

**Agenda for School Admissions Forum meeting
Monday 20th February 2012, 4.30pm
Conference Rooms 6&7, Building 3, Saltisford Office Park, Ansell
Way, Warwick**

1. General

- (1) Welcome, introductions, apologies and declarations of interest
- (2) Election of Chair and Vice Chair
- (3) Minutes of the previous meeting and matters arising

2. New Admissions Code and Appeals Code

For update and discussion

3. 2013 admissions consultation / Future of in-year admissions

For update and discussion

4. In-Year Fair Access Protocol and the Vulnerable Children Team

For update and discussion

**5. Draft response to proposed admission arrangements for
Warwickshire's selective schools**

For decision

6. Other proposed admission arrangements for 2013

For update and discussion

7. Primary and secondary applications for 2012 entry

For update

8. Primary expansion programme

For update

9. Schools moving to Academy status / School federations

For update

10. Future of Warwickshire's School Admissions Forum

For discussion

11. Dates of future meetings

For decision

12. Any other business

Which the Chair decides are urgent

SCHOOL ADMISSIONS FORUM MEMBERSHIP

Warwickshire County Council (3)

Councillor Peter Balaam
Councillor Carolyn Robbins
Councillor Heather Timms

Church of England Diocesan Boards (2)

Graham Robinson – Church of England Diocese of Coventry
Peter French – Church of England Diocese of Birmingham

Roman Catholic Diocese (1)

Kate Edwards – Catholic Diocesan Schools Commission

School Groups (6 - being 3 from community/VC schools; 2 from VA schools; 1 from foundation schools)

Jonathan Baker – Headteacher, Shipston High School: A Specialist Technology College
Andrew Clay – Headteacher, Ash Green School
Alison Foster – Headteacher, Telford Infants School
Robert Morrissey – Headteacher, Long Lawford Primary School
2 vacancies

Parent Governor representatives (2)

Alison Livesey – Newbold Riverside Primary School, Rugby
Sharon Ansell – Bilton Church of England Junior School, Rugby

Local Community (1)

(nominated by the Early Years and Child Care Development Partnership)
Vacancy

Co-opted members (up to 4)

Chris Smart – Warwickshire Governors' Association

**Minutes of the School Admissions Forum meeting
22 September 2011, Building 3, Saltisford Office Park, Warwick**

Present:

Jonathan Baker, Shipston High School (Chair)
Cllr Peter Balaam
Kate Edwards, Catholic Diocesan Schools Commission
Emma Ford, Legal Services, WCC
Mark Gore, CYPF, WCC
Richard Maybey, Democratic Services, WCC
Collette Naven-Jones, CYPF, WCC
Craig Pratt, Admissions, CYPF, WCC
Cllr Carolyn Robbins
Chris Smart, Parent Governor Representative
Peter Thompson, CYPF, WCC

1. General

(1) Election of Chair and Vice Chair

No nominations were received. Jonathan Baker agreed to Chair this meeting. Elections will be carried over to the next meeting.

(2) Apologies for absence

Peter French
Alison Livesey
Robert Morrissey
Graham Robinson
Cllr Heather Timms

(3) Members Declarations of Personal and Prejudicial Interests

Chris Smart declared a personal interest as a governor of Southam College and Our Lady's Roman Catholic Primary School.

(4) Minutes of the meeting of the School Admissions Forum held on 15 June 2011

Subject to replacing the words "panel member" to "person present" at point 10.7, the minutes were agreed as an accurate record and duly signed by the Chair.

(5) Matters arising

Mark Gore stated that the report to consider selection arrangements in the south and east of the county was still in progress.

Regarding the issue of low numbers of Free School Meal pupils applying for Grammar school places, officers agreed to consider how a Task & Finish Group might be established.

2. Timetable of work / terms of reference for a voluntary School Admissions Forum

A draft timetable of work was discussed, which outlined the regular items that a voluntary Forum could address through the year, including changes to the pattern of school provision.

Kate Edwards highlighted that there was no mechanism in the timetable for the Forum to consider objections to a school's proposed admissions policies. In order for the Forum to support formal objections to the Schools Adjudicator, it would need to be convened towards the middle or end of May.

It was agreed that the Forum's scheduled meeting in June 2012 be bought forward to May 2012.

3. Local Authority report submitted to Schools Adjudicator

Members considered the report, which confirms to the Adjudicator that Warwickshire complies with the terms of the Admissions Code. Peter Thompson stated that the only issue was around the In-Year Fair Access Protocol, which is being revised to address practical concerns about timeliness of placements and the formula to identify schools.

Observations from members included:

- The authority's response does not provide any comment on the effectiveness of the protocol, as requested
- The figures within the report suggest a high overall number of placements compared to the number of places considered
- Generally, schools are taking places, but there are some notable exceptions that the authority could investigate

It was confirmed that the authority will be meeting its requirement to provide a Choice Advice service via a part-time member of staff working independently of the admissions service. Officers agreed to make this aware to the Portfolio Holder.

4. Number of primary and secondary school application packs sent out / 11+ forms received

Collette Naven-Jones stated that all parents of children eligible for secondary school had been sent an information pack and 11+ registration forms.

The authority had received around 2,000 completed forms, in line with expectations. Invitations for testing had been sent out for two dates in October, to be held at test centres.

Parents of pre-school children have been informed of their eligibility for primary education, and information packs will be sent accordingly. The authority is also targeting parents of children who don't attend pre-schools. Telephone applications are being promoted, alongside the popular web-based process.

Discussion took place about the default search settings of the web-based application system, which can limit the number of schools that appear in the results. Officers agreed to make enquiries with the IT developers to widen the default criteria.

5. Warwickshire's revised In-Year Fair Access Protocol

Officers introduced a draft of the revised protocol, which will be subject to formal consultation with schools. A final version is likely to go before Cabinet for approval.

Members welcomed the addition of Principle 8, which allows for pupils returning to an area where they have previously attended a local school to be re-admitted under terms of the Protocol.

It was also welcomed that the ambiguity has been removed from the principle that parental preference should come first, when places are available.

6. Primary Expansion Programme

Peter Thompson introduced the report, stating there is significant pressure on primary school places in the south and east of the county.

Accurate forecasting systems, based on live birth data and new housing projections, show that this pressure is likely to continue at a steady rate over the next 7 years.

The report outlines planned expansions to primary schools, which will be managed via an increase in admission numbers and, for some schools, an expansion of their building capacity.

Responding to questions about implications on capital spending, officers stated:

- Uncertainty around central government's capital review means the authority is likely to prioritise capital spending on areas of basic need
- This will likely be with primary schools rather than secondary schools, given the pressure on places
- However, the authority does have a fully managed capital programme, and spending on secondary schools for repairs may be financed via PFI schemes

It was confirmed that references to 'possible' expansions in the report apply to schools where local variables could have an effect, such as planned housing developments.

In response to a statement that reception funding could be affected if a planned admission number was not divisible by 30, officers said that the authority is seeking to avoid this wherever possible and develop strategies to overcome the funding issue.

7. Schools moving to Academy status

Craig Pratt updated members on the current number of Secondary schools in Warwickshire that have converted to Academy status (14 of 38).

Of these, only two Academies have not yet bought in to the authority's Admissions Service (Nuneaton Academy and Studley High School). A greater number have not yet bought in to the authority's Admissions Appeals Service.

Officers agreed to consider writing to Academies in order to remind them about the arrangements they need to put in place for appeals.

It was discussed whether an Academy representative should attend the Forum in future. Emma Ford confirmed that, in law, at least one representative from an Academy may attend the Admission Forum.

Officers noted a request that any future updates on Academy conversions should also include updates on school federations.

8. Response to proposed changes to the School Admissions/School Appeals Codes

Members noted the response and discussed the likely release date of the revised Codes.

Kate Edwards stated that the consultation has yielded substantial feedback from responders, who are seeking more clarity within the Codes. This is likely to delay the release of the revised proposals from September 2011 to November/December 2011.

9. Dates and provisional items for future meetings

The next meeting was scheduled for 13 February 2012. Agenda items to include:

- Election of Chair and Vice Chair
- Consultation for entry in September 2013
- First preferences for primary / junior / secondary applications
- In-Year Admission applications processed to date
- Children admitted under the In-Year Fair Access Protocol
- Appeals processed to date
- Effectiveness of new In-Year Fair Access Protocol
- Primary Expansion Programme
- Draft primary and secondary prospectuses / 11+ registration leaflets
- Admissions Code, Appeals Code and Education Bill
- Update on Task & Finish Group to look at low numbers of Free School Meal pupils applying for Grammar school places

The meeting closed at 18:00

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Chair

Changes to the School Admissions Code

Craig Pratt
Acting Lead Officer
Pupil and Student
Services

*Working for
Warwickshire*

Areas to Cover

- The current (or old) School Admissions and Appeals Code.
- Background to 'the new' Codes.
- Changes to 'the new' Admission Code.
- Impact of 'the new' Admission Code in Warwickshire.
- Questions / Discussion.

Background

- Current (or old) School Admission and Appeals Codes came into effect in February 2010. Largely unchanged from the versions published in 2009.
- Review of the Codes first announced in 'The Importance of Teaching: Schools White Paper' (November 2010).
- Aim was to make them simpler, fairer and more transparent, building on the principle of placing trust in schools and Headteachers.
- Should also be less costly to administer, less bureaucratic, but also more accessible to parents.
- Draft Codes first published in May 2011 followed by a consultation exercise.
- Final versions of the School Admissions and School Appeals Code published in November 2011.
- Expected to come into force from February 2012.
- Many schools (and the Local Authority) consulting based on the new Codes coming into effect.

Aims of the revised Codes

- The Codes have been simplified, with duplication removed (130 pages in total down to 60). The Codes should, as far as possible, be the single point of reference for anyone wishing to understand school admissions.
- References to things admission authorities 'should' or 'should not' do have been removed.
- Bureaucracy should be reduced, with schools given greater freedom. Eg increases in Published Admission Numbers (PANs).
- Aim is not to weaken the admissions system, but to ensure that school places are offered in a fair and lawful way.

Key Changes – The Admissions Code (1)

- Giving adopted children who were previously in care, the same, highest priority as Looked After Children. Expected to benefit some 5,000 children each year.
- National closing dates for secondary and primary school applications (31 October and 15 January).
- National offer Day for primary places from 2014 onwards (16 April or thereabouts).
- Greater freedom for schools to increase their Published Admission Number (PAN) and to admit over their PAN.
- Allowing schools to give priority in their admission arrangements to the children of staff employed at the school.
- Allowing academies to prioritise pupils eligible for the new Pupil Premium.

Key Changes – The Admissions Code (2)

- Allowing infant classes to exceed the limit of 30 children per teacher in very limited circumstances – ‘Exceptions’.
However, the expectation is that such classes should generally still only contain 30 children per qualified teacher.
- The exceptions:
 - children with statements of special educational needs admitted outside the normal admission round;
 - looked after children and previously looked after children admitted outside the normal admission round;
 - children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
 - children admitted after an independent appeals panel upholds an appeal;
 - children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
 - children of UK service personnel admitted outside the normal admission round;
 - twins and children from multiple births when one of the siblings is the 30th child admitted;
 - children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Key Changes – The Admissions Code (3)

- A requirement for admission authorities to disclose the results of selection tests prior to the closing date for applications (31 October).
- Consultation on unchanged admission arrangements now only required every seven years, rather than the current three.
- Allowing **anyone** to object to the Adjudicator about a school's admission arrangements, rather than the currently prescribed groups.
- No requirement for the Local Authority to co-ordinate in-year admissions from 2013 onwards. Parents can apply directly to schools who should then notify the Local Authority of the outcome.

Impact of the new Codes

- All of Warwickshire's selective schools looking to increase their PANs for 2013 entry.
- One school looking to change its priority area.
- At least two secondary schools looking to give priority to the children of staff.
- Changes to the 11+ test in order to disclose results prior to closing date for applications.
- Changes to Warwickshire's admission arrangements in line with the new Codes.

Consultation

Warwickshire County Council Admission Arrangements 2013 / 2014

Disclaimer

The information in this document is believed to be correct at the time of publication. Much of the information is based on the School Admissions Code which came into effect on 10 February 2010. A new School Admissions Code is expected to be confirmed during early 2012 and there may be changes which affect the accuracy of the information contained. Please contact the Admissions Service or consult the Warwickshire County Council website for the most up to date information.

Please also note that many schools in Warwickshire have converted or are converting to academy status and this may have an impact on the information contained within this document.

Warwickshire County Council accepts no liability for any loss, damage or inconvenience caused as a result of any reliance on information contained within this document.

While this document is only for consultation purposes please note that Admission Authorities can change their policies if required, subject to relevant consultation.

Please note there are changes to last year's admission arrangements

- **On 2 November 2011, a revised draft** Admissions Code was published. While this is still subject to final approval, only minor changes are now expected. Certain changes contained within the **revised** Code have been included in this consultation document as they will form part of our determined arrangements if **the changes are implemented** as expected. These changes are either underlined or otherwise clearly indicated.
- Other changes include:
 - Consultations to increase the Published Admission Numbers (PANs) at a number of schools. Full details can be found at Appendix A.
 - Timetables for entry to reception, junior (Y3) and secondary school (Y7). Dates do differ each year so please familiarise yourself with details for entry to schools in September 2013.
 - Warwickshire's In-Year Fair Access Protocol has been revised.
 - Changes to how places will be allocated when students within the same criterion live an identical distance from the school.
 - Other general changes to the layout of the document and the definitions of certain terms used throughout.
- Arrangements for In-Year Admissions may also change subject to the introduction of the new Admissions Code and the outcome of this consultation exercise. There may also be further changes to Warwickshire's In-Year Fair Access Protocol (IYFAP).

Admission Arrangements for 2013/2014

1. Background

- 1.1. The Local Authority (LA) is the admissions authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties annually about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.
- 1.2. In academies, voluntary aided, foundation and trust schools, the governing body is the admissions authority and it must consult the local authority and other local admission authorities by 01 March 2012. This applies unless it is exempt from consulting in accordance with paragraph 1.26 of the 2010 School Admissions Code. This states that '*admission authorities must consult **unless** (in the case of admission arrangements for entry in 2011-12 and subsequent years) their admission arrangements were consulted on in one or both of the two previous years and they are the same as the arrangements since the last consultation*'.
- 1.3. All Local Authorities (LAs) are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.
- 1.4. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child living in a LA area who has applied for a place at a maintained school or academy is sent a single offer of a school place by the Local Authority in which their home address falls (their Home Authority).

2. Warwickshire County Council's Scheme – Community and Voluntary Controlled Infant, Primary and Junior Schools in Warwickshire

- 2.1. The relevant area for Warwickshire is the County of Warwickshire.
- 2.2. Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they reach five years of age; this can be in advance of statutory school age.
- 2.3. Where a child is admitted in advance of statutory school age parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.4. Children are required by law to start school at the beginning of the term following their fifth birthday.
- 2.5. Children will transfer from infant to junior (or primary) schools at the beginning of Year Three (3).

2.6. Parents of children living in Warwickshire are able to name six (6) schools on their Common Application Form (CAF) in their preferred order.

3. Operational Scheme

- 3.1. All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. Details of each school's admission number can be found at Appendix A.
- 3.2. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.
- 3.3. Child data is gathered from various sources between June and September each year. Private and maintained nurseries are asked to supply data regarding children eligible to start Reception the following year. Warwickshire schools are also asked to provide pre-admission lists containing details of students whose parents have expressed an interest in the school.
- 3.4. Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 1 September 2008 and 31 August 2009 will be sent a primary application pack from August 2012 onwards. Parents are encouraged to apply via Warwickshire's on-line service.
- 3.5. Publications containing details of the closing dates for submitting a Common Application Form are sent to Warwickshire Schools, Nurseries, Post Offices, Libraries, Parish Councils and Doctor's Surgeries. Full details of the process are also made available on the Warwickshire County Council website.
- 3.6. Parents are able to express up to six (6) preferences for schools within Warwickshire or any other LAs and to give reasons for their preferences.
- 3.7. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school or academy in Warwickshire.
- 3.8. Preferences for schools or academies in other LAs will be considered against the relevant over-subscription criteria.
- 3.9. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 3.10. In the event that a **Warwickshire infant or primary community or voluntary controlled School** is over-subscribed the following over-subscription criteria will be used when allocating places in Reception:

Please note:

Children with a Statement of Special Educational Needs that names a school will be admitted. In this event the number of places that remain for allocation will be reduced.

Children attending or with a place at a nursery class do not have a higher priority for and are not guaranteed a place in the linked infant or primary school.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
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 at the time of admission.
4. Other children living in the priority area.
5. Children living outside the priority area who have a brother or sister at the school at the time of admission.
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission.
7. Other children living 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 straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All measurements are subject to repositional accuracy changes).

- 3.11 In the event that a **Warwickshire junior or primary community or voluntary controlled school** is over-subscribed the following over-subscription criteria will be used when allocating places in Year Three (3) junior transfer:

Please note that children with a Statement of Special Educational Needs that names a school will be admitted. In this event the number of places that remain for allocation will be reduced.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
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 living outside the priority area who have a brother or sister at the school at the time of admission.

6. Children living outside the priority area who attended the partner infant school immediately prior to transfer.

7. Children living outside the priority area who have a brother or sister at the partner infant school at the time of admission.

8. Other children living 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 straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (All measurements are subject to repositional accuracy changes).

3.12 Where the LA is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (voluntary aided, trust, foundation, or academy) with availability which is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

3.13 Waiting lists will be held for all maintained schools and those listed in the 'Waiting Lists' section until 31 December 2013, at which point an applicant will enter the in-year admission arrangements.

4 Timetable for processing applications to Reception and Year 3 for entry in September 2013.

Primary Timetable	Process for Admission to Reception And Transfer to Year 3 2013 entry	ACTION REQUIRED
From June 2012	Press release / local radio announcements.	
	Schools to provide pre-admission lists	Schools' action
	Pre-Schools and Nurseries to provide lists of children born between 01/09/08 – 31/08/09	Pre-schools' / nurseries action
	Nurseries, Pre-Schools, Schools, Libraries, Doctors Surgeries, Post Offices and Parish Councils to display posters re: admissions process	WCC to send and parties to display posters.
	Nurseries & Pre-Schools to distribute registration fliers	WCC to send and pre-schools and schools to

	<p>Schools / pre-schools urged to inform parents by newsletter and / or any means at their disposal of closing date</p> <p>School census information received for junior transfer phase</p>	<p>distribute to parents</p> <p>Schools and pre-school action</p>
25 June 2012	Applications can be submitted on-line as the LA's Admissions software goes live	
From 13 August 2012	Reception packs posted to parents by Admissions Service	Admissions service to send
From 03 September 2012	<p>Fliers sent to Infant schools for children in Year Two advertising on-line admissions</p> <p>Junior packs sent to Infant Schools</p>	Schools to distribute
15 January 2013	<p>National closing date for reception and junior applications to be submitted by Admissions Service via post or on-line</p> <p>Late applications will be considered after those received on time</p>	
31 January 2013	First Exchange of Data with neighbouring local authorities	
01 February 2013	<p>Additional information sent to Voluntary Aided, Foundation Schools and Academies using their own oversubscription criteria in order for children to be prioritised. Sent via SAM to voluntary aided, foundation, trust schools and academies purchasing the school admissions service and to include straight-line measurements. Sent via excel spreadsheet to academies not purchasing the school admissions service (no straight-line measurements included).</p> <p>Sibling Checklists to be sent to all schools via SAM other than academies not purchasing the school admissions service (sent via Excel).</p>	<p>Governors prioritise applications. Must be completed and returned by SAM (or excel spreadsheet for academies not purchasing the school admissions service) by 15 February 2013.</p> <p>All schools check sibling links.</p>
15 February 2013	<p>Voluntary aided, trust, foundation schools and academies using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an academy not purchasing the school admissions service (data to be returned via excel spreadsheet).</p> <p>Final date for families moving into the area</p>	Aided, Foundation and Academy Governors supply rank order list of applicants.

	(proof of address must be provided by this date)	
10 March 2013 onwards	Provisional offers shared between Local Authorities	
28 March 2013	Final Offers exchanged with other local authorities. (Day before Good Friday)	
8 April 2013	List of allocations posted to infant, junior and primary schools	Schools to identify any issues with allocation lists
15 April 2013	Admissions Service post offers to all Warwickshire parents. Offers to on-line applicants available from 5pm via email Automatic waiting lists open	
29 April 2013	Closing date for parents to accept offer. Acceptance slips to Admissions Service. Places will be reallocated as and when vacancies arise, up to and including 31 December 2013	
29 April 2013	Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond.	
May to July 2013	Appeals will be scheduled.	
End of Term	Final Electronic file of allocations via S2S	

5. Warwickshire County Council's Scheme for Community and Voluntary Controlled Secondary Schools in Warwickshire

- 5.1. The relevant area for Warwickshire is the County of Warwickshire.
- 5.2. Children will transfer from primary and junior schools at the end of Year Six (6).
- 5.3. Parents of children living in Warwickshire are able to name seven (7) schools on their Common Application Form (CAF) in their preferred order.

6. Operational Scheme

- 6.1. All schools have a Published Admission Number (PAN or admission number). This is the maximum number of places that the school can offer in each year group. Details of each school's admission number can be found at Appendix A.
- 6.2. In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other LAs refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.

- 6.3. Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 1 September 2001 and 31 August 2002, will be sent a secondary application pack via their child's primary / junior school from June 2012. Application packs will also be sent to Year Five children attending Stratford Preparatory School, The Croft School, Bilton Grange Preparatory School, Milverton House and Crescent School. Details of those children resident in Warwickshire but attending schools outside of Warwickshire are sent to the Admissions Service by the current school's home LA (usually during the summer term). Application packs will be sent to these children as and when information is received.
- 6.4. Parents are able to express up to seven (7) preferences for schools within Warwickshire or any other LA's area and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire's on-line service.
- 6.5. All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school or academy in Warwickshire.
- 6.6. Preferences for schools or academies in other LAs will be considered against the relevant over-subscription criteria.
- 6.7. Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 6.8. In the event that a Warwickshire Secondary Community or Voluntary Controlled School is over-subscribed the following over-subscription criteria will be used when allocating places in Year Seven (7).

Please note:

Children with a Statement of Special Educational Needs that names a school will be admitted. In this event the number of places that remain for allocation will be reduced.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the priority who will have a brother or sister at the school at the time of admission.
3. Other pupils living in the priority area.
4. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
5. Other children living 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 straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (All measurements are subject to repositional accuracy changes).

6.9. Where the LA is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (voluntary aided, trust, foundation, or academy, **excluding selective schools**) with availability which is prepared to offer a place.. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

6.10. A number of Foundation, Trust and Academy Schools in Warwickshire use the above oversubscription criteria. These are listed below.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or the school directly for confirmation.

- Alcester High School (Academy)
- Ash Green School (Foundation)
- Bilton School (Academy)
- Hartshill School (Foundation)
- Henley High School (Academy)
- Kenilworth School (Trust)
- Myton School (Academy)
- Queen Elizabeth School (Foundation)
- Stratford High School (Academy)
- Studley High School (Academy)
- The Avon Valley School (Foundation)
- The Coleshill School (Academy)
- The George Eliot School (Academy)
- The Nuneaton Academy (Academy)
- The Polesworth School (Academy)

6.11. Waiting lists will be held for all maintained schools and those listed in the 'Waiting Lists' section until 31 December 2013, at which point an applicant will enter the in-year admission arrangements.

6.12. For full details of admission to Selective (Grammar) Schools in Year 7 please refer to the school's own consultations on admission arrangements.

7. Timetable for processing applications to Secondary School (Year 7) in September 2013.

Secondary Timetable	Process for Transfer to Secondary School 2013 entry	Action required
30 April 2012	The Admissions Service will write to all	Schools are required to

<p>28 May 2012</p>	<p>primary and junior Schools with current Year Five data</p> <p>Application packs and 11+ registration forms to all Warwickshire Schools to include Stratford Preparatory School, The Croft School, Bilton Grange Preparatory School, Milverton House and Crescent School</p>	<p>check data and return amended data to the Admissions Service by Monday 7 May 2012</p> <p>Schools distribute application packs to Year 5 pupils</p>
<p>25 June 2012</p>	<p>On-line application process opens</p>	
<p>Wednesday 11 July 2012</p>	<p>Closing date for 11+ registration forms to be returned to the Admissions Service</p>	
<p>24 August 2012 onwards</p>	<p>Allocation of test venues sent to 11+ candidates</p>	<p>Admissions Service to send out</p>
<p>Saturday 08 September 2012</p>	<p>Main sessions for 11+ Testing</p>	
<p>Saturday 15 September and Tuesday 18 September (Both TBC)</p>	<p>Supplementary date for 11+ Testing for children who cannot be tested on previous dates for religious reasons or who can provide appropriate written evidence of previous engagements or sickness</p>	
<p>31 October 2012</p>	<p>National closing date for applications to be received by the Admissions Service</p> <p>Late applications will be considered after those received on time.</p>	
<p>16 November 2012</p>	<p>First exchange of data with surrounding local authorities.</p>	
<p>26 November 2012</p>	<p>Total and first preference count to schools</p> <p>Additional information sent to Voluntary Aided, Foundation Schools and Academies using their own oversubscription criteria in order for children to be prioritised. Sent via SAM to voluntary aided, foundation, trust schools and academies purchasing the school admissions service and to include straight-line measurements. Sent via excel spreadsheet to academies not purchasing the school admissions service (no straight-line measurements included).</p>	<p>Governors prioritise applications. Must be completed and returned by SAM (or excel spreadsheet for academies not purchasing the school admissions service) by 14 January 2013.</p>

	Sibling Checklists to be sent to all schools via SAM other than academies not purchasing the school admissions service (sent via Excel).	All schools check
26 November – 30 November 2012	Admissions send selection scores to all junior and primary schools	
By 14 January 2013	Voluntary aided ,trust, foundation schools and academies using their own admission criteria to provide full lists of applicants in priority order. Information to be provided via SAM unless the school is an academy not purchasing the school admissions service (data to be returned via excel spreadsheet).	Aided, Foundation and Academy Governors supply rank order list of applicants.
23 January 2013	Second exchange of data to surrounding local authorities	
4 February 2013	Final date for families moving into the area (proof of address must be provided by this date)	
6 February 2013	Third exchange of data to surrounding local authorities	
13 February 2013	Final exchange of data with surrounding local authorities	
13 February 2013	List of allocations posted to junior, primary and secondary schools.	Primary / junior schools check for changes to address or discrepancies by 25 February 2013. NB Confidential
1 March 2013	National Offer Day. Offers of places posted to Warwickshire children to include 11+ results Offers to on-line applicants available from 5pm via email Offers posted to out county children by home authority Automatic waiting lists open	
15 March 2013	Closing date for parents to accept offer. Acceptance slip to Admissions Service. Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 December 2013	
15 March 2013	Reminder letters sent to parents who have not accepted the place offered.	

	Parents given seven days to respond.	
April / May / June 2013	Appeals scheduled	
End of term	Final Electronic file of allocations to schools via S2S	

8. Appeals

- 8.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.
- 8.2. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.
- 8.3. The Local Authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, foundation, trust schools and academies.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or the school directly for confirmation

Alcester High School (Academy)
 Ash Green School (Foundation)
 Hartshill School (Foundation)
 Henley High School (Academy)
 Kenilworth School (Trust)
 Myton School (Academy)
 Queen Elizabeth School (Foundation)
 Stratford High School (Academy)
 Studley High School (Academy)
 The Coleshill School (Academy)
 The George Eliot School (Academy)
 The Nuneaton Academy (Academy)
 The Polesworth School (Academy)
 Trinity Catholic School (Aided)

Henley in Arden Voluntary Aided Primary (Aided)
 Our Lady's Catholic Primary School, Alcester (Aided)
 St Anne's Catholic Primary (Aided)
 St. Anthony's Catholic Primary (Aided)

9. Waiting Lists

- 9.1. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the Council. Warwickshire LA will also

hold waiting lists for the following voluntary aided, foundation, trust schools and academies.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or the school directly for confirmation.

Alcester High School (Academy)
Ash Green School (Foundation)
Hartshill School (Foundation)
Henley High School (Academy)
Kenilworth School (Trust)
Myton School (Academy)
Queen Elizabeth School (Foundation)
Stratford High School (Academy)
Studley High School (Academy)
The Avon Valley School (Foundation)
The Coleshill School (Academy)
The George Eliot School (Academy)
The Nuneaton Academy (Academy)
The Polesworth School (Academy)
Trinity Catholic School (Aided)

9.2. Children will be automatically added to the waiting lists of all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test. The Admissions Service will advise parents if their child is on a grammar school waiting list. The 11+ test is operated by Warwickshire County Council on behalf of the six grammar schools in Warwickshire. Full details can be found in the school's own admission arrangements.

9.3. Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.

9.4. The parents of children on waiting lists will be contacted at the end of the Autumn term and asked if they wish their child to remain on the list. Parents must respond within the relevant timescale. If they do not register their continued interest their child will be removed from the relevant list.

9.5. Following the end of the Autumn term students on waiting lists will enter the 'In-Year Admission Arrangements'.

9.6. Warwickshire parents wishing for their child to be placed on the waiting list of a school outside of Warwickshire must contact Warwickshire Admissions.

10. Warwickshire County Council's In-Year Admission Arrangements. Please note that these may be subject to change dependent on the implementation of the new draft School Admissions Code.

10.1. Introduction

10.1.1. Local authorities are required to coordinate the admission of all In-Year applications. This became a requirement from September 2010.

10.2. Procedure

10.2.1. The Council's application form enables parents to name up to six preferences within it and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order that they are given on the application form. Only one school place will be offered, and this will be the highest possible preference expressed that can be agreed. Application forms will be available from:

- Warwickshire County Council's Admissions Service;
- Warwickshire County Council's Website;

10.2.2. The application form will allow parents to provide:

- information about their child's educational history;
- their reasons for changing their child's school; and
- details of the official Services and individuals involved with their child, for example Education Social Workers.

10.2.3. Parents will be encouraged to obtain from the headteacher of their child's current school confirmation of the accuracy of the educational information provided before it is submitted to the Council; this will enable a discussion to take place with the current school regarding any concerns the parents may have.

10.2.4. Parents will be asked to provide proof of address when submitting an application form.

10.2.5. Once an application form has been submitted its contents will be assessed and, if the child's circumstances are covered by the Council's In-Year Fair Access Protocol (IYFAP), a place will be allocated to them under this Protocol, as the IYFAP allows hard to place children, i.e. those with greater needs or more challenging behavior, to be shared across schools.

10.2.6. If a preference is expressed for a voluntary aided, foundation, trust school or academy (using their own admissions criteria), details of the application will only be sent to the school if it is ranked first or an offer cannot be made at a higher ranked school.

10.2.7. Voluntary aided, foundation, trust schools and academies will be required to notify the Council, within seven school days of receipt of an application, if a place can (or cannot) be offered.

10.2.8. Applications made for another local authority's school will be sent electronically in order for them to be considered in line with that school's admission criteria.

10.2.9. Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a school place will normally be offered at the nearest school to the child's home with a place available.

10.3. Notifying parents of the outcome of their applications.

10.3.1. The Council will notify the parents of children living in its area of the outcome of their applications, regardless of whether the Council is the school's admission authority. Notification letters will not be sent by individual schools, as an official offer can only be made by the child's home local authority.

10.3.2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer and to ensure that their child begins attending the school awarded within six weeks of receiving the offer, as the offer can be withdrawn if parents fail to do so.

10.4. Appeals

10.4.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

10.5. Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of voluntary aided, foundation, trust schools and academies, appeal forms will be available from the school's admission authority unless stated below.

10.5.1. The local authority will provide appeal forms for all community and voluntary controlled schools and the following voluntary aided, trust, foundation schools and academies.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or the school directly for confirmation.

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Queen Elizabeth School (Foundation)
Stratford High School (Academy)
Studley High School (Academy)
The Coleshill School (Academy)
The George Eliot School (Academy)
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The Polesworth School (Academy)
Trinity Catholic School (Aided)

Henley in Arden Voluntary Aided Primary (Aided)
Our Lady's Catholic Primary School, Alcester (Aided)
St Anne's Catholic Primary (Aided)
St. Anthony's Catholic Primary (Aided)

10.6. Waiting Lists

10.6.1. Waiting lists for all of Warwickshire's primary and secondary community and voluntary controlled schools will be held by the Council. Warwickshire LA will also hold waiting lists for the following voluntary aided, trust, foundation schools and academies.

Please note:

As schools convert to academy status the list below is subject to change. Please contact either Warwickshire County Council or the school directly for confirmation.

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The Coleshill School (Academy)
The George Eliot School (Academy)
The Nuneaton Academy (Academy)
The Polesworth School (Academy)
Trinity Catholic School (Aided)

10.6.2. Waiting Lists for other schools that use their own published admissions criteria will be held by the individual schools.

10.6.3. All waiting lists held by the local authority will be cleared at the end of each academic term. Towards the end of each term parents will be asked to register their continued interest.

10.7. For in-year admission to selective schools see the school's own admission arrangements.

10.8. Timetable for In-Year Admissions.

Step		
Step 1	Application received by the Admissions Service and acknowledged.	Day 1
Step 2	Application assessed for placement. Does In-Year Fair Access Apply?	Day 1 If yes move to IYFAP If no move to Step 3
Step 3	Input application on to Admissions Database	Day 1
Step 4	If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax.	Day 1 If not move to Step 6
Step 5	If a preference has been expressed for a school situated in another local authority's area, send details electronically to that local authority via S2S	Day 1 If not move to Step 6
Step 6	Check availability at preferred schools	Day 2
	Where a school is full move onto the next preference until a place can be offered at one of the preferred schools. If all preferred schools are full move to Step 9.	Day 2
Step 7	Voluntary aided, trust, foundation schools and academies notify the Admissions Service if a vacancy exists in the relevant year group.	Day 3 If yes move to step 8 If no move to step 9
Step 8	If a place can be offered at any school an offer letter will be issued, parents will be notified of their right of appeal to any school ranked higher than the one allocated.	Day 5 Move to step 15
Step 9	If a place cannot be allocated at any school listed, i.e. unplaced, a place at the next nearest school will be allocated.	Day 6
Step 10	Notify unplaced school of child data.	Day 6
Step 11	Voluntary aided, trust, foundation schools and academy's admissions committees meet to determine criteria for each applicant and notify the Admissions Service of the decision.	Notified on Day 10
Step 12	Other local authorities notify the Admissions Service of decisions relevant to Warwickshire residents.	Notified by Day 10
Step 13	Decision letters are sent for Step 11 and 12 applicants.	Day 10
Step 14	Children refused places are added to waiting lists ranked according to the school's over-subscription criteria and the applicants are then offered places at the school, as they become available, in line with step 8.	Day 10
Step 15	Application closed.	

11. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP). Please note that Warwickshire's IYFAP is currently subject to a separate review, including the

development of specific arrangements for primary school children, The IYFAP will be finalised once the situation regarding in-year admissions for 2013/14 is known. While much of the below will apply to all students, the following is proposed for secondary school students falling under the IYFAP.

11.1. Introduction

11.2. Admissions Authorities are required by law to ensure that no school, whether it has places available or not, is asked to admit a disproportionate number of pupils who have been excluded from other schools, have challenging behaviour, or are believed likely for other reasons to present additional demands on the receiving school. (A full list of categories of children who fall under the terms of the IYFAP can be found at IYFAP Appendix 1). The aim of the protocol is to ensure that such pupils are distributed as fairly as possible across the school system in any Area of the County. The protocol applies to all publically funded secondary schools, including Community, Controlled, Voluntary Aided, Academy, Trust and Foundation Schools, and serves to promote the best interests of all children.

11.3. The School Admissions Code, published in February 2009, sets out the responsibilities of admission authorities to devise and operate an agreed In-Year Fair Access Protocol. This includes the requirement to monitor how well their IYFAP is working by including in their annual report to the Schools Adjudicator an assessment of operational effectiveness together with details of how many children have been admitted to each school under the terms of the protocol. In Warwickshire an annual report is also submitted to the Warwickshire Admissions Forum.

11.4. In August 2011 an internal review of the Warwickshire In-Year Fair Access Protocol was conducted in response to a number of factors including:

- (a) the changing relationship between the Local Authority and secondary schools resulting from Academy conversions.
- (b) the introduction of new arrangements for the management of permanent exclusions.
- (c) concerns expressed in a number of Area Behaviour Partnerships that the Warwickshire IYFAP in its original format was not working as effectively as might be.

11.5. Key Principles

11.6. The primary purpose of the IYFAP is to ensure as far as possible a fair and equitable distribution of secondary age pupils seeking a school place (other than at age of transfer) in an Area of the county, likely to pose additional demands on a receiving school.

11.7. It will be the responsibility of the Local Authority to identify and secure a placement for all such pupils falling under the terms of the IYFAP.

11.8. The Local Authority will do all it can to accommodate parental preference or, where necessary, use the IYFAP database to identify the next appropriate school. However, even though a pupil may be identified as falling under the

terms of the IYFAP, this does not override a parent's fundamental right in law to express a preference for a place in a particular school. Under these circumstances schools are obliged to comply with the basic tenet of the School Admissions Code and offer a place where one is available in the relevant year group or, if a place is not available, offer the opportunity of an appeal via an independent appeal panel.

- 11.9. Schools will not be obliged to offer a place, even where one exists in the relevant age group, where the child has been permanently excluded from two or more schools – in such cases the requirement to comply with parental preference is removed for a period of 2 years from the date when the last exclusion took place. Parents do still have a right of appeal however.
- 11.10. Under certain circumstances schools may furthermore not be obliged to admit IYFAP pupils where:
- (a) the school at which a place has been requested requires Special Measures or has been removed from Special Measures within the previous two years.
 - (b) the school concerned has been issued with a Notice to Improve.
 - (c) the school concerned is subject to a Formal Warning Notice issued by the Local Authority.
 - (d) the school is a Fresh Start school and has been open for less than two years.
 - (e) the school has less than 20% of pupils achieving 5 or more A* - C grades at GCSE including English and Maths.
- 11.11. Where a school is requested by the Local Authority to admit a pupil under the terms of the IYFAP, the availability of places in the relevant year group ceases to become a barrier to admission, with all schools expected to offer places above their planned admission number under these circumstances. Such pupils will be given priority for admission over any other child on a waiting list or awaiting appeal.
- 11.12. In order that the admission of a pupil subject to IYFAP is not unduly delayed, schools are expected to respond promptly to requests for admission so as to allow such pupils to be placed within 15 school days of being identified under the protocol.
- 11.13. Where a child returns to live in an Area, having previously attended a local school, the child's previous school will be expected to re-admit them where the IYFAP criteria are met.
- 11.14. Where a school fails to reasonably comply with a Local Authority request to admit a pupil under the IYFAP within the required timescale, the Local Authority reserves the right to direct the school to admit or in the case of an Academy to refer the matter to the appropriate body in order to seek direction.
- 11.15. Selective Grammar Schools will only be required to participate in this protocol should a young person meet the entry requirements for the school.
- 11.16. Operational issues relating to IYFAP

11.17. The IYFAP database will be maintained by the Local Authority, employing a points system to acknowledge where schools have admitted pupils under the protocol and to calculate which school in an Area is next to receive a pupil in any particular age group.

11.18. Point weightings will be allocated to each of the factors below in order to assist with placements under the IYFAP:

- number of pupils on roll at the school
- number of pupils receiving free school meals, per year group
- number of pupils in care of the Local Authority
- number of pupils permanently excluded during the academic year
- number of pupils living in super output areas of highest deprivation (top 10%)
- number of pupils previously admitted in the academic year under an agreed Managed Move
- number of pupils previously admitted in the academic year under the IYFAP

11.19. Schools will be credited with points for each child admitted under the terms of the IYFAP and the school's place in the priority ranking order recalculated in order to ensure an equitable distribution of pupils under the protocol. This will include situations where a pupil identified as falling under IYFAP is admitted in-year:

- by the usual in-year admissions or appeals arrangements as a result of a place being available in the parent's preferred school
- by means of the Area Behaviour Partnership in the case of a permanently excluded pupil
- by means of a Managed Move
- by use of the IYFAP

11.20. Identification of pupils subject to the IYFAP will rest principally with the Local Authority Admissions Service by means of the standard in-year application form. Where necessary, consideration will be given as to whether or not a mainstream placement is appropriate. However, where a child falling under the IYFAP is admitted to a school by other means (e.g. a Managed Move) it will be the responsibility of the school to inform the IYFAP officer in order that this may be recorded and credited to the school.

11.21. The Local Authority IYFAP officer will be responsible for all administrative aspects of the IYFAP including production and dissemination of necessary pupil information to schools in support of requests for placement, and liaison with parents, headteachers and other agencies where appropriate.

11.22. A Local Authority Education Planning Officer (EPO) will attend and support the Area Behaviour Partnership and, where necessary, assist with the placement of those pupils presenting a particular challenge.

11.23. The Local Authority will produce termly and annual reports to each of the Area Behaviour Partnerships (ABPs) in order to monitor the performance of the IYFAP locally.

11.24.IYFAP Appendix 1 – Children falling under the terms of the Warwickshire Secondary School IYFAP

The vast majority of pupils who move schools during the academic year will be admitted under Warwickshire’s normal (in-year) admission arrangements.

Children falling under the IYFAP are those of compulsory school age identified as falling into one of the categories below:

1. Children permanently excluded from school who need to be reintegrated back into mainstream education;
2. Children who have been out of education for longer than one school term;
3. Children whose parents have been unable to find them a place after moving to the area, eg because of an absolute shortage of available places;
4. Children moving into the Area during Year 11.
5. Children withdrawn from schools by their family and unable to find another school place;
6. Children of refugees and asylum seekers;
7. Homeless children;
8. Children where the family have not sought a school place ;
9. Children engaged with the Youth Justice system.
10. Children without a school place and with a history of serious attendance problems (defined as an attendance figure below 80% for the relevant academic year);
11. Children of Traveller Families;
12. Children who are carers;
13. Children with special educational needs but without a statement (ie at School Action Plus);
14. Children with significant disabilities or serious diagnosed medical conditions.
15. Children for whom English is a second language.
16. Children of UK service personnel and other Crown Servants.

11.25.IYFAP Appendix 2 – Timescale for placement of pupils under the Warwickshire Secondary School IYFAP

Day	Officer	Action
1.	IYFAP Officer	Initial assessment of whether the application falls under the IYFAP or normal admission arrangements. (Fifteen day timescale starts once a child has been identified as falling under the IYFAP).
2 – 4.	IYFAP Officer	Gathers any information missing from the application form. Reviews the IYFAP database to identify appropriate school to approach if parental preference cannot be met.
5.	IYFAP Officer	Approach is made to appropriate school. School allowed two days to consider application.
6.		
7.	IYFAP Officer	If places are available at the preferred choice of school, then the expectation is that the school will agree to a place being offered. Parents are then notified and arrangements are made for the child to join the school as soon as possible.

		If no place is available at the parents' preferred school, then the IYFAP Officer will approach the next school on the 'to take' list, irrespective of whether or not places are available into relevant year group.
8.		
9.	IYFAP Officer Education Planning Officer Head of Access and Organisation IYFAP Officer	Once the school in question agrees to admit then parents are notified and arrangements are made for the child to join the school as soon as possible. If the school in question refuses to admit, the Education Planning Officer will consider the reasons for the school's refusal. The Education Planning Officer will then make a recommendation to the Head of Access and Organisation as to whether a Direction should be issued in the case of an LA maintained school, under Section 96 of the School Standards and Framework Act. If the school refusing to admit is an Academy, then the matter will be referred to the YPLA who have the responsibility to direct admissions to Academies. If it is felt that the school should not accept the child then the next school from the IYFAP database is approached. The school is provided with information on the child and allowed two days for consideration as above.
10.		
11.	<i>As above</i>	<i>Deadline for school identified as second to take under IYFAP to admit. Process as of day nine applies.</i>
12.		
13.	<i>As above</i>	<i>Deadline for school identified as third to take under IYFAP to admit. Process as of day nine applies.</i>
14.		
15.		Maximum time allowed for any child to be found a suitable educational place or for direction process to have commenced.

11.26. IYFAP Appendix 3 – Powers of Direction

The aim of the IYFAP is that in all cases, children will be admitted within 15 days of them being identified as falling under the protocol, and that they will be admitted to the appropriate school. This will either be the parents preferred choice of school (if places are available) or the school identified by the Local Authority as appropriate. Where a school or academy, after discussion with the Local Authority, refuses to admit a child, then the Local Authority refers the right to direct the school or to seek direction. The appropriate processes and relevant legal framework are set out below.

Community or Voluntary Controlled Schools

Governing bodies of community and voluntary controlled schools must implement any decision made by the local authority relating to admission of children.

Where the governing body of a community or voluntary controlled school refuses to admit a child, and the matter cannot be resolved locally, the matter will be referred to the Secretary of State.

Foundation or Voluntary Aided Schools

Local Authority's can direct the governing body of a foundation or voluntary aided school in its area to admit a child where, in relation to every school within a reasonable distance from the child's home, the child has been refused admission or has been permanently excluded. Such a direction must only specify a school within a reasonable distance from the child's home, and one from which the child has not been permanently excluded.

Governing Bodies of a voluntary aided or foundation school may refer a local authority's decision to direct the admission of a child to the Schools Adjudicator within 15 days or receiving a notice to that effect. The Adjudicator then determines which school is to be required to admit the child. If the local authority is the admission authority for the school identified by the Adjudicator, they must admit the child. In any case, the governing body of the school named in the direction must admit the child.

Academies

Where a local authority considers that a particular Academy will best meet the needs of the child, they can ask them to admit that child even when the Academy is full. A consensus will be reached locally in the large majority of cases, but if the Academy disagrees with the local authority's reasoning and refuses to admit the child, the case can be referred to the Secretary of State. In such cases, the Secretary of State may direct an Academy to admit, and can seek advice from the Adjudicator in reaching his decision. In providing such advice, the Schools Adjudicator will consider the case in the same way as for maintained schools.

12. Glossary / Key Terms

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

Definition of Home Address

Where the child normally resides / sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or 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 can be withdrawn.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

Separated Parents

Where a child lives with each of their parents at separate addresses, the qualifying address will be the one 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 be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

Twins, Triplets or other multiple-births

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the Council will normally offer a place to the other multiple-birth child(ren) even if this means going above the school's Published Admission Number (also see Infant Class Size).

Infant Class Size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a)children with Statements of Special Educational Needs admitted outside the normal admission round;

b)looked after children and previously looked after children admitted outside the normal admission round;

c)children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;

d)children admitted after an independent appeals panel upholds an appeal;

e)children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;

f)children of UK service personnel admitted outside the normal admission round;

g)twins and children from multiple births when one of the siblings is the 30th child admitted;

h)children with SEN who are normally taught in an SEN unit⁴⁸ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Admissions above PAN

Children with a Statement of Special Educational Needs that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or result in a school exceeding it's PAN (also see 'Infant Class Size').

If a primary or secondary school is full in the year group, and the child is not covered by one of the categories listed as an 'exception' in the 'Infant Class Size' section, another place can be offered provided that:

- a) no other applicants have been refused places in the same year group – wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) the admission will not breach the infant class size limit (where applicable)
- d) The Local Authority and the school's admission authority (where applicable) are in agreement.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the Local Authority and the school's admission authority (where applicable) agree, then **all** applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made 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 educational provision breaks down, then local authorities must secure an educational placement within 20 school days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Where this process would result in a breach to infant class size limits, the local authority would consider the case of the individual child and the reasonableness to refuse admission. Where the local authority deems a school to be the most suitable for the child, an exception to breach the 30 limit will apply (See 'Infant Class Size').

Headteachers and governors of aided, foundation, trust schools and academies are invited to formally adopt the above policy.

Under Age and Over Age applications

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

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria. Also see 'Infant Class Size'.

Late applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing dates (on-time applications).

Late applications because of an impending move:

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 15 February 2013** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The Local Authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

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 04 February 2013** i.e. if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The Local Authority may undertake a home visit without prior notice to verify a pupil's home 'address'.

Appendix A – Published Admission Numbers for 2013 entry

Infant and Primary Schools	Published Admission Number	Reason for Change in PAN
Abbey C of E Infant School	60	
Abbots Farm Infant School	60	
Acorns Primary School	10	
All Saints C of E (VA) Primary School (Leek Wootton)	20	
All Saints C of E Infant School (Bedworth)	30	
All Saints C of E Primary School And Nursery (Nuneaton)	30	
Alveston C of E Primary School	30	
Arden Forest Infant School	60	
Austrey C of E Primary School	15	
Barford St Peter's C of E Primary School	20	
Bawnmore Infant School	60	
Bidford-On-Avon C of E Primary School	45	
Bilton Infant School	57	
Binley Woods Primary School	30	
Birchwood Primary School	59	
Bishops Itchington Primary School	30	
Bishops Tachbrook C of E Primary School	30	
Bishopton Primary School	30	
Boughton Leigh Infant School	80	
Bournebrook C of E Primary School	19	
Brailes C of E Primary School	15	
Briar Hill Infant School	90	
Bridge Town Primary School	60	
Brookhurst Primary School	60	
Brownsover Community Infant School	60	
Budbrooke Primary School	45	
Burton Green C of E Primary School	15	
Camp Hill Primary School & Early Years Centre	60	
Canon Evans C of E Infant School	80 Change to 90 from September 2013	Pressure on places
Cawston Grange Primary School	30	
Chilvers Coton Community Infant School	75 Reduce to 60 from September 2013	Surplus places in area
Clapham Terrace Community Primary School And Nursery	30 Reduce to 28 from September 2013	Due to Speech and Language Unit
Claverdon Primary School	30	

Clifton-Upon-Dunsmore C of E Primary School	30	
Clinton Primary School	30	
Coleshill C of E Primary School	30	
Coten End Primary School	60	
Coughton C of E Primary School	20	
Cubbington C of E Primary School	30	
Curdworth Primary School	17	
Dordon Community Primary School	30	
Dunchurch Infant School	56	
Dunnington C of E Primary School	15	
Eastlands Primary School	30	
Emscote Infant School	60	
English Martyrs Catholic Primary School	30	
Ettington C of E Primary School	25	
Exhall Cedars Infant School	60	
Galley Common Infant School	50	
Glendale Infant School	90	
Goodyers End Primary School	60	
Great Alne Primary School	16	
Gun Hill Infant School	45	
Hampton Lucy C of E Primary School	15	
Harbury C of E Primary School	30	
Haselor (Foundation) Primary School	15	
Henley-In-Arden Community Primary School	29	
Henry Hinde Infant School	60	
High Meadow Infant School	30	
Hillmorton Primary School	30	
Hurley Primary School	20	
Ilmington C of E Primary School	15	
Keresley Newland Primary School	30	
Kineton C of E (VA) Primary School	30	
Kingsbury Primary School	45	
Kingsway Community Primary School	24	Potential change
Knightlow C of E Primary School	30	
Lapworth C of E Primary School	23	
Leamington Hastings C of E Infant School	18	
Lighthorne Heath Primary School	13	
Lillington Nursery and Primary School	30	
Long Itchington C of E Primary School	28	
Long Lawford Primary School	40 Change to 45 from Sept 2013.	Increase in birth rate.
Loxley C of E Community Primary School	6	
Mappleborough Green C of E Primary School	17	
Milby Primary School	60	
Milverton Primary School	45	
Moreton Morrell C of E Primary School	15	

Nathaniel Newton Infant School	60	
Newbold And Tredington C of E Primary School	15	
Newbold Riverside Primary School	30	
Newburgh Primary School	60	
Newdigate Primary School	30	
Newton Regis C of E Primary School	17	
Northlands Primary School	30	
Nursery Hill Primary School	25	
Oakfield Primary School	45	
Our Lady & St Teresa's RC Primary School	30	
Our Lady Of The Angels Catholic Infant School	70	
Our Lady's Catholic Primary School (Alcester)	15	
Our Lady's Catholic Primary School (Princethorpe)	17	
Outwoods Primary School	60	
Paddox Primary School	60	
Park Lane Primary School Nursery	50	
Priors Field Primary School	30	
Provost Williams C of E Primary School	30	
Quinton Primary School	15	
Race Leys Infant School	70	
Racemeadow Primary School	60	
Radford Semele C of E Primary School	30	
Rokeby (Community) Primary School	30	
Salford Priors C of E Primary School	15	
Shipston-On-Stour Primary School	60	
Shottery St Andrew's C of E Primary School	10	
Shrubland Street Community Primary School	28	
Shustoke C of E Primary School	27	
Snitterfield Primary School	15	
Southam Primary School	42	
Southam St James C of E Primary School	28	
St Andrews Benn C of E Primary	45	
St Anne's Catholic Primary School	29	
St Anthony's Catholic Primary School	30	
St Augustine's Catholic Primary School	30	
St Benedict's Catholic Primary School	25	
St Edward's Catholic Primary School	30	
St Francis Catholic Primary School	30	
St Gregory's Catholic Primary School	30	
St John's Primary School, Nursery and Children's Centre	30	
St Joseph's Catholic Primary School (Whitnash)	30	
St Lawrence C of E (Voluntary Aided) Primary School	26	
St Marie's Catholic Primary School	60	
St Mary Immaculate Catholic Primary School (Warwick)	20	
St Mary's Catholic Primary School (Henley-In-	10	

Arden)		
St Mary's Catholic Primary School (Southam)	30	
St Mary's Catholic Primary School (Studley)	30	
St Matthew's Bloxam C of E Primary School	30	
St Michael's C of E Primary School	45	
St Nicholas C of E Primary School (Alcester)	50	
St Nicholas C of E Primary School (Kenilworth)	60	
St Nicolas C of E (Voluntary Aided) Primary School (Nuneaton)	60	
St Oswald's C of E Primary School	30	
St Patrick's Catholic Primary School	30	
St Paul's C of E Primary School (Leamington Spa)	45	
St Paul's C of E Primary School (Nuneaton)	60	
St Peter's Catholic Primary School	15	
Stockingford Infant School	120	
Stockton Primary School	18	
Stratford-Upon-Avon Primary School	30	
Studley Infant School	60	
Sydenham Primary School	30	Potential change
Tanworth-In-Arden C of E Primary School	30	
Telford Infant School	90	
Temple Grafton C of E Primary School	15	
Temple Herdewyke Primary School	12	
The Dassett C of E Primary School	30	
The Ferncumbe C of E Primary School	17	
The Nethersole C of E Primary School	45	
The Revel C of E (Aided) Primary School	45	
The Willows C of E Primary School	60	
Thomas Jolyffe Primary School	60	
Thorns Community Infant School	60	
Tysoe C of E Primary School	30	
Warton Nethersole's C of E Primary School	22	
Water Orton Primary School	55	
Weddington Primary School	60	
Welford-On-Avon Primary School	30	
Wellesbourne C of E Primary School	60	
Wembrook Primary School	90	
Westgate Primary School	30	
Wheelwright Lane Primary School	30	
Whitestone Infant School	90	
Whitnash Primary School	45	
Wilmcote C of E (Voluntary Aided) Primary School	16	
Wolston St Margaret's C of E Primary School	25	Potential change
Wolverton Primary School	15	
Wolvey C of E Primary School	30	
Wood End Primary School	25	

Woodloes Primary School	60	
Woodside C of E Controlled Primary School	40	
Wootton Wawen C of E Primary School	24	

Junior Schools	Published Admission Number	Reason for Change in PAN
Abbots Farm Junior School	66	
All Saints' C of E Junior School	60	
Bilton C of E Junior School	105	
Boughton Leigh Junior School	100 Change to 120 from September 2013	Pressure on places
Canon Maggs C of E Junior School	85 Change to 89 from September 2013	Pressure on places
Chetwynd Junior School	90	
Coleshill C of E Primary School (Y3 Intake)	60	
Croft Junior School	90	
Dunchurch Boughton C of E (Voluntary Aided) Junior School	66	
Henry Hinde Junior School	70	
Herbert Fowler Junior School	45	
Michael Drayton Junior School	127	
Middlemarch School	60	
Park Hill Junior School	66	
Queen's C of E Junior School	90	
Race Leys Junior School	64 Change to 70 from September 2013	Pressure on places
St Giles' Junior School	60	
St James' C of E Junior School	60	
St Joseph's Catholic Junior School (Nuneaton)	68	
St Margaret's C of E Junior School	90	
St Michael's C. of E. (Aided) Primary School (Y3 Intake)	34	
Stockingford Junior School	120	
Studley St Mary's C of E Junior School	60	
Telford Junior School	90	

Secondary Schools	Published Admission Number	Reason for Change in PAN
Alcester Grammar School	90 Proposed increase to	Contact school for

	120 from September 2013	details
Alcester Academy	174	
Ash Green School and Arts College	170	
Ashlawn School	226 Proposed change to 190 from September 2013	Contact school for details
Ashlawn SELECTIVE	30 Proposed change to 90 from September 2013	Contact school for details
Aylesford School. A Specialist Language and Music College	206	
Bilton School. A Maths and Computing College	285	
Campion School	155	
Etone Technology Language Vocational College	150 Change to 155 from Sept 2013	Pressure on places
Harris School	182	
Hartshill School	210	
Henley In Arden High School	123	
Higham Lane School. A Business and Enterprise College	238	
Kenilworth School And Sports College	270	
Kineton High School. A Specialist Sports College	185	
King Edward VI School	75 Proposed change to 81 from September 2013	Contact school for details
Kingsbury School. A Specialist Science and Mathematics College	126	
Lawrence Sheriff School	94 Proposed change to 120 from September 2013	Contact school for details
Myton School. A Specialist Science College and Training School	266 Change to 275 from Sept 2013	Pressure on places
Nicholas Chamberlaine Technology College	300	
North Leamington School	240	
Queen Elizabeth School and Sports College	163	
Rugby High School: A Grammar School with Science and Language Specialist Status	94 Proposed change to 120	Contact school for

	from September 2013	details
Shipston High School. A Specialist Technology College	77 Change to 90 from Sept 2013	Pressure on places
Southam College	210	
St Benedict's Catholic High School	106	
St Thomas More Catholic School And Technology College	156	
Stratford-upon-Avon Grammar School for Girls. A Specialist College for Language and Science	75 Proposed change to 112 from September 2013	Contact school for details
Stratford-upon-Avon High School. A Maths and Computing Specialist College	290	Pressure on places
Studley High School. Humanities & Music College	150	
The Avon Valley School And Performing Arts College	220	
The Coleshill School. A Maths And Computing College	180	
The Nuneaton Academy	210	
The George Eliot School	190	
The Polesworth School - A Specialist Language College	224	
The Trinity Catholic Technology College. A Specialist Arts and Technology College	210	

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Warwickshire Academies – State of Play as at 25 January 2012

School	Type	Sponsor	Consulting	Application submitted to DfE	Academy Order Issued	FSM Purchased	Admissions / Selective Admissions Purchased	Appeals Purchased	Date of opening (if known)
The Nuneaton Academy	Academy	North Warks & Hinckley College	✓	✓	✓	✓		✓	1 September 2010
Polesworth School	Academy		✓	✓	✓	✓	✓	✓	1 February 2011
Alcester Grammar School	Academy		✓	✓	✓	✓	✓	✓	1 April 2011
Ashlawn School	Academy		✓	✓	✓	✓	✓		1 April 2011
Rugby High School	Academy		✓	✓	✓	✓	✓	✓	1 April 2011
Studley High School	Academy		✓	✓	✓	✓	✓		1 June 2011
Myton School	Academy		✓	✓	✓	✓	✓	✓	1 July 2011
Alcester High School	Academy	Caludon Castle School, Coventry	✓	✓	✓	✓	✓	✓	1 August 2011
Henley High School	Academy	Alcester Grammar School	✓	✓	✓	✓	✓	✓	1 August 2011
Stratford Girls' Grammar School	Academy		✓	✓	✓	✓	✓	✓	1 August 2011
Stratford High School	Academy		✓	✓	✓	✓	✓	✓	1 August 2011
The Coleshill School	Academy	Caludon Castle School, Coventry	✓	✓	✓	✓	✓	TBC	1 August 2011
King Edward VI School	Academy		✓	✓	✓	✓	✓	✓	17 August 2011
George Eliot School	Academy	North Warks & Hinckley College	✓	✓	✓	✓	✓	TBC	1 September 2011

School	Type	Sponsor	Consulting	Application submitted to DfE	Academy Order Issued	FSM Purchased	Admissions / Selective Admissions Purchased	Appeals Purchased	Date of opening (if known)
Bilton School	Community	Coundon Court, Coventry	✓	✓		✓	TBC	TBC	1 December 2011
Campion School	Community		✓	✓	✓	✓	✓	TBC	1 January 2012
Aylesford School	Community		✓	✓	✓	✓	✓	TBC	1 January 2012
Etone College	Community		✓	✓	✓	✓	✓	TBC	1 January 2012
Ash Green School	Foundation	Creative Trust	✓	✓	✓	✓	✓	TBC	1 January 2012
Higham Lane School	Community		✓	✓	✓	✓	✓	TBC	1 January 2012
Shipston High School	Community		✓	✓	✓				TBC
Kineton High School	Community		✓	✓	✓				TBC
Hartshill School	Foundation	Part of Midlands Academy Trust		✓	✓				TBC
Henry Hinde Infant School	Community		✓	✓	✓				TBC
The Avon Valley School	Foundation			✓					TBC

Warwickshire Schools Admissions Forum

Constitution

CONTENT:

1. Preamble;
 2. Responsibilities of the Forum;
 3. Membership:
 - Members;
 - Alternate Members;
 - Term of Office;
 - Officers;
 - Other Requirements;
 - Vacancies;
 - End of Membership;
 4. Conduct of Meetings:
 - Arrangements for Meetings;
 - Exclusion of the Public;
 - Voting;
 - Attendance at Meetings;
 - Quorum;
 5. Report of Proceedings;
 6. Termination of the Forum;
 7. Acknowledgement.
-

1. PREAMBLE.

- 1.1 This document explains the duties and responsibilities of the Schools Admissions Forum ('Forum') established by Warwickshire County Council ('Local Authority'), a Local Authority, in compliance with its duty under section 85A of the School Standards and Framework Act 1998.
- 1.2 The Forum shall, in line with the law and guidance issued by Parliament, the Courts, the Department for Children, Schools & Families and the Local Authority, in particular the School Standards and Framework Act 1998 and School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008:
 - (a) advise the Local Authority on school admission matters;
 - (b) advise the other Admission Authorities of maintained schools in the Local Authority's area on school admission matters; and
 - (c) exercise any other functions that:

- (i) the Forum may reasonably consider necessary to achieve its purpose; or
- (ii) may be imposed on the Forum by Parliament or the law.

1.3 However, if there is a conflict between these Terms of Reference and the law, the Forum shall comply with the law.

2. RESPONSIBILITIES OF THE FORUM.

2.1 In order to satisfy the purpose outlined above and comply with its legal duties, the Forum shall:

- (a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the Local Authority's area;
- (b) promote agreement on admission issues;
- (c) review the comprehensiveness, effectiveness within the local context and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum;
- (d) consider the effectiveness of the Local Authority's proposed co-ordinated admission arrangements and advise on whether the Local Authority's proposed co-ordinated admission arrangements differ substantially from the previous year;
- (e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- (f) monitor the admission of children who arrive in the Local Authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the School Standards and Framework Act 1998;
- (g) promote the arrangements for children with special educational needs, looked after children and children who have been excluded from school;
- (h) monitor the effectiveness of the Local Authority's Fair Access Protocols;
- (i) consider any school admissions issues that may arise; and
- (j) consider whether to produce a report connected with the admission of pupils to maintained schools in that area as may be prescribed.

MEMBERSHIP.

Members:

2.2 The Forum shall consist of the Members specified in Appendix 1 and, provided the membership includes the minimum number specified in the legislation, the Local Authority shall determine the number of Members representing each group.

Other Requirements:

2.3 Members of the Forum who are appointed:

- (a) represent a religion or religious denomination of any foundation, voluntary schools or Academies in the Local Authority's area having a religious character shall be nominated by, in the case of:
 - (i) the Church of England, by the appropriate diocesan authority;
 - (ii) the Jewish faith, by the appropriate rabbinic authority for the school;
 - (iii) the Methodist faith, by the Methodist Connexional Education Secretary;
 - (iv) the Muslim faith, by the Association of Muslim Schools UK;
 - (v) the Quaker faith, by the Religious Society of Friends (Quakers);
 - (vi) the Roman Catholic faith, by the Diocesan Bishop or the equivalent in canon law for the diocese in which the school is situated;
 - (vii) the Seventh-Day Adventist faith, by the British Union Conference of Seventh Day Adventists; and
 - (viii) the Sikh faith, by the Nanaksar Thath Isher Darbar Trust.
- (b) to represent a school group shall:
 - (i) be nominated by the governing body of a maintained school in the Local Authority's area;
 - (ii) be a head teacher or a governor; and
 - (iii) not be an Local Authority governor;

Alternate Members:

2.4 Any Member of the Forum may nominate an Alternate Member to attend meetings of the Forum in their absence provided:

- (a) their nomination is made in writing to the Forum's Secretary;
- (b) the person nominated is approved by the Local Authority;
- (c) the nomination and approval have not been withdrawn; and
- (d) the Alternate Member is also able to satisfy the statutory requirements for the category of Member that they are replacing.

Vacancies:

2.5 In the event of a vacancy on the Forum, the Secretary shall:

- (a) advise the body the vacancy is intended to represent or the Local Authority, if there is no such body;
- (b) refer any nomination from said body of a replacement Member to the Local Authority; and
- (c) add the new Member's name to the membership of the Forum, upon receipt of:
 - (i) the Local Authority's approval of a nomination from such a body; or
 - (ii) the Local Authority's nomination, where there is no such body.

2.6 In the absence of a nomination from such a body, the Local Authority may nominate and appoint any person that it considers to be representative and it deems appropriate, to fill the vacancy.

Term of Office:

2.7 Members of the Forum shall have a term of office of four (4) calendar years from the date that the new Member should have attended their first meeting.

End of Membership:

2.8 A Member shall be removed from the Forum if:

- (a) they reach the end of their term of office;
- (b) they write to the Forum, the Secretary or the Local Authority and tender their resignation;
- (c) they were appointed by virtue of holding a particular office and they cease to hold that particular office;
- (d) the nominating body states, in writing, that the Member should no longer act as its representative on the Forum and the Local Authority agrees;
- (e) the Local Authority, following a recommendation from the Members, determine that the Member is unable, unwilling or unsuitable to continue with their duties; or
- (f) the Forum is dissolved, in line with the law.

Officers:

2.9 The Chair or Vice-chair of the Forum:

- (a) does not have to be a Member of the Forum; and
- (b) shall be appointed, by a simple majority of voting Members in attendance the relevant meeting, at:
 - (i) the first meeting each Academic Year; or
 - (ii) any meeting during the year when either position is vacant.

2.10 The Forum's Chair or Vice-chair shall cease to hold that office:

- (a) after the meeting of the Forum that falls a calendar year after the

meeting at which they were elected, although they shall be eligible for re-election;

- (b) they write to the Forum, the Secretary or the Local Authority and tender their resignation from the Chair or the Vice-chair; or
- (c) the Forum is dissolved, in line with the law.

2.11 The Chair shall be responsible for:

- (a) the management of meetings;
- (b) representing the Forum to other bodies; and
- (c) such other duties as may be reasonably required by the Forum.

2.12 The Vice-chair shall deputise for the Chair and perform such other duties as may be reasonably required by the Forum.

2.13 The Secretary: The Members shall appoint a person to act as secretary to the Forum, provided that person is:

- (a) nominated by the Local Authority; and
- (b) not a Member of the Forum.

3. CONDUCT OF MEETINGS.

Arrangements for Meetings:

3.1 The Members will determine and regulate the Forum's procedure, providing such procedures comply with:

- (a) the law; and
- (b) the rules within the Local Authority's Constitution on the arrangement and management of committee meetings, unless otherwise required by the law or determined by the Forum.

3.2 In particular, the Forum has determined that:

- (a) it will meet at least twice each calendar year;
- (b) the Forum's Secretary or, in their absence, the Local Authority, shall notify every Member of the date, time and place of said meeting, at least one (1) week in advance of said meeting;
- (c) to enable effective arrangements to be made for these meetings, each Member wishing to attend must inform the Secretary, in writing, at least one week before said meeting; and
- (d) any Member failing to comply with paragraph 3.2(c) of this Constitution can be refused admittance to said meeting.

Attendance at Meetings:

3.3 The Members may invite other interested parties to a meeting of the Forum, if they consider it appropriate to do so having regard to the matters arising for the Forum's discussion.

Exclusion of the Public:

- 3.4 The Forum shall determine whether its meetings are open to the public, for a specific meeting or the rest of the calendar year, at any meeting during the year at which the issue is raised by a Member of the Forum.

Quorum:

- 3.5 The quorum will be fifty percent (50%) of the Forum's Members, excluding any vacancies.

Voting:

- 3.6 Voting at the meetings of the Forum shall be by show of hands or, upon receipt of a request from a Member, secret ballot.
- 3.7 In any vote regarding the exercise of the Forum's power to refer an objection to the adjudicator:
- (a) the vote must be carried by a simple majority of those Members present at the meeting; and
 - (b) where the vote is tied, the Chair or, in the Chair's absence, the Vice-chair, shall have the second or casting vote.
- 3.8 A proposal shall not be deemed to be carried unless it has been approved by a majority of the Members present at the meeting, unless otherwise required by these Terms of Reference or the law.

4. REPORT OF PROCEEDINGS.

- 4.1 A copy of the draft minutes of each meeting, shall be supplied by the Secretary:
- (a) as soon as possible after the meeting, to the Local Authority;
 - (b) to each Member, when providing them with the agenda of the next meeting.

5. TERMINATION OF THE FORUM.

- 5.1 The Forum may be terminated by the Local Authority, in order:
- (a) to create a joint forum with another local authority;
 - (b) to create a new forum for its area; or
 - (c) to comply with the law.

6. ACKNOWLEDGEMENT.

On behalf of the Local Admission Forum, the Chair signs this Constitution:

- to confirm that its contents have been considered by the Forum; and
- to indicate the Forum's agreement to comply with their contents.

Name: (Chair)

Signature: Date:

APPENDIX 1: MEMBERSHIP OF THE LOCAL ADMISSION FORUM

A maximum of twenty (20) Members, which must include the following:	
a) the Church of England Diocesan:	a minimum of one (1);
b) the Catholic Diocesan:	a minimum of one (1);
c) Community Schools:	a minimum of one (1);
d) Voluntary Controlled Schools:	a minimum of one (1);
e) Voluntary Aided Schools:	a minimum of one (1);
f) Foundation Schools:	a minimum of one (1);
g) Parent:	a minimum of one (1), provided that they are resident in the Local Authority's area and, at the time of their appointment, has a child of compulsory school age or a child over two (2) years, who is receiving an education at primary school;
h) the local community:	a minimum of one (1);
i) Academies:	a minimum of one (1), provided that there are such establishments in the Local Authority's area;
j) City Technology Colleges and City Colleges for the Technology of the Arts:	a minimum of one (1), provided that there are such establishments in the Local Authority's area;
k) Members who appear, to the Members of the Forum in categories a) to j), to represent the interests of the local community	a minimum of one (1), as recommended by the other Members and appointed by the Local Authority.
l) the Local Authority:	any other Members appointed by the Local Authority;

Statutory Bodies

The following bodies are set up by specific statutory provisions which govern their remit and conduct.

7. Standing Advisory Council on Religious Education (SACRE)

Composition: Five councillors appointed proportionately to the representation of groups and individual members on the council; five representatives of the Church of England; Fourteen representatives of Christian and other religious denominations; six teacher representatives. Any other persons co-opted by the body.

The body shall meet at least twice in each year and hold other meetings as necessary. Voting shall be in accordance with the constitution of SACRE.

Terms of Reference:

- To advise the Cabinet on religious worship and religious education within schools
- To determine applications by individual schools for exemptions from the requirements of Christian worship

8. Schools Admission Forum

Terms of reference:

- considers existing and proposed admission arrangements and assess how well they serve the interests of local parents and children;
- tries to promote agreement on admissions issues and consider improvements to the process;
- monitors how admissions relate to published admission numbers;
- considers the admission arrangements for vulnerable children and those admitted outside the usual admission round;
- considers the effectiveness of any changes to the admission arrangements as a consequence of the revised Admissions Code of Practice.

Membership:

3 County Councillors (plus representatives of schools, governors and diocesan authorities)