

AGENDA MANAGEMENT SHEET

Name of Committee

The Cabinet

Date of Committee

6th April 2006

Report Title

**Admission arrangements –
September 2007**

Summary

This paper contains responses to the Local Authority’s proposed admission arrangements for September 2007 and also proposed arrangements for admissions to Voluntary Aided and Foundation schools.

For further information please contact:

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Would the recommended decision be contrary to the Budget and Policy Framework? [please identify relevant plan/budget provision]

No

Background papers

- Consultation letter – 27th October 2005
- Responses to the consultation

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees

.....

Local Member(s)

.....

Other Elected Members

Cllr John Whitehouse

O&S Spokespersons for information:

Cllr Helen McCarthy – no comments to make

Cllr Richard Grant

Cllr Jill Dill-Russell – “noted”

Cabinet Member

Cllr John Burton

Other Cabinet Members consulted

Cllr Izzi Seccombe – “*approve for Cabinet*”
Cllr Peter Fowler

Chief Executive

.....

Legal

Jane Pollard / Richard Freeth – comments incorporated in the report

Finance

David Clarke, Strategic Director of Resources – no comments to make

Other Strategic Directors

.....

District Councils

.....

Health Authority

.....

Police

.....

Other Bodies/Individuals

- Headteachers and clerks to the governors of all Warwickshire primary and secondary schools
- Admissions Forum – 8th February 2006

FINAL DECISION

YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

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To Council

.....

To Cabinet

.....

To an O & S Committee

.....

To an Area Committee

.....

Further Consultation

.....

The Cabinet – 6th April 2006

Admission arrangements – September 2007

Report of the Strategic Director for Children, Young People and Families

Recommendation:

That Cabinet are asked to:

- (i) consider the responses to the Local Authority's proposed admission arrangements and confirm their determination for admissions in September 2007, and
- (ii) consider and comment as appropriate on the proposed admission arrangements from the Voluntary Aided and Foundation schools listed in para. 3 of the Strategic Director's report.

1. Background

- 1.1 The Local Authority has recently consulted on proposed admission arrangements for Community and Controlled Schools in September 2007. A copy of the LA document is attached as **Appendix A**.
- 1.2 The Admissions Forum considered the outcome of the consultation exercise at their meeting on 8th February.

2. Summary of responses to the Local Authority Consultation on Admission Arrangements for September 2007

The following schools have responded to the proposed arrangements:

2.1 Ashlawn School, Rugby

- Agree with principles in general but would prefer over-subscription criteria to give higher priority to out-of-area siblings over others living in the priority area.

2.2 **Goodyers End Primary School, Bedworth**

- Concern about short timescale for parents to complete forms. Cut off date is early.

2.3 **Briar Hill Infant School, Whitnash**

- Concern that a looked-after child could obtain a place but leave after a short time leaving a vacancy.
- Concern over arrangements for linking admissions to partner junior schools.

2.4 **Curdworth Primary School**

- Request that there are no plans to change priority areas for North Warwickshire schools affecting their school. They wish to remain in the priority area of, and linked with, The Coleshill School.

2.5 Members of the Admissions Forum considered the above comments and confirmed that the arrangements, as published, should stand.

2.6 The Admissions Forum also considered that there should be no move to adopting 'automatic' waiting lists with the onus remaining on parents to make contact with the Authority if they wished to pursue their first preference.

2.7 In addition the Admissions Forum confirmed that parents should not be penalised for changing preferences, therefore applications for a place which are made after the date of initial offers should carry equal weight to those preferences already registered.

3. **Consultations received for Voluntary Aided and Foundation schools**

3.1 Voluntary Aided and Foundation schools are required to consult, as individual admission authorities, in a similar fashion to the Local Authority. Consultation documents have been received from the governing bodies of the following schools:

Studley High School
Alcester Grammar School
Myton School, Warwick
Queen Elizabeth School, Atherstone
Avon Valley School, Rugby
Harris CE School, Rugby
King Edward VI School, Stratford
St. Benedict's Catholic High School, Alcester
Lawrence Sheriff School, Rugby
Rugby High School
St Thomas More School, Nuneaton

St. Nicolas C of E Primary School, Nuneaton
 Wilmcote C of E Primary School
 St. Gregory's Catholic Primary School, Stratford
 Haselor Primary School
 English Martyrs Catholic Primary School, Rugby
 St. Patrick's Catholic Primary School, Leamington
 St. Joseph's Catholic Primary School, Whitnash
 Moreton Morrell C of E Primary School
 Dunnington C of E Primary School
 St. Joseph's Catholic Primary School, Nuneaton
 Our Ladys Catholic Primary School, Princethorpe
 Coleshill C of E Primary School
 Our Lady and St Teresa's Catholic Primary School, Cubbington
 Our Lady of the Angels Catholic Infant School, Nuneaton
 All Saints C of E Infant School, Bedworth
 Dunchurch Infant School
 Dunchurch Boughton C of E Junior School
 All Saints C of E Primary School, Leek Wootton
 Barford St. Peter's C of E Primary School
 St. James' C of E Primary School, Southam
 St. Anthony's Catholic Primary School, Leamington
 St. Augustine's Catholic Primary School, Kenilworth
 St. Lawrence C of E Primary School, Napton
 St. Mary Immaculate Catholic Primary School, Warwick
 St. Paul's C of E Primary School, Leamington
 Haselor Primary School
 Kineton C of E Primary School
 Our Lady's Catholic Primary School, Alcester
 Shipston Primary School
 Studley St. Mary's C of E Junior School
 St. Mary's Catholic Primary School, Henley
 Tanworth-in-Arden C of E Primary School
 Wolverton Primary School
 St. Marie's Catholic Infant School, Rugby
 St. Marie's Catholic Junior School, Rugby
 The Revel C of E Primary School, Monks Kirby
 Canon Evans C of E Infant School, Bedworth
 Middlemarch Junior School, Nuneaton
 St. Francis Catholic Primary School, Bedworth

- 3.2 Consultation on admission arrangements is facilitated by the provision of a website where other interested admission authorities can view the proposed admission arrangements for a particular school. Elected Members can be given access to this site or can receive a copy of the documents on request.
- 3.3 The proposals appear mainly to be in line with the Admissions Code of Practice; where it was felt that arrangements did not comply advice has been given to the schools concerned. It is suggested that the Cabinet consider and comment as appropriate on these proposed arrangements.

4. Recommendation

Cabinet are asked to:

- (i) consider the responses to the LA's proposed admission arrangements and confirm their determination for admissions in September 2007, and
- (ii) consider and comment as appropriate on the proposed admission arrangements from the Voluntary Aided and Foundation schools listed in para. 3 above.

MARION DAVIS
Strategic Director for Children,
Young People and Families

22 Northgate Street
Warwick

23rd March 2006

Headteachers of all Secondary and Primary Schools

Clerk to the Governors of all Secondary and Primary Schools

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27th October 2005

Dear Colleague

Consultation on the Process of Admission to Secondary School 2007 Consultation on the Process of Admission to Primary School 2007

Action required

- 1 Please check the description of your school's priority area and advise Admissions if you have concerns
- 2 Headteachers and governors should consider the proposed arrangements for admissions in September 2007 and submit comments by 1st December
- 3 Headteachers and governors should consider the proposed arrangements for admissions in September 2007 to Aided and Foundation Schools and comment as they wish

Admission Arrangements for Community and Controlled Schools

In the Education Act 2002, admission authorities are required to consult annually with schools. This letter is our consultation document regarding the published admissions criteria for entry to infant, junior, primary and secondary schools in 2007.

The proposed admission arrangements for community and controlled primary and secondary schools for entry in 2007 are attached. Also attached are the Authority's definitions of sibling links, home address etc., details of the 11+ transfer and a timetable for the Admissions process. Please note the issues about waiting lists; your comments would be welcome.

The description of the priority area served by each school is included in the booklets "Secondary Schools inArea" or "Primary Schools inArea". Copies of the booklets are available on request from the Admissions Service. A review of priority areas to clarify boundaries is currently taking place. Mostly this will consist of better defining a school's priority area but on occasion there will need to be discussions with individual schools to cover what are currently 'undefined areas', eg. where there is new housing. Should your school be affected by this we will contact you separately. Please note that any suggested changes to the priority area and criteria will require consultation with other schools and the Admissions Forum.

Schools are reminded how important the definition of the priority area is to prospective parents and to the schools themselves - particularly when there are more applications than there are places available. The need to carefully check individual details is stressed.

Please note that where new buildings are being added to a school's site the capacity of the school will be recalculated by the Strategy Division of the Education Department and discussed with Governors and Heads as a separate exercise.

Admission Arrangements for Aided and Foundation Schools

Foundation and Aided schools should be consulting similarly with other schools and admission authorities (as required by the Admissions Code of Practice) on their criteria for admission and priority areas. Separate advice has been sent to the Governors of all Foundation and Aided schools. Should you wish to view proposed arrangements please see the County Council web site where consultation on admission arrangements will be posted. The weekly email will carry the names of the Aided and Foundation schools which have posted their consultation on the website. The website can be accessed at

www.warwickshire.gov.uk/admissionsconsultation

The User ID is: romeo The Password is: othello

It would be helpful if you could draw this letter and the attachments to the attention of your Governing Body, making any comments to this office as soon as possible by 8th December, 2006. Any comments or suggestions are welcome and will be referred to the Admissions Forum, initially at their next meeting on 14th December, 2005.

A number of Foundation and Aided schools did not complete their consultation and/or notify their determination for 2006 arrangements which means that all Aided and Foundation schools must consult for 2007. It would be helpful if those schools could arrange their consideration of the admission arrangements so that consultation can start in the autumn term. Consultation should be completed and the arrangements determined by 1st March.

If you have any further questions please do not hesitate to contact this office.

Yours sincerely,



Lesley Phillips (Mrs)
Principal Admissions Officer

Proposed Admission Arrangements for 2007 admissions for Community and Controlled Schools in Warwickshire

The relevant area for Warwickshire remains the County of Warwickshire.

Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they attain five years of age, which can be in advance of statutory school age.

Criteria for admission in the event of oversubscription in Community and Controlled Infant Schools:

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner junior school (or primary school) at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who have a brother or sister at the partner junior school at the time of admission.
7. Other children from outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority) Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

(The priority area is as defined in the Admissions Booklet)

Criteria for admission in the event of over-subscription for Community and Controlled Junior and Primary schools:

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who attended the partner infant school immediately prior to transfer.

7. Other children from outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicants home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary. (The priority area is as defined in the Admissions Booklet)

Admission to a nursery class does not give a higher priority for a place in the linked infant or primary school.

Criteria for admission in the event of over-subscription for Community Secondary Schools:

- i. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
- ii. Children living in the priority who will have a brother or sister at the school at the time of admission.
- iii. Other pupils living in the priority area.
- iv. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
- v. Other children living outside the priority area.

Within these criteria first priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ("centroid") of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County's boundary. (The priority area is as defined in the Admissions Booklet)

Selective Secondary Schools

Stratford-upon-Avon Grammar School for Girls and Ashlawn School, Rugby
(Other selective schools are Aided or Foundation)

For those schools where there is a selective process admission is determined by comparing the children's performances in Moray House Verbal Reasoning Tests. Available places are offered to the highest performers who have reached the standard for admission provided they live within the priority area for the school and their parents have requested the school. Performance in a Written English Paper and additional information provided by the relevant primary school will be used by the Committee of Reference (panel of headteachers and teachers) in each area to decide whether some candidates who do not qualify automatically should be offered a selective place.

The closing date for registering for selection tests for all the selective schools in Warwickshire is 30th September. Unless parents can provide evidence of a move of address into the priority circle late applicants will only be considered after the first round of offers.

The proposed arrangements for 2007 are set out in Annex B.

General Admission Arrangements

Definition of sibling/brother or sister attending the school at the time of admission:

Brother or sister (including half brother or half sister, adopted, step brother or step sister) living at the same home address as the child applying for the place.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

Definition of Home Address

Where the child normally resides/sleeps when s/he attends schools. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

Split Parents

Where a child lives with two parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Twins, Triplets etc.

Where the final place in a year group is offered to one of twins (or triplets etc) it is normally our policy to admit the other twin, etc.) too, even if that means going above the admission number. However, it is not possible to do this where the admission would breach the limit on infant class sizes. In that situation only the one place will be offered and the parent has to decide which child will take up the place, if any.

Looked after children

Except where a child is placed in an emergency no care placement should be made by Social Services without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where education provision breaks down, then local authorities must secure an educational placement within 20 school days. The LEA give looked after children top priority in the over-subscription criteria for Controlled and Community Schools.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays necessitated by the local appeals procedure Community and Controlled schools are being asked to admit, without appeal, looked after children from within their priority area even though their admission limit has already been reached or exceeded. An exception to this arrangement would be in an infant or primary school where admission would result in exceeding 30 pupils in an infant class.

Aided and Foundation Schools, which are their own admission authorities, would need to consider the LEA policy and decide whether or not to adopt such an agreement. A statement concerning this policy is included in the booklets for the information for parents regarding casual admissions (at times other than transfer or first entry).

The following statement is placed near the criteria in the booklets for the information of parents:

Exclusion: Pupils who are **permanently excluded from school** are referred to Area Behaviour Management Panels in order that consideration can be given as to the appropriateness of a return to mainstream school. On the recommendation of the Behaviour Management Panel, schools may offer places to previously excluded pupils even though the school is full in the year group.

Headteachers and Governors of Aided and Foundation Schools are invited to adopt formally the policy.

The following statement will be inserted near the LEA's criteria in the booklets for the information of parents:

“Children with a **statement of special educational needs** that names the school must be admitted. This may reduce the number of places available to applicants.”

Offers of places in the **secondary** transfer group (for entry in September 2007) will be made to the child's home address on 1st March, 2007. The date for the return of preference forms to the primary schools and, therefore, the **closing date for Year 7 applications** will be 13th October, 2006 with onward delivery to the Admissions Service by 20th October, 2006.

Offers of places for the **primary** admission to Reception and transfer to Year 3 in junior schools will be made on 2nd February, 2007. The date for the return of preference forms to the Admissions Service and, therefore, the **closing date for Reception and Year 3 (Junior transfer) applications** will be 20th October, 2006.

The Admissions Forum has approved a revision of **the scheme** introduced in 1998 **to reduce the number of appeals** for local children moving into school's priority areas. The LEA is supporting the reintroduction of this arrangement so that if a primary or secondary school is full in the year group another place can be offered provided that:

- no other applicants have been refused places in the same year group – wherever they live
- the child is living or moving into the school's priority area
- the admission will not breach the class size limit for infants
- the school is willing.

Under Age and Over Age applications

It is the policy of the Education Department that all children should be educated within their appropriate age group. In a very few rare cases where it might not be appropriate for the child to be in their age appropriate year group, there is a detailed process to consider the child's physical, emotional and social maturity before any decisions are made.

Late applications (Entry or Transfer Groups)

Late applications will be considered only after the applications received by the closing dates.

Late applications because of an impending move:

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed before 13th February, 2007 i.e. if the parent can provide independent evidence of the move tenancy agreement [terminating beyond the start of the autumn term] or exchange of house contracts.

Offers of places at primary level will take account of a future move involving the child's address only if it can be confirmed before 10th January, 2007 i.e. if the parent can provide independent evidence of the move tenancy agreement [terminating beyond the start of the autumn term] or exchange of house contracts.

Applications made later than admission or transfer groups (mid-year admissions known as casual admissions)

Such applications for places will normally be referred direct to the school involved. If a vacancy exists i.e. the number on roll is less than the admission number appropriate to that year group, a place will be offered, except where:

1. such an admission would breach the class size limit, or
2. the child has been permanently excluded twice (once since September 1997) in which case the duty to comply with the application is removed for two years from the second exclusion.
3. Offers made to casual applicants are normally made no longer than 5 school weeks before the child takes up the place.

Reserve or Waiting Lists for Transfer and Entry groups

Parents refused places in their higher preference of school can request a place on a waiting list for their preferred school. The waiting list will exist only until the start of the Autumn Term. Any vacancies which occur in the appropriate year group will be re-offered to children on the reserve lists.

In previous years for secondary schools, unless there has been a change of address, initial priority on the waiting lists will be given to children whose parents have not changed their original preferences nor their order. Parents changing their preferences for primary schools are currently not penalised. We feel both primary and secondary arrangements should be the same and welcome your comments as to whether parents making changes should have lower priority on waiting lists or not.

Vacancies occurring will be offered in the order of the published criteria for admission for each school. The amount of time a child's name has been on the list is not relevant and parents should be aware that a child's position in the list can alter.

The timetable for admissions in 2007 is attached as Annex B.

Annex B

Timetable 2007 entry	Process for Admission to Reception And Transfer to Year 3
Between June and the start of term in September	<p>Press release/local radio announcements.</p> <p>Schools to supply lists of interested parents – pre admission lists.</p> <p>Area booklets to carry criteria for entry to all schools and timetable.</p> <p>Posters and fliers to primary schools and nurseries.</p> <p>Schools urged to inform parents by any newsletter and any means at their disposal.</p>
September	<p>Application form fixed to outside of primary booklets. Freepost address for return of forms direct to LEA.</p> <ul style="list-style-type: none"> ➤ Booklets will be posted by LEA to previous applicants from lists provided by schools and nurseries and also to parents who have contacted direct ➤ Booklets will be lodged in schools for new and future applicants ➤ Booklets/posters will be lodged by schools in local supermarkets ➤ Posters lodged by Admissions in doctors surgeries and pre-school ➤ Posters and fliers will be sent to libraries and parish councils.
20th October 2006 CLOSING DATE	<p>Closing date for preference forms to be returned to Admissions Service. Late applications will be considered after those received on time.</p>
13 November 2006	<p>First preference count notified to each school.</p>
By 27 November 2006	<p>Copies of preference forms to Aided and Foundation schools for Governors to consider. These will include first preferences and subsequent preferences where there is a possibility of schools of higher preferences being over-subscribed.</p> <p>Admissions to prioritise applications where necessary. Add preferences and priorities to computer data base by 26th November.</p>
By 15 January 2007	<p>Aided and Foundation Governors to provide a priority order list to Admissions Service of all applicants.</p> <p>NO FURTHER CHANGES AND ADDITIONS (subject to claimed sibling check).</p>
19 January	<p>Admissions Service print check lists for schools re siblings check – return to Admissions Service within 1 week (28 January).</p>
Ongoing through autumn and spring terms	<p>Admissions to measure distances between home and school where necessary.</p>
26 January 2007	<p>Final list of allocations posted to infant, junior and primary schools.</p>
2 February 2007	<p>Offers of all places Reception and Year 3 transfer to Junior/Primary. Offer letter posted from Admissions including Foundation/Aided Schools.</p>
16th February 2007	<p>Closing date for parents to accept offer. Acceptance slip to Admissions Service. Admissions will provide final lists of acceptances as soon as possible to schools.</p> <p>Schools will provide prospectus and induction details direct to parents accepting places.</p> <p>Admissions to operate waiting lists including Foundation/Aided. Where vacancies occur places to be offered to children on waiting lists by Admissions Service.</p>
April/May/June	<p>Appeals to be scheduled</p>