the last full public consultation for 2022/23.**

Primary and Secondary Co-ordinated Admissions Scheme 2024

3.12 Consultation rules for co-ordinated 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. Minor changes are proposed for the co-ordinated scheme for 2024 as provided in summary in **Appendix 3**.

3.13 The co-ordinated admission scheme has not changed significantly from the version adopted for 2023, however a local consultation with schools will run as usual.

3.14 It is not anticipated that there will be significant comments for changes to the co-ordinated admission scheme from schools and therefore it is requested that the final version is ratified by the Executive Director for Children and Public Health in December for publication as required by law, 1 January 2023, usually by mid December 2022.

Background information on the relevant area

3.15 The “relevant area” for Southend, must include all of the Borough of Southend but may include parts of Essex. An area could be included in more than one “relevant area”, which would be the case if any part of Essex were included.

- 3.16 In view of the considerable cross border movement it is recommended that the “relevant area” for Southend includes the areas of Castle Point and Rochford in addition to the Borough of Southend-on-Sea.

4. Other Options

- 4.1 The Council could decide to change the admission arrangements for the Community Schools. This would require full public consultation. This would add undue pressure on a small number of local schools for 2024, where no need for change has been identified.
- 4.2 The Council must consult in the round after this, for the 2025/26 arrangement to ensure the continuation of the PAN reduction for Chalkwell Hall Infant School to progression of the year 2 pupils into Chalkwell Hall Junior School for 2025/26. At that stage a full public consultation must be held.
- 4.3 Not undertaking a public consultation does not change the requirement that Southend-on-Sea City Council must consult admission authorities on the proposed Coordinated Admission Scheme 2024 to ensure the delivery of school places, as required by law.
- 4.4 Not undertaking a public consultation does not change the requirement that Southend-on-Sea City Council must consult Governors of community schools on their PAN and inform schools of the minor changes to the coordinated scheme.

5 Reasons for Recommendations

- 5.1 The Council is not proposing any changes for admission criteria, PAN or catchment areas for community schools (2.1).
- 5.2 The Council will consult individually the Governing Bodies of community schools as required for increased or unchanged PAN's (2.2).
- 5.3 The Council is required to publish the Co-ordinated Admissions Scheme 2024/25, by 1 January 2023. Cabinet is asked to approve the proposed scheme to allow consultation with schools as required in the Admission Code (2.3).
- 5.4 Due to the requirement to publish the scheme by the 1 January 2023, Cabinet is asked to agree that any minor changes identified from the school consultations on the scheme be ratified by the Executive Director for Children and Public Health in December (2.4).
- 5.5 The relevant area will be adopted as proposed, no consultation required.
- 5.6 A report will be presented to the January Cabinet to formally approve the PAN's and to formally determine the admission arrangements.

6 Corporate Implications

- 6.1 Contribution to the Southend 2050 Road Map

6.1.1 These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children. It fits well into the ambition of Opportunity and Prosperity, in that it supports sharing our prosperity amongst all of our people. It further supports the ambition in that our children are school and life ready and our workforce is skilled and job ready.

6.2 Financial Implications

6.2.1 There are no direct financial implications for the Council. The administration of school admission, and core revenue funding for the running of a School is funded through the Dedicated Schools Grant.

6.3 Legal Implications

6.3.1 The determination of admission arrangements for Community Schools and the provision of a coordinated admissions scheme is a statutory requirement.

6.4 People Implications

6.4.1 The proposed changes to one schools PAN have been considered in line with the pupil product for the schools catchment area. Based upon historical admission trends and numbers of births that have declined in the area, the changes are not expected to impact catchment residents negatively.

6.5 Property Implications

6.5.1 There are no Property Implications associated with this report.

6.6 Consultation

6.6.1 The local authority (as the admission authority for community schools) must consult the governing body of each Community School where it proposes either to increase or keep the same published admission number (PAN). **As no changes are proposed there is no required to hold a public consultation for 2024/25 however the governing bodies will be consulted.**

6.6.2 Schemes for co-ordinating all admission applications to schools must be formulated and submitted to the Department for Education (DfE) by 1 January in the determination year. For the school year commencing September 2024, submission to the DfE must be submitted by 1 January 2023. Consultation on the scheme is mandatory every seven years or where substantial changes are being made. **Southend-on-Sea City Council will consult admission authorities in the Borough to ensure cohesion of the coordinated admissions round. Consultation will run from 1 November to 7 December 2022.**

6.7 Equalities and Diversity Implications

6.7.1 A co-ordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places. Admission Arrangements for Community Schools and the Coordinated Admission Scheme for Southend Schools have been written in line with mandatory requirements set by the

Admissions Code 2021. The code determines that authorities must ensure that the practices and criteria used to decide the allocation of school places are fair, clear and objective and that parents should be able to easily understand how places are allocated.

6.7.2 In line with the Equality Act 2010, the arrangements and scheme are reviewed annually against an expanded list of protected characteristics as identified within the Admission Code: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

6.7.3 The proposed Scheme, arrangements and decisions made through their administration are clear that there is no discrimination on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a parent who is applying for a school place or offered admission as a pupil.

6.7.4 There are limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.

6.8 Risk Assessment

6.8.1 The need to reduce PANs in the Borough is based upon an assessment of forecast need inclusive of surplus places. The risks to a small number of schools becoming financially unviable to continue in the long run is great if nothing is done to reduce excessive surplus places. Discussions with other cluster schools to gain agreement to consult on lowering PANs, has also been undertaken and Trust and Governing Bodies are considering consulting in the Autumn as well.

6.8.2 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

6.9.1 There are no Value for Money implications associated with this report.

6.10 Community Safety Implications

6.10.1 There are no Community Safety Implications associated with this report.

6.11 Environmental Impact

6.11.1 There are no Environmental Impacts associated with this report.

7 Background Papers

- 7.1 [School Admissions Code 2021](#)
[School Admission Appeals Code 2012](#)

8 Appendices

- 8.1 Appendix 1 - Proposed Admissions Arrangements for Community Schools for September 2024 including Published Admission Numbers on Page 2.
- 8.2 Appendix 2 - Proposed Co-ordinated Admissions Scheme for September 2024 onwards.
- 8.3 Appendix 3 - Explanatory note to highlight changes on the Co-ordinated Admission Scheme 2024/25