

# AGENDA

## Local Admissions Forum

Date: **Tuesday 15 March 2011**

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Time: **6.30 pm**

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Place: **The Council Chamber, Brockington, 35 Hafod Road,  
Hereford**

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Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

**Pete Martens, Committee Manager**

Tel: 01432 260248

Email: [pmartens@herefordshire.gov.uk](mailto:pmartens@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Pete Martens, Committee Manager in advance of the meeting.

# Agenda for the Meeting of the Local Admissions Forum

## Membership

<b>Chairman</b>	<b>Councillor JW Hope MBE</b>	Herefordshire Council
<b>Vice-Chairman</b>	<b>Mrs S Catlow-Hawkins</b>	Secondary School
	<b>Mr P Box</b>	Primary School
	<b>Mrs E Kearns</b>	Primary School
	<b>Mr T Plumer</b>	Primary School
	<b>Mrs E Lowenstein</b>	Secondary School Governors
	<b>Mrs C Shaw</b>	Local Community
	<b>Mrs O Denson</b>	Local Community
	<b>Mrs C Weston</b>	Local Community
	<b>Mr N Parker</b>	Parent Governor
	<b>Mr C Barker</b>	Secondary School
	<b>Mrs J Baker</b>	Secondary School
	<b>Mrs A Robertson</b>	Roman Catholic Church
	<b>Mr A Leach</b>	Church of England
	<b>Mr PA Smith</b>	Independent Sector
	<b>Mr T Mephram</b>	Steiner Academy
	<b>Councillor AM Toon</b>	Herefordshire Council

## GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. Where a decision on an issue 'uniquely' affects one particular school, at which the member is, for example, an employee of that school, or where the employee's children attend, then it would be appropriate for an interest to be declared.

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are a head teacher/governor or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance on telephone number 01432 260248.

**AGENDA**

	<b>Pages</b>
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES</b> To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
<b>3. MINUTES</b> To approve and sign the Minutes of the Meeting held on 14th July, 2010.	5 - 10
<b>4. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
<b>5. ADMISSION ARRANGEMENTS 2012/13</b> To consider the proposed admission arrangements for 2012/2013.	11 - 20
<b>6. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b> To consider changes to the Planned Admission Numbers at Sutton, Pembridge and Wellington Primary Schools.	21 - 32
<b>7. LATE ITEMS/ANY OTHER BUSINESS</b> To consider any issues that Forum Members may wish to raise.	



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## **COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

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HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of Local Admissions Forum held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Wednesday 14 July 2010 at 6.30 pm**

**Present:** Councillor JW Hope MBE (Chairman)  
Councillor AM Toon (Vice Chairman)

Mr C Barker, Mrs S Catlow-Hawkins Mrs E Kearns, Weston, Mrs S Catlow-Hawkins, Barker, Robertson and Mephram, Mrs A Robertson, Mr J Watt and Mrs C Weston,

**In attendance:** None

**1. ELECTION OF CHAIRMAN**

It was proposed and seconded that Councillor JW Hope be elected Chairman of the Forum for the ensuing year.

**RESOLVED:** That Councillor JW Hope be elected Chairman of the Local Admissions Forum for the ensuing year.

**2. APPOINTMENT OF VICE-CHAIRMAN**

It was proposed and seconded that Mrs S Catlow-Hawkins be appointed Vice-Chairman for the ensuing year.

**RESOLVED:** That Mrs S Catlow-Hawkins be appointed Vice-Chairman of the Local Admissions Forum for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr P Box, Mrs O Denson and Mr N Parker.

**4. NAMED SUBSTITUTES**

Mr J Watt substituted for Mrs O Denson.

**5. MINUTES**

**RESOLVED:** That the Minutes of the meeting held on the 18 March 2010 were approved as a correct record and signed by the Chairman.

**6. DECLARATIONS OF INTEREST**

9. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS.  
Councillor JW Hope MBE, Prejudicial, School governor at Almeley Primary School.

## **7. REVISED CONSTITUTION FOR LOCAL ADMISSIONS FORUM**

The Democratic Services Officer presented a report which proposed an amendment to the Forum constitution to include a members Code with regard to declarations of interest. He drew Members attention to the current protocol whereby members are guided by the guidance issued by Herefordshire Council which was set out on the cover of Agenda for Admissions Forum meetings. He advised, however, that the Admissions Forum was bound by its own constitution and, therefore, was not obliged to adhere to protocols and procedures contained within the Herefordshire Council's constitution. He emphasised that in order to protect the integrity of Forum members and the Forum itself, there was a need to formalise the protocol with regard to interests of members.

**RESOLVED: That the Admissions Forum approves**

- (a) the proposed amendment to the constitution as detailed in paragraph 5 of the report; and**
- (b) the requirement for members to complete a Notification of Interests form.**

## **8. ANNUAL SCHOOLS ADJUDICATOR REPORT**

The Admissions and Transport Manager presented a report which requested consideration of the draft Annual Schools Adjudicator report, shown in the appendix to the report, as required by The Schools Admissions (Local Authority Reports and Admissions Forums ((England) Regulations 2008 (the Regulations). He informed the Forum that all local authorities had to produce the report which the Schools Adjudicator would assess and determine accordingly the authority's performance. He advised that the report had already been submitted to the Adjudicator to comply with a timescale as required by the Admissions Code.

The Forum noted an issue of concern by a member that the Choice Advice Service was unable to be involved with Looked After Children.

With regard to a point raised regarding the percentage of local authority funding for free school meals (FSM), the table on page 37 refers, the Assistant Director, Planning, Performance and Development was of the view that the allocated funding was the percentage take up of FSM but that he would confirm that view following the meeting.

In relation to a the suggested substantial 2 per cent difference between those eligible for FSM and those taking up FSM in 2010, the Assistant Director, Planning, Performance and Development advised that he would investigate the reasons for the difference.

A member was of the view that the Schools Adjudicator question about service families was in the member's view an after thought. The member considered that the question should be more thorough and that he would be writing to the Adjudicator suggesting ways in which the question could more appropriately encompass service families.

In response to other points raised, members were informed that

- eligibility for free school meals was being promoted with Benefits.
- because of the timescale for submission to the Adjudicator, some information regarding school appeals, page 24 refers, was unavailable.
- the answer to (i) on page 32 was 'yes'.
- transport costs of home to school for each school are set out in the Parents Information Booklet.

**RESOLVED: That the draft report and be noted.**

The Vice-Chairman took the Chair for the next item of business.

## **9. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS**

The Admissions and Transport Manager presented a report regarding proposed changes to Planned Admission numbers at Almeley, Canon Pyon and Madley primary schools.

In response to an issue raised regarding the proposed reduction in PAN at Canon Pyon primary school, the Admissions and Transport Manager was of the view that the proposed closure of Dilwyn primary school would not increase the pupil numbers at Canon Pyon primary school despite the proposed reduction in PAN at that school.

**RESOLVED: That the individual school requests for PAN changes at Almeley primary school , Canon Pyon Voluntary Controlled primary school and Madley primary school be approved.**

## **10. INFORMATION FOR PARENTS BOOKLETS**

The Admissions and Transport Manager presented a report which requested approval of the Information for Parents Booklets for 2011/12.

In response to an issue regarding Church placed Forms being administered by schools and the confusion it was causing parents, the Head of Access and Capital Commissioning advised that he would review how the Forms were being administered with a view to the authority carrying out the administration.

With regard to the In-Year Fair Access Protocol Placement Panel, the Assistant Director, Planning, Performance and Development informed the Forum that he would look into the suggestion that the Choice Advisor did not have a role on the Panel and, therefore, should be deleted from the membership.

The following suggested amendments to the Booklets were agreed

- paragraph 3.4 – delete ‘Carol Weston’.
- reference to be made to the ‘Bishop of Hereford’s Bluecoat school’ throughout the Booklet for correctness.
- the return of Form PA1 by 31 August.
- it should be stated in paragraph 4 on page 129 that these are Anglican schools.
- there should not be reference to Special Educational Needs (SEN) in the prospectus of schools as SEN is not an over subscription criteria and that appropriate wording be included to explain the SEN criteria.

In response to a suggestion regarding an addition to the booklets which addresses the Service Community, the Admissions and Transport Manager informed members that he would discuss the proposed addition with the Armed Forces representative with a view to including appropriate wording.

**RESOLVED: That**

- (i) the amendments in the bullet points above be incorporated in the Information for Parents Booklets;**
- (ii) the administration of Church placed Forms be reviewed with a view to the Forms being administered by the Authority;**
- (iii) the Choice Advisor's role and membership in the In-Year Fair Access Protocol Placement Panel be reviewed; and**
- (iv) the addition of appropriate wording in the Booklets which addresses the Service Community;**

**11. INFORMATION REGARDING TRANSFERS OUTSIDE NORMAL ADMISSION ROUNDS**

The Admissions and Transport Manager presented a report regarding statistics in relation to secondary school 'in-year' transfers. He informed members that the report was at the request of the Forum and provided information covering the last three years. He advised that currently, that the authority is not advised of transfers at schools outside the normal admissions rounds but with effect from September 2010 new computer software will be in place which will inform authority of transfers as they happen for each school.

**RESOLVED: That the report be noted.**

**12. STANDARD APPLICATION FORMS FOR THE SCHOOL YEAR 2011/12**

The Admissions and Transport Manager presented a report which requested approval of the layout and content of the "common application form" to be used for the co-ordinated secondary transfer arrangement for September 2011, SA1, and the PA1 form for primary co-ordination to be introduced from the same time.

After discussion members agreed to the following amendments:

- The deletion of the final sentence at E2 on page 183.
- The reference to 'Bishops of Hereford Bluecoat School' be amended to read "Bishop of Hereford's Bluecoat school".
- The notes on page 283 to contain information which clarifies what 'VA' is and the types of VA schools.

**RESOLVED: That subject to the amendments detailed in the bullet points above, the SA1 and PA1 application forms be approved.**

**13. PROPOSED TERM DATES FOR 2011/12 AND 2012/2013 ACADEMIC YEARS**

The Admissions and Transport Manager presented a report regarding proposals to adopt the School Term Dates for both 2011/12. Schools had been consulted on the proposals and arrangements in neighbouring authorities had been taken into account. The preferred versions after consultation were detailed in Appendices 6A and 6C attached to the report.

**RESOLVED: That**

- (a) **Option A as detailed in Appendix 6A for proposed School Term Dates for 2011/2012 be approved; and**
- (b) **Option A as detailed in Appendix 6C for proposed School Term Dates for 2012/2013 be approved.**

**14. LATE ITEMS/ANY OTHER BUSINESS**

In response to a matter raised regarding St.Mary's RC High school's compliance with the School Admission Code, Minute No.30 of the meeting held on 18 March refers, the Admissions and Transport Manager informed the Forum that the School did comply with the Code.

The Choice Advisor raised drew members' attention to the In-Year Fair Access Protocol. In her view, headteachers were being experiencing undue pressure to provide appropriate travel arrangements for children. She suggested that travel arrangements for children as required by the In-Year Fair Access Protocol should be decided by an independent panel which would take the pressure away from Headteachers.

The Assistant Director Planning, Performance and Development acknowledged the member's concerns. He advised that there was an appeals process for parents with regard to transport for their children and that decisions on transport in relation to the In-Year Fair Access Protocol were not the responsibility of the Admissions ad Transport team. He would take the matter up with the Chairman of the In-Year Fair Access Protocol Group.

It was noted that when put into practice, In-Year Fair Access Protocol protocol did not always achieve its aims.

After further discussion, it was

**RESOLVED: that a report be submitted to the next meeting detailing how the In-Year Fair Access Protocol protocol has worked since its inception.**

The Chairman reminded members that this was the last meeting that Mr Barker would attend prior to his retirement. On behalf of the Forum, he thanked him for his contribution to the Forum and wished him a happy retirement.

The Chairman also congratulated Councillor Toon on her election as Mayor of Hereford.

The meeting ended at 7.45 pm

**CHAIRMAN**





<b>MEETING:</b>	<b>LOCAL ADMISSIONS FORUM</b>
<b>DATE:</b>	<b>15 MARCH 2011</b>
<b>TITLE OF REPORT:</b>	<b>ADMISSION ARRANGEMENTS 2012/13</b>
<b>REPORT BY:</b>	<b>ADMISSIONS AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **Wards Affected**

County-wide

### **Purpose**

To consider the proposed admission arrangements for 2012/2013 and make a decision around their determination as required by The School Admissions Code pursuant to section 85(3) of the School Standards and Framework Act 1998.

### **Recommendation(s)**

**THAT The Forum is requested to agree that the proposed arrangements, shown in appendix 1, be determined for the 2012/2013 academic year.**

### **Alternative Options**

1. There are no alternative options.

### **Reasons for Recommendations**

- 2 Statutory requirement undertaken each academic year

### **Introduction and Background**

- 3 The relevant sections of the current School Admissions Code are shown below:

“1.26 All admission authorities **must** consult by 1 March in the determination year on the admission arrangements for those schools for which they are responsible, 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.”

Given that a consultation process took place for the 2011/2012 admission arrangements and the proposed arrangements for 2012/2013 are the same there has been no need to consult this time round.

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Further information on the subject of this report is available from  
Andrew Blackman, Admissions and Transport Manager on (01432) 260927

## **Key Considerations**

- 4 There are no considerations. There are no changes from the previous arrangements other than specific deadline dates..

## **Community Impact**

- 5 None applicable

## **Financial Implications**

- 6 Please see Legal Implications Section.

## **Legal Implications**

- 7 The risk to the LA of non-compliance with statutory regulations is exposure to legal challenge if Herefordshire does not comply with elements of either the School Admissions Code or School Admissions Appeals Code. Failure to comply with the mandatory requirements in these two codes is a breach of the Local Authority's statutory duty to act in accordance with the provisions of these Codes. The Schools Adjudicator is responsible for enforcing the mandatory requirements of these Codes. Any subsequent School Adjudicator determination of objections and decisions made about admission or appeal arrangements that come to his attention are final. Any Local Authorities so affected are required to implement any such determination or decision. If they do not the Secretary of State may direct them to do so.
- 8 Also if we don't apply the Codes correctly then we leave ourselves open to the challenge of maladministration during the course of the Independent School Appeal process.
- 9 There are no direct financial costs associated with breaches to these Codes but we may lose repute and suffer impaired standing which could impact upon any performance standards review undertaken by Central (or Local) Government.

## **Risk Management**

8. Please see the Legal Implication Section.

## **Consultees**

- 9 Admissions arrangements are consulted on every three years unless there are changes during this period. As there are no proposed changes this year, then there is no requirement to consult. The last consultation on admissions arrangements took place last year.

## **Appendices**

- 10 Appendix 1 – Admissions Arrangements for 2012/2013

## **Background Papers**

None



## ADMISSIONS ARRANGEMENTS FOR 2012/2013

### OVERSUBSCRIPTION CRITERIA FOR ALL COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY & SECONDARY SCHOOLS IN HEREFORDSHIRE

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1- Looked After Children - Children in the '**looked after**' system where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs; (see Footnote 1)

Priority 2 - Children living within the **defined catchment area**\* of the school; (see Footnote 2)

Priority 3 - Sibling connection - Children who have a **older sibling**\*\* at the preferred school not only at the time of application but also when the younger child is due to start; (see Footnote 3)

Priority 4 - Exceptional circumstances - Children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school are necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source. Applications on such grounds will not be considered by the Director of Children's Services or his advisory panel unless this supporting information is attached to application forms received by 31st October 2011 (secondary schools) or 15<sup>th</sup> January 2012 (primary schools); (see Footnote 4)

Priority 5 - Distance\*\*\* - Children who live **nearest** to the school by the shortest available walking route. (See Footnote 5)

#### General Notes

No priority is given to pupils living outside but attending a primary school within the catchment area of the relevant high school, i.e. the determining factor is the child's home address.

**Footnote 1:** *This is the 1<sup>st</sup> priority because the Council wishes to protect children in public care from further disadvantage that can arise from possible changes of school when the care placement changes.*

**Footnote 2:** *This is the 2<sup>nd</sup> priority because the Council gives high importance to try to ensure that children are able to attend the school within their local community.*

**Footnote 3:** *This is the 3<sup>rd</sup> priority to recognise the importance to daily family life, including travel arrangements, of having brothers/sisters at the same school where possible. The rule is **not** intended to favour parents with a previous but no longer current family connection with the school.*

**Footnote 4:** *This is the 4<sup>th</sup> priority to be sensitive to exceptional needs that individual children and families may have.*

**Footnote 5:** *The 5<sup>th</sup> priority is a measurable, objective way of allocating the remaining places.*

Where, at any school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children in the 'looked after' system it will be catchment area children second, brothers and sisters third, special reasons fourth, then according to distance, each assessed as indicated above.

If the admission of the top two categories can be satisfied, but there are insufficient places for all out-area brothers and sisters, priorities will be decided first by reference to special reasons, then according to distance.

Following the allocation of the top category there may be an occasion when it is not possible to offer places for all children living in the catchment area. In this situation the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2012, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

In case where distance is not the final deciding factor i.e. two applications are at exactly the same distance then the final tie breaker will be a lottery undertaken by an individual independent of the Children's Services directorate.

\*Living within the defined catchment area is defined as "a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time".

\*\* A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer's partner, and in every case the child should be living in the same family unit at the same address.

\*\*\* Distance will be measured by the shortest available walking route using a road and/or made up footpath from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerised digital map measuring system, with those living closer to the school receiving the higher priority.

### **Local Authority Nursery Class Admissions**

The Council maintains nursery classes for pupils aged 3 or 4 years in the following 13 primary schools-

*Schools with nursery classes:*

Bromyard, St. Peter's Primary School	01885 483237
Hereford, Broadlands Primary School	01432 266772
Hereford, Riverside Primary School	01432 274653
Hereford, Lord Scudamore Primary School	01432 273951
Hereford, Marlbrook Primary School	01432 266643
Hereford, St. Martin's Primary School	01432 273633
Kingstone and Thruxton Primary School	01981 250338
Kington Primary School	01544 230363
Ledbury Primary School	01531 632940
Leominster Infants' School	01568 612029
Ross-on-Wye, Ashfield Park Primary School	01989 562738
Weobley Primary School	01544 318273

Each of the nursery classes, at 13 primary schools, serves quite a wide catchment area. The places available are allocated on a half time basis for either the morning or afternoon sessions on all days the nursery class is open. Acceptance of a place in an LA Nursery is for the full 5 half days of each school week, so that the children can experience the full range of learning activities. However, there can be a flexible induction period for 3 year olds in the first half term, in negotiation with the school, whereby a child may attend for fewer than 5 sessions. This arrangement may be extended to the end of the first term in exceptional circumstances.

You can apply for a place in a nursery class by contacting the headteacher of the school in which it is based. It is advisable to apply as soon as possible **after** your child's 2nd birthday. Some priority is given to children with special needs or according to family circumstances.

**It should be noted that admission to a nursery class is quite separate from admission to the main school. Consequently:**

- i) there is no guarantee that a child in a nursery class will have a place in the reception class of the same school, especially since nursery classes serve an area that extends beyond the catchment area of the school;
- ii) the school cannot insist that nursery children remain at the school beyond the age of five.

### **Multiple Birth policy**

If when places are offered under the Co-ordinated Schemes only one child from a multiple birth family can be admitted (one of a twin or triplet for instance) then subject to clause 3.24 of the School Admission Appeals Code ("unreasonable" test) places will be offered at the same school to the other children from the same multiple birth.

### **Admission to Reception Class – September 2012 Onwards** **Co-ordinated Primary Admission Arrangements for Herefordshire**

#### **Implementation of Scheme**

This scheme will apply to all parents/guardians wishing for their children to be admitted to any maintained primary school within Herefordshire during the academic year 2012/2013.

#### **Number of Preferences and Closing Date**

All parents will be invited to state three first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided and foundation schools and Academies. The closing date for applications will be the 15th January 2012.

## **Voluntary Aided Schools – Additional Information**

To enable individual admission authorities to determine their allocation of places supplementary information may be required. Details of information that is required is stated in the school prospectus of the school concerned.

However, all parents **must** complete the common application form PA1 by 15th January 2012.

### **Date of Admission**

Children reach compulsory school age at the beginning of the term **following their 5<sup>th</sup> birthday**. In Herefordshire, however, most children start school at least a term earlier than the law requires. The Council's **standard admissions policy** entitles parents to places for their children, in one of the Council's maintained schools, according to the date of their child's 5<sup>th</sup> birthday, as follows:

In the Autumn term if 5 between 1 September and 31 December inclusive  
In the Spring term if 5 between 1 January and 30 April inclusive  
In the Summer term if 5 between 1 May and 31 August inclusive

The Autumn term begins after the summer holidays, the spring term after the Christmas and New Year holidays, and the summer term after the Easter holidays.

### **Option for Delayed Entry**

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These dates are 31 August, 31 December and 31 March. Therefore parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

### **Deferred Entry – for Summer Born Children**

As previously stated parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5<sup>th</sup> birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (15<sup>th</sup> January 2012). Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age. However there could be complications for pupils with birthdays between 1 May and 31 August, as the term for compulsory admission would be in September at the start of the following school year. In the case of a summer born child therefore the admission would normally be directly into

Year 1 (i.e. missing the reception class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class but the school may not be able to guarantee a place if the class group had already reached 30. If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age then please take check the information in the Herefordshire Local Authority policy "Children Out of Year Document" at [www.herefordshire.gov.uk/education/37894.asp](http://www.herefordshire.gov.uk/education/37894.asp)

### **Admission of children below compulsory school age**

As a result of changes in the new School Admissions Code for admission to the 2011-12 school year, and subsequent years, all admission authorities for primary schools, including Herefordshire must provide for the admission of all children in the September following their fourth birthday. However it must be made clear that when primary schools admit children below compulsory school age, then:

- a) the arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- b) parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the nursery or co-located children's centre does not guarantee admission to the school; and
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year;
- e) parents can request that their child attends part-time until the child reaches compulsory school age.

### **Allocation of Places**

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15<sup>th</sup> January 2012. Applications should be sent to the Pupil Admissions Office. The date of 15<sup>th</sup> January 2012 applies for all admissions during the school year, including children who might be entitled to start school until January 2013 or April 2013.

The Council has defined that the single offer date for the 2012/2013 admission year will be:

**Monday 23<sup>rd</sup> April 2012**

### **Late Applications**

Applications received after 15<sup>th</sup> January 2012 will be allocated to the preferred school on the understanding that admissions do not exceed the published admission number or

conflict with the requirement not to exceed 30 pupils in a key stage one class. When considering the late application the Council or the relevant Voluntary Aided or Foundation School will have regard to the reason for the delay in applying together with the distance to the nearest alternative school.

## **Secondary Transfer – September 2012** **Co-ordinated admission arrangements for Herefordshire**

### **Introduction**

Herefordshire will operate an inter-Local Authority scheme for September 2012 with Gloucestershire, Worcestershire and Shropshire. However, in respect of Monmouthshire and Powys the Council will continue to exchange preference information with the allocation being determined by the school's home authority.

The following sections describe the proposed co-ordinated scheme for Herefordshire.

### **Application Form and Closing Date**

Parents are invited to indicate 3 preferences on a common application form, which will also enable parents to give reasons for their preference. All preferences are treated as equal initially, and sent out as equal to other admission authorities. However, if more than one school place can potentially be offered to an individual applicant, the single offer is for the school the parent ranked highest.

The Herefordshire application form invites all parents resident in the County to name 3 preferred schools, in order of preference, by 31<sup>st</sup> October 2011. It is made clear that parents should name all schools for which they wish their child to be considered for a place, including any voluntary aided and foundation schools and Academies and/or any maintained schools outside the County. There is agreement with other Councils that the closing date of 31<sup>st</sup> October 2011 will be respected even if this date is officially later than the other admission authorities closing date. This will be important if a parent expresses a preference for a school outside Herefordshire.

### **Initial Allocation Process**

By w/c 14<sup>th</sup> November 2011, the Admission Office sends other admission authorities/LA's details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission Office by 6<sup>th</sup> January 2012 a list indicating the order in which all children for whom applications to the school have been made have priority by reference to the over-subscription criteria.

Although all applications need to be assessed and grouped against the criteria, admission authorities of significantly oversubscribed schools need not give individual rankings to applicants in the lowest priority groups for admission, if there is no likelihood of being able to offer them a place after elimination of multiple offers. The Admission and Transport Office

will draw up a similar list for any school for which it is the admission authority. After other admission authorities have sent their ranked lists to the Local Authority in whose area they are located, each Local Authority should have a list for each of its maintained schools.

### **Finalising the Allocation Arrangements**

Herefordshire will then compare the lists for all schools in its area. When a child qualifies for one of the available number of places at more than one school, the Admission and Transport Office provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not allocated a potential place up the list to the provisional place, which has been vacated.

By 10<sup>th</sup> February 2012, the Admission Office (whose own decisions on which school to offer, in the event of multiple potential offers, will have been made in accordance with its model scheme, i.e. the school ranked highest by the parent) will also have received similar notifications from other Local Authorities of any places which those Local Authorities or schools in their areas can offer in response to any preference expressed by one of their residents. Monmouthshire and Powys will not have a co-ordinated scheme in place by September 2012. But they will supply information to Herefordshire on applicants applying for schools in the county.

Herefordshire has agreed that the appropriate authority will make where the highest ranked school is situated in Monmouthshire or Powys the offer of the place, which is likely to be before the official date of 1st March. When this situation arises the Admission and Transport Office will only confirm that an offer has been made by another Council. That confirmation will be sent on 1st March.

Clearly, if no preferred school in the home Local Authority can be offered, the Admission and Transport Office need not look for an alternative place if it knows that another Local Authority will be making an offer.

### **Late Applications**

Between 31<sup>st</sup> October 2011 and 10<sup>th</sup> February 2012 (final allocation list) it is likely that the Admission and Transport Office will receive late applications. The Council has agreed within its co-ordinated scheme to accept these applications, on the understanding that the delay was reasonable, for example service family moving to the 22 SAS regiment or a family moving into the area. Because the individual circumstances will vary from application to application the determination of the Director of Children & Young People or her nominee will decide what is reasonable. In the case of another admission authority the determination will be made by the Governing Body.

Applications received after 10<sup>th</sup> February 2012 will be placed on a waiting list based on the oversubscription policy. Allocations will be made against the preference order as vacancies occur although the Admission and Transport Office will endeavour to offer a suitable school at a reasonable distance to the child's home where vacancies exist. However, parents will be able to appeal against the decision that an offer to their preferred school has not been

made.

### **Offer of a Place**

If any child looks like remaining unplaced, the Admission and Transport Office considers how to place them in schools within its area, having regard to any reasons expressed by the parent for their (unsuccessful) preferences. Each Local Authority then sends the schools, which it maintains, the final lists of pupils to be allocated places. On 1<sup>st</sup> March 2012 – the ‘national offer day’ for secondary schools – it writes to every resident parent who filled in its secondary application form, to tell them of their allocated school place. Where the school in question is its own admission authority, the Local Authority must state that the offer is being communicated on behalf of that school’s governing body.



<b>MEETING:</b>	<b>HEREFORDSHIRE LOCAL ADMISSION FORUM</b>
<b>DATE:</b>	<b>15 MARCH 2011</b>
<b>TITLE OF REPORT:</b>	<b>AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b>
<b>REPORT BY:</b>	<b>ADMISSION AND TRANSPORT MANAGER</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Potentially countywide

### **Purpose**

To consider changes to the Planned Admission Numbers (PAN) at Sutton, Pembridge and Wellington Primary Schools.

### **Recommendations**

**THAT the Committee considers the individual school requests and the change in PAN at:**

- 1. Sutton Primary School is agreed.**
- 2. Pembridge CE Primary School is agreed.**
- 3. Wellington Primary School is agreed.**

### **Alternative Options**

1. No alternative options other than to refuse individual school PAN change requests.

### **Reasons for Recommendations**

2. It is the role of Herefordshire's Local Admission Forum to consider school requests for PAN changes and make decisions whether to agree or refuse such requests.

### **Introduction and Background**

- 3 According to the new School Admissions Code section 1.17 "Admission authorities of maintained schools **must** set admission numbers with regard to the capacity of the school" and "Admission authorities are required to consult before setting or amending a published admission number".

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Further information on the subject of this report is available from  
Andrew Blackman, Admissions & Transport Manager on (01432) 260927

Herefordshire is currently experiencing a continued decline in the overall pupil numbers. This affects schools in different ways, with the additional affects of the Schools Admissions Code presumption to meet parental preference, subject to certain conditions. Overall funding to support pupils, schools and services is determined largely by the overall number of pupils. Local Authority services and schools are facing a number of pressures as a result which have led to redundancies and reconfigurations of Local Authority and school staff. A number of schools over the past year have requested changes in PAN, in part as a result of these pressures, or alternatively to expand their PAN to provide for increased demand in pupil numbers in arrangements that can be met in staffing and organisational terms.

The following schools have made specific requests within the context set out above:

### 1. Sutton Primary School

Sutton has requested an increase in its PAN from 12 to 15, giving rise to a revised school capacity of 105 pupils. For information the current makeup of 1<sup>st</sup> Preference applications for its new year R starting in September 2011 is:

Category	Number
Stated child	0
Catchment Sibling	2
Catchment	5
Sibling Out of Area	3
Out of Area	7
Total	17

There are currently 80 pupils on roll. Made up as follows:

Year Group	Number of pupils
Reception	13
1	9
2	12
3	11
4	6
5	17
6	12

The proposed increase is in line with the official sufficiency (capacity) assessment for the school which has a range of up to 106.

A copy of the formal request from Sutton Primary School is attached in Appendix 2.

An increase in PAN will potentially have an impact upon other schools in the cluster/neighbouring primary schools:

School	PAN	1 <sup>st</sup> Pref 2011	Capacity	No. of pupils on roll (Autumn 2010)
Marden	17	8	119	61
Wellington	28*	11	196*	102
Withington	15	5	105	66

\* Wellington has requested a reduction in it's PAN from 28 to 15 – see below

## 2. Pembridge VA Primary School

Pembridge VA Primary School has requested an increase in its PAN from 13 to 15. A PAN of 15 would give a school capacity of 105 pupil places.

For information the current makeup of 1st preference applications for its new year R starting in September 2011 is:

Category	Number
Stated child	0
Catchment Sibling	2
Catchment	2
Sibling Out of Area	3
Out of Area	6
Total	12

There are currently a total of 105 pupils on roll made up as follows:

Year Group	Number of pupils
Reception	16
1	17
2	16

3	17
4	9
5	20
6	10

The proposed increase is in line with the official sufficiency (capacity) assessment for the school and may have an impact upon neighbouring primary schools.

A copy of the formal request from Pembridge VA Primary School is attached in Appendix 2.

<b>School</b>	<b>PAN</b>	<b>1<sup>st</sup> Pref 2011</b>	<b>Capacity</b>	<b>No. of pupils on roll (Autumn 2010)</b>
Almeley	9	8	63	75
Kingsland	20	25	140	140
Kington	30	28	210	196
Shobdon	10	3	70	51
Weobley	30	9	210	131

### 3. Wellington Primary School

Wellington Primary School has requested a decrease in its PAN from 28 to 15.

For information the current makeup of 1<sup>st</sup> preference applications for its new year R starting in September 2011 is:

Category	Number
Statemented child	0
Catchment Sibling	5
Catchment	4
Sibling Out of Area	0
Out of Area – Special Reasons	0
Out of Area	2
Total	11

The current sufficiency calculation for the school gives it a capacity in the range 105 to 120 i.e. a range in the PAN of 15 to 17.

Contextual data for the above mentioned school and Cluster schools:

School	PAN	1 <sup>st</sup> Pref 2011	Capacity	No. of pupils on roll (Autumn 2010)
St Michael, Bodenham	15	14	105	100
Burghill	15	15	105	88
Broadlands	45	13	315	166
Canon Pyon	12	4	84	67
Holmer	60	54	420	299
Marden	17	8	119	85
Sutton	12**	17	84	80
Weobley	30	9	210	131
Withington	15	5	105	66

\*\* Sutton has requested an increase in its PAN to 15 – please see above

There are currently a total of 102 pupils on roll made up as follows:

Year Group	Number of pupils
Reception	13
1	13
2	9
3	19
4	19
5	15
6	14

A copy of the formal request from Wellington Primary School is attached in Appendix 2.

- Please note the four most relevant sections of the new School Admissions Code regarding PAN increases:

- in the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision over whether a school can admit above its published admission number. For Academies the final decision rests with the Secretary of State. Admission authorities **must** consider the overall effect on the school in continually admitting over the admission number and where they admit more than a total of 26 children above their admission number in any three year period, they **must** determine a higher admission number at the next opportunity. Admitting above the admission number does not amount to an increase in the school's admission number which can only be changed via the determination of admission arrangements or once determined, for a maintained school, via a referral to the Schools Adjudicator.
- 1.20 It is proposed that statutory proposals will no longer be required for schools that wish to increase their published admission number by 27 or more pupils<sup>17</sup>. However, statutory proposals are still required for schools proposing an enlargement to their premises which would increase the physical capacity of the school by more than 30 pupils and either by 25 per cent or by 200 pupils (whichever is the lesser). Any admission authority wishing to increase a school's published admission number can propose to do so during the consultation and determination of admission arrangements for all schools in the area. Consultation requirements are set out in paragraphs 1.25 to 1.30. The governing bodies of community and voluntary controlled schools for whom the local authority is the admissions authority can make representations to the local authority to increase their published admission number by writing to them with their proposal. Although the local authority, as the admissions authority, will determine the final published admission number of the school, section 88H of the SSFA allows for community and voluntary controlled schools to object to the Schools Adjudicator if they do not agree with the admissions number which has been determined for them (see Chapter 4).
- 1.21 If an admission authority for a maintained school wishes to increase the admission number of a school after their admission arrangements have been determined, as a result of a major change in circumstance, they **must** refer a variation to do this to the Schools Adjudicator (see paragraphs 4.23 to 4.27), except in very limited circumstances. The determination by the Schools Adjudicator **should** follow the approval by the local authority of any related proposals for enlargement of the school. A request to the Schools Adjudicator to increase admission numbers **should not** delay the local authority in co-ordinating admissions in order to make all offers to parents.
- 1.22 Local authorities and the Schools Adjudicator, when making decisions over setting an admission number or admitting above them, **should** have regard to the presumption that proposals to expand successful and popular schools, except grammar schools, **should** be approved. The existence of surplus capacity in neighbouring schools **should not** in itself be sufficient to prevent expansion, but the local authority **should** consider how they can take parallel action to remove surplus places.

#### Comment

5. It is noted that in the PAN reduction request case from Wellington Primary School the revised

6. PAN meets the needs of children from the catchment area.
7. In the two PAN increase request cases the revised PAN's are not to meet demand from catchment children but rather from out of catchment parental preference children. The School Admissions Code expects Local Authorities to operate with a presumption of support to such requests to maximize parental preferences. Surplus capacity is meant to be addressed through other action in a strategic way pertinent to local circumstances.

## **Key Considerations**

8. The request for a reduction in PAN reflects long term demographic trends.
9. Increases in PAN must be in accordance with the school's net capacity assessment, which is the case for Sutton Primary School and Pembridge VA Primary School. The LA has a duty to maximize parental preferences where possible.

## **Community Impact**

- 10 Potential impact on local traffic patterns caused by the movement of "out of catchment" pupils to schools where the PAN is increased and no spare capacity to buy "Vacant Seats" on contracted school transport exists.

## **Financial Implications**

- 11 A PAN of 15 provides for a very financially efficient school of 105 pupils particularly when a school is full or nearly full. Provided the pupils are spread broadly evenly throughout the age range then a 105 pupil school can cater for 45 pupils in Key Stage 1 in two classes of 22/23 and 60 pupils in Key Stage 2 with two classes of 30. This class structure avoids mixing key stages and minimises the potentially significant extra costs resulting from staff teaching very small classes. The schools budget for Herefordshire is facing reductions from falling rolls and allowing small schools to organise classes in an efficient structure will strengthen their financial viability.
- 12 There would be a reduction in funding at schools "losing" pupils to "more popular" where their PAN is increased – the "money follows the pupils"

## **Legal Implications**

- 13 See comments under Risk Management.

## **Risk Management**

- 14 The LA may be challenged in respect of its role to maximize parental preference wherever possible. However the LA must consider the implications of maximising parental preference within a strategic context. The work that results from Cabinet recommendations and the work of school clusters will be key to providing an agreed strategy within which to consider increases in PANs in response to parental preferences.

## **Consultees**

- 15 Not applicable

## **Appendices**

Appendix 1 – Copies of school PAN change request letters

## **Background Papers**

None



# SUTTON COMMUNITY PRIMARY SCHOOL

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Monday, 08 November 2010

Mr Rob Reid  
Herefordshire Council CYPD  
Blackfriars  
PO Box 185  
Blackfriars Street  
Hereford  
HR4 9ZR

Dear Mr Reid

## **Sutton Primary School Admissions 2011**

I am writing on behalf of the Governors at Sutton Primary School to request an increase of our PAN from 12 to 15 pupils for September 2011.

Since moving into our new school in June 2008 we have had a rising role in Sutton School. We also have a thriving independent pre-school on site that is currently full and the vast majority of their pupils subsequently feed into our School. We are aware that there are already 17 pupils in the Pre School who are hoping to come into the Sutton School next September. This issue was discussed at our Governors' meeting last night (6<sup>th</sup> October) and it was agreed unanimously that we would prefer to accommodate these pupils rather than turn them away

I have spoken to Alison Pratlett in your office this afternoon and we have provisionally set up a meeting for you to meet with Peter Box and Paul Whitcombe at Sutton to discuss this further.

I look forward to hearing from you.

Yours sincerely

Chris Watkins  
Clerk to the Governors

**Blackman, Andrew**

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**From:** David Griffith [porthcelyn@btinternet.com]  
**Sent:** 08 December 2010 18:20  
**To:** Blackman, Andrew  
**Cc:** Kerri Finney  
**Subject:** Pembridge CofE Primary - PAN

Hello Andrew

Please could you arrange for our published PAN to be increased from 13 to 15.

The governing body have approved this change. The main reasons are:

- we have completed our building work which was designed to give us space for 105 pupils
- we have been regularly oversubscribed in recent years and admitted above our previous PAN
- our latest sufficiency and suitability assessment, Mon of this week, estimates we have capacity for 105 - 120.

Kind regards

David Griffith  
Chair of Governors  
Pembridge CofE Primary School



**HEREFORDSHIRE COUNCIL**

**Wellington Primary School, Wellington, Hereford HR4 8AZ**

Telephone (01432) 830264 Fax (01432) 830020

*Mrs W Harrison, Headteacher*

*Email: admin@wellington.hereford.sch.uk*

Mr A Blackman  
Admissions and Transport Manager  
Herefordshire Council  
PO Box 185  
HEREFORD

13 December 2010

Dear Mr Blackman

**AMENDMENT TO THE PUPIL ADMISSION NUMBER**

As a consequence of falling pupil numbers and the associated reduction in funding, a decision was recently taken by the Governing Body to reduce the number of Classes from five to four with effect September 2010. We were also advised by our Local Authority School Advisor to amend our Pupil Admission Number (PAN) to ensure acceptable pupil numbers in each of the four combined Classes.

To ensure that maximum pupil numbers in each Class remain at an acceptable level and to enable a move towards a more desirable Class structure comprising Class R, Class 1 and 2, Class 3 and 4, Class 5 and 6, it is requested that you take appropriate action to amend and reduce the PAN from the current 28 to 15.

Yours sincerely

**MR S LOSH**  
Chair of Governors



