

Cabinet

15 February 2024

Determination of Admission Arrangements, Co-ordinated Scheme and In Year process for school admissions for the 2025/2026 Academic year

Recommendations

That Cabinet:

- 1) Approves the Admission Arrangements, Co-ordinated Scheme and In Year process for school admissions during the 2025/2026 Academic year, as outlined in Appendix 1, Appendix 2 and Appendix 3; and
- 2) Authorises the Executive Director for Children and Young People in consultation with the Portfolio Holder for Education to approve the Admission Arrangements, Co-ordinated Scheme and In Year admission process in future years, unless those arrangements or schemes are subject to consultation as outlined in Section 1.

1. Executive Summary

- 1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by the relevant admission authority for that school.
- 1.2 Warwickshire County Council is the admissions authority for all Community and Voluntary Controlled Schools within Warwickshire.
- 1.3 For Academies, Foundation and Voluntary Aided schools the governing body or academy trust, as appropriate, is responsible for determining the admission arrangements.
- 1.4 All documents have been produced in line with and to meet the statutory requirements of the Department for Education's School Admission Code 2021.
- 1.5 The admission arrangements and coordinated scheme outline key dates, terminology and parameters for the delivery of the admissions function in Warwickshire but do not specify or detail the day-to-day operational practice of the Admission Service.

- 1.6 Admission authorities must set (or 'determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years.
- 1.7 Minor changes are proposed for the 2025/ 2026 Admission Arrangements for any schools where the Local Authority is the admission authority.
- 1.8 Changes include the reduction in the Published Admission Number (PAN) at two schools to better reflect the pupil intakes, alongside revision and clarification of the information outlined in all documents. The schools where reductions to PANs are proposed are Kingsbury Primary School and Newburgh Primary School, to better support the schools' organisational planning in the face of their difficult budget position and formalising the existing reality of intakes over the last few years.
- 1.9 A proposal to reduce the PAN at The Dasset CofE Primary School has since been withdrawn by the school's governing body and is therefore, not part of the proposed changes to the admission arrangements for 2025/26.
- 1.10 As required under the Admission Code 2021 where a change is proposed consultation must be undertaken for a minimum of six weeks. The consultation began on 7 December 2023 and ran until 31 January 2024.
- 1.11 Details of the consultation were published via Ask Warwickshire and the head teacher and chair of governors for all Warwickshire schools and academies were notified. In addition, the Catholic Archdiocese and Church of England Diocese were notified alongside all neighbouring Local Authorities.
- 1.12 In total, fifteen responses were received to the consultation. One sought clarification of the DfE changes to Deferred Entry and Children Educated out of Year Group. One was a request from a secondary school to consider adding a deadline for parents to accept a reoffered place before moving to the next child on the waiting list (in the normal admissions round) which would be an amendment to the proposed coordinated scheme. And one was from a Community Primary School requesting that children of staff be included in the oversubscription criteria.
- 1.13 Twelve responses raised concerns regarding the proposed reduction of the PAN at The Dasset CofE Primary School. Although the Governing Body took the decision to withdraw the proposal to reduce the PAN from September 2025/26, it is still their intention to move to a PAN of 15 moving forward, as it is understood to be (i) aligned with the forecast of demand, and (ii) places the school in a more stable long-term financial position. A summary of all consultation responses can be found in Appendix 4.
- 1.14 In line with the Department for Education School Admissions Code 2021, if no further changes are proposed, consultation is not required until the

arrangements for the 2032/33 academic year are considered, which would be towards the end of 2030.

- 1.15 The majority of admission authorities wish for the Local Authority to continue to carry out the in-year application function on their behalf. No additional resources are required to continue this function.

2 Financial Implications

- 2.1 None arising directly from this report

3 Environmental Implications

- 3.1 None arising directly from this report

4 Supporting Information

- 4.1 Following the receipt of objections to the proposal to reduce the PAN at The Dasset CofE Primary School, further information to support the proposal is below. However, as mentioned above the proposal has since been withdrawn.

- Although the school has a PAN of 30, all year groups have space.
- Vacancies vary across the year groups from 11 in current year 1 up to 23 in current year 2.
- The school has had to reorganise to remain financially viable and now operates 4 mixed age classes.
- There are a total of 10 pupils in current Reception all of whom placed the school as first preference on their application form. It is expected that the picture for 2024 will be similar.

- 4.2 The PANs for all Community and Voluntary Aided Schools can be found on pages 11 to 14 of Appendix 1 titled WCC admissions arrangements 2025-26. Proposed changes are shown in red. You will notice there are some schools showing an increase to the PAN. Where the local authority proposes to increase or keep the same PAN, at least the governing body of the school must be consulted. The proposed increases at Galley Common Infant School and Shrubland Street Community Primary School are made following this process. Lighthorne Heath Primary School PAN will be considered in a separate consultation as part of plans for expansion and relocation.

- 4.3 Proposed changes to deferred and delayed entry can be found on pages 8 and 9 in Appendix 1 titled WCC admissions arrangements 2025-26 and pages 9 and 10 of Appendix 2 titled WCC Coordinated Scheme 2025-26.

- 4.4 The proposed minor change to the offering of places from waiting lists after National Offer Day is the removal of reallocation rounds. This is reflected in

the Waiting List section of Appendix 2 titled WCC Coordinated Scheme 2025-26 on pages 8 and 9 and also in the timetables on pages 10 and 11.

5 Timescales associated with the decision and next steps

- 5.1 If approved, the proposed admission arrangements will apply to applications received for the 2025/26 academic year.

Appendices

1. Appendix 1 – WCC Admissions Arrangements 2025-26
2. Appendix 2 - WCC Coordinated Scheme 2025-26
3. Appendix 3 - WCC In-Year Admission Process 2025-26
4. Appendix 4 – Consultation Responses

Background Papers

1. None

	Name	Contact Information
Report Author	Bern Timings Strategy and Commissioning Manager - Education Capital and Sufficiency	berntimings@warwickshire.gov.uk
Director	Johnny Kyriacou Director of Education	johnnykyriacou@warwickshire.gov.uk
Executive Director	Nigel Minns Executive Director for Children and Young People	nigelminns@warwickshire.gov.uk
Portfolio Holder	Councillor Kam Kaur Portfolio Holder for Education	kamkaur@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s): Cllr Holland, Cllr Kettle, Cllr Jenns

Other members: Councillors Barker, M Humphreys and Roodhouse