

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Corporate Director of People
to
Cabinet

on
20th September 2016

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

**School Admissions Arrangements for Community Schools and
the Coordinated Admission Scheme for Academic year 2018/19
Executive Councillor: Councillor James Courtney**

A Part 1 (Public) Agenda Item

1. Purpose of Report

- 1.1 To confirm the admission arrangements for community schools for the academic year 2018/19.
- 1.2 To agree in principle the Coordinated Admissions Scheme for 2018 onwards and to agree the mechanism for the final agreement of the scheme.

2. Recommendations

- 2.1 **That there is no consultation on the Admissions Arrangements for Community Schools for the academic year 2018/19.**
- 2.2 **That consultation with governing bodies of community schools takes place on the published admission numbers for community infant, junior and primary schools for September 2017 as set out in the Admission Arrangements in Appendix 1**
- 2.3 **That the proposed Coordinated Admissions Scheme for 2018 onwards at Appendix 2 is agreed in principle by the Council, and if there are minor areas to be resolved following consultation with schools that decisions on minor amendments be delegated to the Corporate Director for People and the Executive Councillor for Children & Learning.**
- 2.4 **That the relevant area is confirmed as set out in appendix 3.**

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); 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 In previous years Cabinet would have received this report at the November meeting. A revision of the School Admissions Code requires an earlier consultation period and determination. A reminder of the revised 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 arrangements⁷. 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 on the admission arrangements every 7 years if there are no changes. There are no changes proposed for 2018 and therefore the next time we have a duty to consult will be for the arrangements of 2019/20.

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 2018 will be 1st January 2017.

4. Admission Arrangement for 2018/19

4.1 Admission Criteria

4.1.1 There are no proposed changes from 2017/18 and there is therefore no requirement to consult. The admission criteria for community primary schools for September 2018 are shown in *Appendix 1*.

4.2 Published Admission Numbers

4.2.1 There are currently no proposed changes to the Admission Limits from 2017/18 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 on **Page 2** of the Admission Arrangements for Community Schools at **Appendix 1**.

4.3 Catchment Areas

4.3.1 The proposed catchment areas for primary schools for September 2018 are within the Admission Arrangements in Appendix 1. There are no proposed changes from 2018/19. However, Southend Borough Council reserves the right to monitor and

review any potential amendments that may be required as a result of sustained demographic pressures or other anomalies that may arise periodically.

5. Primary and Secondary Co-ordinated Admissions Scheme for the September 2018 round of admissions

5.1 Consultation rules for coordinated arrangements are the same as admission arrangements and only need consultation once every seven years unless there are changes. The proposed scheme for 2018, as Appendix 2, recommends some minor changes as set out below in paragraphs 5.1.1 to 5.1.5 of this report.

5.1.1 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, were relevant, must be ranked (item 4.1.14 on the scheme)

5.1.2 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 (Item 4.6.7 on the scheme)

5.1.3 Schools must inform the LA of address discrepancies in ranking lists or in information provided by parents on the enrolment forms post offer day (Item 4.6.8 on the scheme)

5.1.4 Schools must be mindful of siblings from multiple births in oversubscription criteria and where possible admit them (e.g. selective, specialist and faith criteria exempted) (Item 4.6.6 on the scheme)

5.1.5 Applications that are made using the online system must be 'submitted' (i.e. The applicant is sure that the form has been submitted/completed. 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 receipt from the Southend-on-Sea admission online service (Item 4.7.7 on the scheme)

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

5.2 Approval Process

5.1 That the Co-ordinated Admissions Scheme for the academic year 2017 onwards be agreed 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 Corporate Director for People and the Executive Councillor for Children & Learning.

- 5.2 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.
- 5.3 The Council will not consult on admission criteria or catchment areas for community schools, leaving these unchanged.
- 5.4 The Council will consult individually the Governing Bodies of community schools as required for increased or unchanged PAN's.
- 5.5 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 18th June 2015. 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 — Proposed Admissions Arrangements for Community Schools for September 2018 including Published Admission Numbers on Page 2.

8.2 Appendix 2 - Proposed Co-ordinated Admissions Scheme for September 2018 onwards.

8.3 Appendix 3 – Review and determination of relevant area for 2018/19 and 2019/20.