

A G E N D A

Local Admissions Forum

Date: **Thursday 19 March 2009**

Time: **6.30 pm**

Place: **Council Chamber, Brockington, 35
Hafod Road, Hereford HR1 1SH**

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

For any further information please contact:

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AGENDA

for the Meeting of the Local Admissions Forum

To: Local Education Authority	(Chairman) JW Hope and AM Toon
Church Representative	Anne Robertson (Roman Catholic Church) and A Leach (Church of England)
Headteachers	C. Barker (Community High School), P Box (Lord Scudamore), Mrs EK Kearns (Mordiford CE School), Sara Catlow-Hawkins (Bishop of Hereford & St Mary's RC Schools), Mr T Mephram (Steiner Academy), Julie Powell (Community and VC Primary) and Mrs A Prichard (Whitchurch Primary School)
School Governors	Mr AR Ross (Primary Schools)
Parent Governors	N Parker and A Wood
Local Community Rep	Mrs Denson (Armed Forces), Mr P McKinnie (Consortium of Special Educational Needs), Carol Shaw (West Midlands Service for Travelling Children)

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES</p> <p>To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.</p>	
<p>3. MINUTES</p> <p>To approve and sign the Minutes of the Meeting held on 25 September 2008.</p>	5 - 8
<p>4. DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
<p>5. LATE ITEMS/ANY OTHER BUSINESS</p> <p>To consider any issues that Forum Members may wish to raise</p>	

6. CONSTITUTION OF THE LOCAL ADMISSIONS FORUM	9 - 24
To approve the updating the Local Admissions Forum Constitution in accordance with the revised School Admissions Code which came into effect on 10 February 2009.	
7. ADMISSION ARRANGEMENTS 2010/11 CONSULTATION	25 - 38
To consider the results of the consultation of the proposed Herefordshire Admission Arrangements for 2010/2011 as required by The School Admissions Code pursuant to section 85(3) of the School Standards and Framework Act 1998.	
8. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS	39 - 54
To consider changes to the Planned Admission Numbers (PAN) at Queen Elizabeth Humanities College, Bodenham St Michael's Primary, Burley Gate Primary, Llangrove Primary, Madley Primary and Kingsland Primary Schools.	

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- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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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 Council Chamber, Brockington, 35 Hafod Road, Hereford HR1 1SH on Thursday, 25th September, 2008 at 6.30 p.m.

Present:	Local Education Authority	JW Hope (Chairman) and AM Toon (Vice-Chairman)
	Church Representative	Anne Robertson (Roman Catholic Church)
	Headteachers	C. Barker (Community High School)
	School Governors	A Ross (Primary Schools)
	Parent Governors	R Stevenson
	Local Community Rep	None

In attendance: Councillors SJ Robertson and J Woodward

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Pemberton, A Leach, Sara Catlow -Hawkins and N Parker.

19. NAMED SUBSTITUTES

There were no named substitutes.

20. MINUTES

Councillor AM Toon made reference to Resolutions (i), (ii), (iii) and (iv) to Minute No.10 and requested clarification that the Parents Information booklet had been amended to take these amendments into account.

Andrew Blackman, Admissions and Transport Manager, reported that the Information booklet would be amended to take account of the Resolutions.

RESOLVED: that subject to the following amendment, the Minutes of the meeting of the meeting held on the 19th June 2008 be approved as a correct record and signed by the Chairman:

the substitution of the number '16' for the number '41' in the final line of the final paragraph in the preamble to Minute No.13.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. LATE ITEMS/ANY OTHER BUSINESS

Councillor AM Toon made reference to children who were eligible for funding in

schools either via Special Educational Needs (SEN) or alternatively Banded funding. She expressed concern about the way in which some schools were administering this eligibility and were tending to support the funding of such children through the Banded funding criteria to alleviate the schools from the more bureaucratic SEN funding process.

Sharon Menghini, Director of Childrens Services informed the members that at a future meeting, the Forum would be considering a consultation document with regard to changes to Banded Funding out to schools and at that point, the issues referred to by Councillor Toon could be considered. A professional view together with families views would also be included in the consultation document. She emphasised that legally, parents had the right for their children to a statutory assessment for SEN funding but that there was the possibility that the assessment could result in their case being turned down.

Councillor Toon referred to the issue where in some cases parents had acquired a private assessment for their child as evidence to present to the school for SEN funding and that this was due to those schools being disinclined to consider SEN funding initially.

RESOLVED: That the Director of Childrens Services investigate the issues raised by Councillor AM Toon in respect of the way in which some schools are assessing children for additional funding through either SEN or Banded Bunding and also, that Childrens Services Scrutiny Committee be requested to review these issues.

23. SCHOOL ADMISSIONS CONSULTATION AND RESPONSE

A report was considered which requested the Forum to prepare a response in respect of the School Admissions Consultation process. The report referred to the Government's announcement in the Children's Plan of its commitment to improve the system by which parents apply for school places for their children and the way in which places are allocated.

Andrew Blackman, Admissions and Transport Manager, informed members that the report summarised the main elements of the Consultation document. He reminded the Forum that in the past the Department of Children, Schools and Families (DCSF) and the Schools Adjudicator had declined to comment on the issue where some schools in Herefordshire were not complying with School Published Admission Numbers (PAN) and that hopefully the proposed changes would improve that problem. He emphasised that the proposal to allow schools to take additional pupils above their PAN by a total of 27 without the requirement for statutory proposals could cause problems with children moving between schools in a falling Roll environment.

Sharon Menghini stated that although schools would respond individually in so far as their PAN is concerned, the Forum needs to respond to the proposals as they would affect Herefordshire as a whole. Where schools compete for children, this is where the proposals can be problematical. She expressed concern that if all the Hereford City schools decided to increase their numbers on Roll in this way, then it would change the shape of the rural schools intake.

Carol Weston, Choice Advisor, suggested that transportation was an issue for families that were not mobile and that this would be highlighted where the choice of schools was reduced by this factor and thereby causing these families to be disadvantaged.

Councillor Toon was of the view that by agreeing to the additional entry intake up to 27 additional pupils, this would create a pyramid scenario where the resources of some schools are increased as a consequence with a larger number of schools resources being decreased. Also, that this would not help the falling Rolls problem at schools. She welcomed the changes proposed to the Schools Adjudicator's role to enable them to ensure the compliance of schools and the statement in paragraph 4.5 of the document that it will not be permissible for schools to ask for voluntary contributions as part of the admission process.

Members welcomed the proportional representation aspect with regard to membership of Forums but took the view that although the establishment of Admission Forums would be voluntary under the proposals, that the Herefordshire Local Admission Forum should continue to be the Forum where admission arrangements are considered and whether the Schools Adjudicator should be involved.

In noting a view put forward that some schools had not considered the Consultation document, Sharon Menghini informed the Forum that she would write to all schools to remind them of the need to consider and reply to the document.

RESOLVED: That the Department of Children Schools and Families be informed of the concerns of the Forum as set out in the preamble to this Minute in respect of particular issues contained in the Schools Admissions consultation document.

24. WORKPLAN AND MEMBER TRAINING

The Forum discussed the way forward in respect of member training and a workplan.

Andrew Blackman, Admissions and Transport Manager, referred to the Constitution of the Forum which sets out its role and purpose. He stated that generally it is the officers who provide the matters for consideration on the Forum agenda but that members of the Forum have the right to include items on the agenda. Officers would find benefit in having feedback from members on various issues. He suggested that the Forum might consider a meeting of officers and Forum members to discuss the member officer relationship with regard to the role of the Forum and members involvement.

Councillor AM Toon suggested that it would be very useful to meet parents who had been involved in the School Appeals process for their views on how the process was administered.

Sharon Meghini, Director of Childrens Services, stated that she was concerned about a communication gap in Herefordshire whether it is a budget issue or Schools Forum issue and that the Forum should consider these concerns. A discussion took place about the need for representatives at any meeting to take responsibility for communicating the issues as part of a two way process. Meetings had been organised with Heads and School Governors groups and the role of the Local Admissions Forum would be one of the issues to be discussed at those meetings.

Carol Weston, Choice Advisor, informed the Forum of a small pilot programme in Year 6 regarding information for parents with regard to school choices. The pilot had been well attended by parents who had found it to be extremely useful and informative. The programme was being continued with Year 6 and that it would be

run through the extended schools service. She was hopeful that the programme would be taken to Primary Schools.

RESOLVED: that

- (a) Forum members to ask the group that they represent as to the issues that they would like to be considered by the Forum;**
- (b) Headteachers and Chairmen of Schools Governors be requested to put forward topics for the Forum to discuss;**
- (c) a training session be organised for members to discuss**
 - (i) the set up of Local Admissions Forums in other local authorities;**
 - (ii) to include The School Admissions Code of Practice and Banded funding;**
 - (iii) the Forum member and officer relationship with regard to the role of the Forum and members involvement; and**
 - (iv) a meeting between the Leader of the Council and Heads of Schools and suggestions put forward for consideration by the Authority.**

The meeting ended at 7.50 p.m.

CHAIRMAN

Constitution of the Local Admissions Forum

REPORT BY ASSISTANT CHIEF EXECUTIVE LEGAL AND DEMOCRATIC

LOCAL ADMISSIONS FORUM

19 MARCH 2009

Purpose

To consider updating the Local Admissions Forum (LAF) Constitution in accordance with the revised School Admissions Code which came into effect on 10 February 2009.

Financial Implications

None

Background

The School Admissions Code 2009 is made under Section 84 of the School Standards Framework 1998 as amended by Section 40 of the Education and Inspections Act 2006. Admission Authorities must ensure that determined admission arrangements for 2009 comply with the mandatory provisions of this Code. This report sets out to amend the current LAF Constitution to reflect the provisions of the Code.

Report

1. Those areas of the Constitution which need to be amended to reflect the provisions of the Code are
 - (a) Role of the Forum
 - (b) Membership
 - (c) Tenure of Office
 - (d) Substitutes
 - (e) Calendar of Meetings
2. The amended Constitution is attached at Appendix 1 showing the amendments to those areas in paragraph 1 above in bold italic words which are the changes in line with the Code. With regard to the Membership of the Forum, it is believed that the Membership represents the criteria set out in the Code. Aside from these amendments, an administrative amendment is necessary in the area of the Constitution headed 'Convening and Notice of Meetings' with the words 'County Secretary and Solicitor being replaced with the bold italic wording.

3. Risk Management

The risks in adopting the changes in line with the School Admissions Code are that the ultimate objectives of the Forum are not restricted. Members are informed that the rules and procedures as set out in the current constitution are either contained

Further information on the subject of this report is available from
Alan McLaughlin, Assistant Chief Executive Legal and Democratic Tel.01432 - 260200

within the proposed changes or do not adversely affect the ultimate objectives.

3. **Recommendation**

That the amendments to the Local Admissions Forum Constitution as set out in the Appendix 1 to this report be approved.

Background Papers

School Standards and Framework Act 1998

Education and Inspections Act 2006

The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008

School Admissions Code 2009

CONSTITUTION OF HEREFORDSHIRE LOCAL ADMISSIONS FORUM

Introduction

The constitution of the LAF has been established under the provisions of the Education (Admission Forums) (England) Regulations 2002.

In accordance with the School Standards and Framework Act 1998, the Herefordshire Local Admissions Forum (LAF) was set up. The School Admissions Code 2007 is made under Section 84 of the School Standards Framework as amended by Section 40 of the Education and Inspections Act 2006.

Relevant Area

For the purpose of organising a local admissions forum, the Local Education Authority has determined that the relevant area will be the County of Herefordshire. If the discussion covers a cross-border issue the Forum may invite a representative from the appropriate authority.

Role of the Forum

- a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the local authority;***
- 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 (see Appendix A attached) and the delivery of Choice Advice (see Appendix B attached) within the area of the forum;***
- d) consider the effectiveness of the authority's proposed co-ordinated admission arrangements, and advise on whether the 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 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 Framework Act 1998 and in accordance with this School Admissions Code 2009;***
- g) promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;***
- h) monitor the effectiveness of local authority Fair Access Protocols;***
- i) In discharging fair access responsibilities, an objection will be referred to the Schools Adjudicator where either it identifies admissions policy, practice or***

oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of the Code, or where its advice has been disregarded by admission authorities;

- j) Review the impact of local admissions policies on achieving fair access;***
- k) Consider any other admission issues that arise;***
- l) Any other matters that the Forum deems to be relevant.***

(j) The Local Admissions Forum will publish an annual report, which covers:

(i) a breakdown of preferences met by ranking and the main factors affecting whether preferences were met;

(ii) the number of admission appeals made for schools in the area;

(iii) the ethnic and social mix of pupils attending schools in the area, and factors which affect this;

(iv) the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;

(v) how well In-Year Fair Access Protocols are working and the number of children admitted to each school under the protocol;

(vi) whether primary schools are complying with infant class size legislation;

(vii) details of other matters that affect how fairly admission arrangements serve the interests of local children and parents; and

(viii) any recommendation/s that the forum wishes to make in order to improve parental choice and access to education in the local authority's area.

Membership

The Membership of the Forum must not exceed 20 Core Members.

CORE MEMBERS

- (i) 2 elected Members of Herefordshire Council***
- (ii) 1 Community School Representative***
- (iii) 1 Voluntary Control School Representative***
- (iv) 1 Voluntary Aided School Representative***
- (v) 2 Foundation School Representatives***
- (vi) 2 Academy School Representatives***
- (vii) 1 Church of England School Representative***
- (viii) 1 Roman Catholic Representative***

- (ix) **3 Parent Representatives**
- (x) **1 Armed Forces (Local Community Representative)**
- (xi) **1 Consortium of Special Needs (Local Community Representative)**
- (xii) **1 Choice Advisor (Local Community Representative)**
- (xiii) **1 School Governor Representative**
- (xiv) **1 Independent Sector Representative**

The quorum for the Forum will be a third of the appointed core members.

Tenure of Office

Core members of the Forum will serve for a period of four years and their tenure of office is determined by **paragraph 9 of Statutory Instrument 2008 No.3091**.

Substitutes

Each nominating group may arrange for a substitute to attend when its normal representative cannot do so in line with paragraph 10 of Statutory Instrument **2008 No. 3091**. That arrangement is designed to ensure that groups can be represented, though it is important for there to be as much continuity as possible from one meeting to the next.

Chairman and Vice Chairman

The Chairman and Vice Chairman of the Forum will be elected at the first meeting by the core members and thereafter the term of office will be considered annually.

In the absence of the Chairman and Vice Chairman the meeting will elect a Chairman from the core membership group for the meeting.

Calendar of Meetings

The first meeting of the Forum will be convened before 20th March 2003 and will meet at least **two times** during the initial year and at least twice each following year.

Timing of Meetings

Meetings will start at times acceptable to the Forum, and will normally be limited to two hours duration.

Convening and Notice of the Meetings

All meetings will be convened by the Secretary of the Forum who is an Officer of Herefordshire Council nominated by the **Assistant Chief Executive – Legal and Democratic**. Written notice of meetings and the agenda will be sent to members of the Forum 7 days before the meeting (or 3 clear days in the case of an Extraordinary meeting) with any relevant documents to the Agenda items 7 days in advance of the meeting.

Non-receipt by any members of notice of a meeting will not invalidate the meeting.

Agenda

The Agenda will be prepared by the Secretary, in consultation with the Chairman and the Lead Officer nominated by the Director of Education.

Items may be placed on the agenda by any member of the Forum by notice in writing to the Secretary received at least 10 clear days prior to the meeting.

Papers relating to the agenda items will be sent to members with the agenda. The Chairman may agree that papers should also be tabled at the meeting.

Late Items/Any Other Business

Immediately before the minutes of the previous meeting have been approved, members should inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or deferred to a subsequent meeting.

Minutes of Meeting

Minutes of meetings, including a record of persons attending, will be drafted by the Secretary.

The draft minutes of the meeting will be considered for approval or amendment at the start of the following meeting. Any dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.

Decision Making

Decisions should normally be made through consensus.

In the event of an item receiving two separate motions, the matter would be resolved by simple majority voting with each representative entitled to one vote. The Chairman will have the casting vote in the event of a tie.

The Forum may decide that, before reaching a decision on a matter affecting particular schools, it would be appropriate to hear representations from the school(s) affected. Such representations may be made by written submission, but could also include oral presentations, lasting no more than five minutes, or such time limit to be set by the Chairman, per school, with the opportunity for members of the Forum to ask questions before reaching a final decision.

Rights of Press and Public to attend Meetings

The press and public will be entitled to attend meeting of the Forum but may be excluded from the meeting during the consideration of items containing information capable of being treated as exempt information as if meetings of the Forum were those of the local authority.

The Secretary will arrange for a public announcement of meetings of the Forum, and will also arrange for minutes and papers relating to the Forum meetings to be available for inspection in Council Offices and Public Libraries after the draft minutes have been approved by the Forum.

Members of the public may submit written questions provided they reach the Secretary at least 48 hours before the relevant meeting.

⁸⁰ The School Admissions (Admission Arrangements) (England) Regulations 2008

Publication of Information for Parents

1.

This appendix provides guidance to local authorities and schools on the publication of information about the admissions process for parents.

Informing parents about determined admission arrangements and their right to object

2.

It is important that parents are involved in the admissions process locally to enable them to shape and influence the school system in their area. As set out in Chapter 4, parents have various rights of objection. To ensure parents are able to do this within the specified short timescale, it is important for local authorities and schools to provide clear information about the determined admission arrangements each year. The requirements on local authorities and schools in this respect are set out in Admission Arrangements Regulations.

3.

Once admission authorities have determined their admission arrangements, they **must**, within 14 days, give notice in writing to their local authority (where they are not the local authority themselves), other bodies consulted with and any parents that responded to the consultation. They **must** also place a copy of the determined arrangements on their website, where they have one, which **must** be displayed for the whole offer year, unless amended⁸⁰.

4.

Local authorities **must**, by 1 May in the determination year, publish on their websites, the determined admission arrangements for all schools, Academies, City Technology Colleges (CTCs) and City College for the Technology of the Arts (CCTAs), along with the following information which **must** be published in local newspapers:

(a) The determined admission arrangements for all schools in the area of the authority along with the fact that they are available on the local authority's website and for inspection in the local authority's offices (and any other areas they consider appropriate).

(b) A statement of a parent's right of objection to the Schools Adjudicator for maintained schools, and the Secretary of State for Academies, as set out in Chapter 4, along with where to submit the objection to, the date by which this should happen, and how to access further help from the local authority in making objections.

5. Admission authorities for schools with pre-existing selection admission arrangements must comply with paragraphs 4(a) and 4(b) within 14 days of their arrangements being determined. Regulation 20(2)(b) of the Admission Arrangements Regulations sets out additional requirements for admission authorities for schools with a determined admission number that is lower than the current indicated admission number.

Composite prospectuses for parents: admission arrangements and how the admissions process works

6. Parents need to be able to make informed decisions when applying for a school place for their child. Schools and local authorities must provide parents with all relevant information prior to them applying. It is easier for parents to understand local admissions systems that are clear, fair and objective. Above all, parents need to be able to understand whether they have a realistic chance of being offered a place for their child at any particular school and clear, timely information is critical to determining this.

7. Each year, local authorities must publish a composite prospectus for parents by 12 September in the offer year, which contains information about each of the maintained schools, Academies, CTCs and CCTAs in the relevant area, to assist parents when applying for a school place. Information that is required for inclusion in these prospectuses is set out in the School Information Regulations and is summarised below. Whilst these prospectuses contain information on every school in the area, it is advisable for parents to also seek other information to assist them with making their choices, such as through schools prospectuses, school open days, and through DCSF achievement and attainment tables.

8. Local authorities must publish their composite prospectuses on their websites and make hard copies available for distribution without charge to parents on request, as a minimum, at the local authority offices and in every school maintained by the local authority, and every Academy, CTC and CCTA, throughout the offer year.

9. It is helpful for parents to have access to the information they need in one place. However, where there are many schools in an area, local authorities may wish to publish more than one composite prospectus covering each of primary schools and secondary schools separately; or schools in different regions within the area covered by the relevant area, providing they each cover all the required information set out in paragraph 11 below.

10.

If parents request copies of information that local authorities and school governing bodies publish free of charge in a version translated in to a language other than English or produced in Braille or audio tape, this must be provided free of charge.

Information to be included in the Composite Prospectus

11.

Local authorities are required to include a range of information in their composite prospectuses to ensure families have access to comprehensive information that enables them to make an informed choice of which schools to apply for.

General information

12.

Local authorities must publish the following information in their composite prospectuses:

(a)

The postal and website addresses and telephone numbers of the offices of the local authority to which enquiries in respect of primary and secondary education in their area should be addressed.

(b)

A summary of the local authority's co-ordinated scheme as determined each year alongside a clear explanation of the stages in the process of applying for a school place so that parents understand this procedure and the role the local authority and schools play within it. As a minimum, local authorities must include:

i.

How to apply to schools. In promoting sustainability, local authorities should encourage families to submit applications online wherever possible, explaining the benefits of doing so, whilst making clear that they can also submit a paper application.

ii.

The deadline for submitting applications.

iii.

The date on which parents will be sent the outcome of their application.

iv.

Information about parents' statutory right of appeal against refusal of a school place and the timetable for appeals.

v.

How late applications will be dealt with.

vi.

The arrangements for the transfer between maintained schools in the local authority at stages other than the normal admission round.

(c)

A copy of the Common Application Form. Local authorities must include details in their prospectuses and online of how to complete and submit these forms.

(d)

A full explanation of the local authority's Fair Access Protocol, with an explanation that children without a school place must take precedence over children on a waiting list attending another school.

(e)

A summary of the local authority's sustainable modes of travel strategy and what travel arrangements the authority makes as follows:

i.

Local authorities are required to make free travel arrangements for 'eligible' children, who are those for whom travel arrangements always have to be made i.e. children with special educational needs, a disability or a temporary medical condition, children who cannot be expected to walk to school because of the nature of the route, children who live outside statutory walking distance, and children from low income families. Children who are 11 or over, from low income families and whose parents have chosen the school on the grounds of religion or belief are also eligible.

ii.

Local authorities have a discretionary power to make travel arrangements for any children not covered by the above provision. Local authorities should indicate the extent to which they meet all or part of the travel costs.

Information in respect of each school mentioned

13.

To enable local authorities to compile and publish composite prospectuses for parents which include accurate and the most up to date information, the governing bodies of each maintained school in the local authority's area must provide the local authority with the information by 8 August in the offer year in respect of the admission arrangements set in the determination year. Academies, through their funding agreements, must also provide their local authority with the information as required, which should be by 8 August unless otherwise agreed. As the local authority is the admission authority for community and voluntary controlled schools, the governing bodies for these schools must provide information specified at paragraph 10(g) and any other information set out below, on request by the local authority.

(a)

The name, postal address, website address (where they have one), and telephone number of the school, including a contact name to whom enquiries should be addressed.

(b)

the classification of the school as broken down by one of each of the following sub-categories:

i.

Either community, foundation, voluntary controlled, voluntary aided, Academy, CTC or CCTA.

ii.

Either primary, middle or secondary.

iii.

Either co-educational or single-sex.

iv.

Either day or boarding, or a school taking both day and boarding pupils

v.

In the case of a selective school, the basis of that selection as set out in paragraphs 2.76 to 2.98 of the Code.

vi.

In the case of a school designated as having a religious character, the religious denomination or denominations of the school.

vii.

In the case of a school designated with a specialist status, the subject or subjects of that specialism.

(c)

The expected number of pupils on roll at the school and the school's age range.

(d)

The published admission number for each stage of entry, along with the number of preferences expressed for places in the previous application year. Where possible, schools should indicate the number of successful applications admitted in the previous year, including the criteria under which they were accepted, and whether this reflects the pattern of recent years.

(e)

The determined admission arrangements for the school for each point of entry (e.g. including for entry to the school sixth form where relevant). This will include the oversubscription criteria that will be used to allocate places if there are more applicants than places available at a particular school in accordance with Chapters 1 and 2 of this Code. It will also include whether the school has adopted the use of a supplementary information form as part of their admission arrangements, and information about how a copy of that form can be obtained. Supplementary information forms must, as a minimum, appear on the Local Authority's website and school's website (where they have one) and be available on request in hard copy at the local authority's offices.

(f)

Whether the determined admission arrangements are the subject of an objection referred the Schools Adjudicator, or the Secretary of State for Academies, and the date on which that was referred.

(g)

In the event that the school is oversubscribed the length of time the waiting list will be maintained for.

(h)

Information on how parents can access sources of general information about the school, including information on annual school achievement and attainment

tables, published reports of recent school inspections, school open days and the school's uniform policy.

14.

Local authorities must include all the relevant information as set out above in their composite prospectuses in respect of each school in the composite prospectus area. Where an objection has been raised against a school's admission arrangements and the Schools Adjudicator has not reached a decision in time for the publication date, local authorities must still publish in their composite prospectus the determined admission arrangements along with a statement that an objection is still outstanding and the arrangements may be subject to change, and details of how to access the final arrangements. Where admission arrangements have been amended following publication of the composite prospectus, local authorities must provide details of these revised arrangements, as a minimum, on their websites and in hard copy on request⁸⁶.

15.

Admission Forums must review the composite prospectus made available to parents and advise local authorities on what more is needed to raise the standard to ensure that it is the best it can possibly be.

16.

In addition to the published information they provide, it is good practice for local authorities to work with schools and other partners to offer targeted Choice Advice to parents who are unable to or unsure about how to use the information provided about applying for school places. Choice Advice may be delivered in or out of school and should take the form of group or one-to-one sessions for those needing additional support. The aim of these sessions is to ensure that every parent has the right information to make the optimum choice possible for their child. Further detail of how local authorities can deliver Choice Advice is contained in Appendix 2.

Choice Advice

Introduction

1. Admission arrangements can appear complex. This Code makes clear the importance of ensuring straightforward procedures that are easily understood and that all parents can access and navigate. However, there will always be some parents who will find the system more difficult to understand and challenging to operate than others or who are unwilling to engage with the process.

2. Children **must not** be disadvantaged because their parents have difficulty accessing the school admissions process or do not engage with the process of applying for a school.

3. Section 86(1A) of the SSFA 1998 places a duty on local authorities to provide advice and assistance to parents when they are deciding which schools to apply for. However, some of the parents most in need of support may be reluctant or unable to access help from traditional sources. Such parents require more intensive support from professionals who act independently from the local authority and work pro-actively to identify and reach them.

4. Choice Advice will enable those parents who find it hardest to navigate the secondary school admissions system to make informed and realistic decisions about which schools to apply for in the best interests of their child. This will place these families on a level playing field with other families who are better able to navigate the admissions process.

5. The Department provides funding through the Area Based Grant to enable each local authority to provide an independent Choice Advice service in their area.

Requirement to provide support to those parents who most need help in navigating the secondary school admissions process.

5. Local authorities have the flexibility in deciding how best to deliver their Choice Advice service locally, but they **must** provide an independent service that is focused on supporting the families who most need support in navigating the secondary school admissions process. They may also provide Choice Advice at the primary school admission stage and for in-year admissions.

6. The service **should** be made available to all members of the family who have caring responsibility for the child and require extra support, including parents who are not normally resident with the child. Wherever possible, the child **should** be included in any discussions and provided with appropriate advice so that they are able to express an informed view about the school they would like to attend.

7. Where a parent requiring support lives in one local authority area and their child attends primary school in another local authority area, **Choice Advice** should be provided by the local authority in whose area the family resides, the home local authority. However, by local agreement, it could be provided by the local authority in whose area the child attends school.

Independence

8. Choice Advice **must** be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive. It **must** include impartial advice on all relevant local schools, including those not within the local authority's own area.

9. Local authorities can secure the independence of the service in a variety of ways, for example, by contracting with a voluntary sector organisation or incorporating it into the Family Information Service or Parent Partnership Service. They **must** ensure that, as a minimum, Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff.

Targeting Choice Advice

10. Choice Advice **must** be targeted at those parents who most need support with the secondary school admissions process. Target groups will vary between local authorities depending on local circumstances but are likely to include disadvantaged parents and those who are unwilling to engage with the secondary school admissions process.

11. Local authorities and Choice Advisers **should** market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide.

12. Many parents in need of Choice Advice will be 'hard to reach' and unlikely to approach the service themselves. Choice Advisers **should** be proactive in reaching these parents and **should** develop good links with organisations that may be able to refer parents to them e.g. local schools, education welfare officers and the Parent Partnership service.

The role of the Choice Adviser

13. The role of the Choice Adviser is to support parents who are most likely to struggle with the admissions system in securing the best possible secondary school place for their child. Choice Advisers will not take decisions for parents and cannot guarantee a place at a particular school.

14. Choice Advice **should** be provided in the way that best meets parents' needs. In many cases this will involve face-to-face and one-to-one meetings.

15. Choice Advisers **should** support parents in accessing and making best use of the information available to them. As part of this, they **should** know about and be able to help parents interpret:

- a) The co-ordinated admissions system in their own and neighbouring local authority areas;
- b) The admission policies of all local schools including independent schools, boarding schools and schools in neighbouring local authorities;
- c) The performance and value-added data for local schools;
- d) The Ofsted reports for local schools;
- e) Admissions data from previous years including the number of applications received by and the number of children admitted to local schools and the proportion of appeals for each school which are successful;
- f) Local schools' own description of their offer as contained in their prospectus or online School Profile, including information about their ethos and any special facilities;
- g) Details of each school's curriculum offer including their specialism in the case of Specialist Schools;
- g) The special needs and disability policies of local schools, plus information about the statementing process and its implications when applying for a school place;
- i) Times of the school day and term dates for local schools, including any proposals to change these;
- j) Information about the distance to local schools and the transport available, plus information about any financial assistance that may be available to help with the cost of travel;
- k) Details of the uniform policy of local schools, plus information about any financial assistance that may be available to help with the cost;

l) The range of relevant professionals, specialists and organisations available and how to contact them e.g. for special educational needs issues; and

m) E-admissions and online applications.

17. In order to provide parents with the best possible advice, Choice Advisers **should** develop strong links and working relationships with other local organisations such as the local authority admissions team and the Parent Partnership service.

Appeals

18. Appealing against the decision of an admission authority can be stressful and challenging for parents. It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage. Choice Advisers may support parents in preparing their appeal and may accompany parents to the appeal hearing. With local agreement, they may also present an appeal on parents' behalf.

Choice Advisers Support and Quality Assurance Network

19. The Choice Advisers Support and Quality Assurance Network (CAS&QAN) supports local authorities, Choice Advisers and Choice Adviser managers in providing a high quality, independent Choice Advice service. Its activities include providing support on-line, by email and by phone, organising regional events, and providing opportunities to share good practice so that local authorities and their Choice Advice teams can provide an effective, pro-active service.

HEREFORDSHIRE LOCAL ADMISSION FORUM – ADMISSION ARRANGEMENTS 2010/2011 CONSULTATION

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 MARCH 2009

Wards Affected

Countywide.

Purpose

1. To consider the results of the consultation of the proposed Herefordshire Admission Arrangements for 2010/2011 as required by The School Admissions Code pursuant to section 85(3) of the School Standards and Framework Act 1998.

Financial Implications

2. None.

Background

3. The relevant sections of the new 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. All admission authorities are required to consult on admission arrangements for 2010-11. For consultation on admission arrangements for 2011-12 and subsequent years, the consultation period **must** last for a minimum of eight weeks, between 1 November and 1 March, to ensure that all consultees have enough time to respond. Admission authorities **must** consult with their local authority, all other admission authorities within the relevant area, the Admission Forum, admission authorities in neighbouring local authority areas, the relevant religious authority (in the case of the admission authorities of faith schools) and, for admission arrangements for entry in 2010-11 and subsequent years, relevant parents and other groups with an interest in the local area (for example, community groups). Where an admission authority proposes an increase in the published admission number for a school in their admission arrangements, the trade unions representing staff at the school that may be affected by the changes **must** also be consulted. Admission authorities **must** determine their admission arrangements by 15 April in the determination year.

1.27 When consulting other admission authorities, local authorities, Admission Forums and religious authorities, the admission authority **must** send a copy of their proposed admission arrangements and invite comments. When considering

which groups with an interest in the local area to consult, the admission authority **should** have regard to the views of the Admission Forum¹⁸. Where a school borders on a local authority boundary, the admission authority **should** also seek the views of the neighbouring Admission Forum. Admission authorities may consider, for example, consulting service families, traveller groups, minority ethnic groups, citizens advice bureaux or disability groups if appropriate”.

4. In addition for ease of reference the proposed Admission Arrangements that have been consulted upon are shown as Appendix 1. All Herefordshire Schools, parents and other interested parties have been consulted with.
5. The total number of responses received from the consultation was two.
6. One response was from Carol Weston, Choice Advisor, querying the legality of a number of questions in the St Mary's RC High School Supplementary Information Form. In particular questions around a child's detailed medical history including disabilities are not relevant to the admission arrangements.
7. The other response was from a Secondary School headteacher, not directly related to the Co-ordinated Transfer Arrangements but rather making a number of points regarding In-Year Transfers.

Considerations

8. The proposed arrangements in Appendix 2 are different from last year's determined arrangements as a result of including recommendations made by the Schools Adjudicator in a review of admission arrangements last year.

Risk Management

9. The risk to the LA of non-compliance with statutory regulations is exposure to legal challenge. Also non-compliance would have a detrimental effect on the management of school admissions and appeals procedures.

Recommendation

THAT:

(a) That the draft report is noted and any changes requested by the Local Admission Form be adopted.

(b) The Forum is requested to agree that the proposed arrangements, shown in appendix 2, be determined for the 2010/2011 academic year.

Background Papers

None

Appendices

Appendices 1 and 2 – Proposed Admissions Arrangements for 2010/2011

PROPOSED ADMISSIONS ARRANGEMENTS FOR 2010/2011

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 her advisory panel unless this supporting information is attached to application forms received by 6th November 2009 (secondary schools) or 15th January 2010 (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 1st 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 2nd 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 3rd 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 4th priority to be sensitive to exceptional needs that individual children and families may have.*

Footnote 5: *The 5th 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 2009, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

*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 from the front door of the child's address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission to Reception Class – September 2010 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 2010/2011.

Number of Preferences and Closing Date

All parents will be invited to state two first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided schools. The closing date for applications will be the 15th January 2010.

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 2010.

Date of Admission

Children reach compulsory school age at the beginning of the term **following their 5th 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 5th 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.

Local Arrangements and Option for Delayed Entry

A child who has his or her 5th birthday between 1 January and 31 August might be allowed to start earlier depending on the school. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements for their children.

However, parents are not obliged to take up this early offer of a place 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 5th 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 (15th January 2010). 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.

Allocation of Places

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15th January 2010. Applications should be sent to the Pupil Admissions Office. The date of 15th January 2010 applies for all admissions during the school year, including children who might be entitled to start school until January 2011 or April 2011.

The Council has defined that the single offer date for the 2010/2011 admission year will be:

Tuesday 23rd March 2010

Late Applications

Applications received after 15th January 2010 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 2010 **Co-ordinated admission arrangements for Herefordshire**

Introduction

Herefordshire will operate an inter-LEA scheme for September 2010 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 6th November 2009. 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 schools, and/or any maintained schools outside the County. There is agreement with other Councils that the closing date of 6th November 2009 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 16th November 2009, the Admission Office sends other admission authorities/LEAs details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office by 8th January 2010 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 LEA in whose area they are located, each LEA 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 12th February 2010, the Admission and Transport 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 LEAs of any places which those LEAs 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 2010. 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 1 March. When this situation arises the Admission and Transport Office will only confirm that an offer as been made by another Council. That confirmation will be sent on 1 March.

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

Late Applications

Between 6th November 2009 and 12th February 2010 (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 Education or his 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 12th February 2010 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 LEA then sends the schools, which it maintains, the final lists of pupils to be allocated places. On 1st March 2010 – 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 LEA must state that the offer is being communicated on behalf of that school's governing body.

PROPOSED ADMISSIONS ARRANGEMENTS FOR 2010/2011

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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)

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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.

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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 2009, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

*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”.

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Admission to Reception Class – September 2010 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 2010/2011.

Number of Preferences and Closing Date

All parents will be invited to state two first preferences, in ranked order, on a common application form, which will also apply to all voluntary aided schools. The closing date for applications will be the 15th January 2010.

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 2010.

Date of Admission

Children reach compulsory school age at the beginning of the term **following their 5th 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 5th birthday, as follows:

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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.

Local Arrangements and Option for Delayed Entry

A child who has his or her 5th birthday between 1 January and 31 August might be allowed to start earlier depending on the school. Each school makes its own decision, after considering whether or not they are able to provide the accommodation, staffing, curriculum and care arrangements for their children.

However, parents are not obliged to take up this early offer of a place 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 5th 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 (15th January 2010). 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.

Allocation of Places

Places in reception classes for all maintained schools are allocated on the basis of applications received on or before 15th January 2010. Applications should be sent to the Pupil Admissions Office. The date of 15th January 2010 applies for all admissions during the school year, including children who might be entitled to start school until January 2011 or April 2011.

The Council has defined that the single offer date for the 2010/2011 admission year will be:

Tuesday 23rd March 2010

Late Applications

Applications received after 15th January 2010 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 2010 **Co-ordinated admission arrangements for Herefordshire**

Introduction

Herefordshire will operate an inter-LEA scheme for September 2010 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 31st October 2009. 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 schools, and/or any maintained schools outside the County. There is agreement with other Councils that the closing date of 31st October 2009 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 16th November 2009, the Admission Office sends other admission authorities/LEAs details of applicants for their schools.

Admission authorities then apply their admission criteria, including any selection tests, and will send the Admission and Transport Office by 8th January 2010 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 LEA in whose area they are located, each LEA 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 12th February 2010, the Admission and Transport 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 LEAs of any places which those LEAs 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 2010. 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 1 March. When this situation arises the Admission and Transport Office will only confirm that an offer as been made by another Council. That confirmation will be sent on 1 March.

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

Late Applications

Between 31st October r 2009 and 12th February 2010 (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 Education or his 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 12th February 2010 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 LEA then sends the schools, which it maintains, the final lists of pupils to be allocated places. On 1st March 2010 – 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 LEA must state that the offer is being communicated on behalf of that school's governing body.

AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS

REPORT BY ADMISSIONS AND TRANSPORT MANAGER

LOCAL ADMISSIONS FORUM

19 MARCH 2009

Wards Affected

Potentially countywide.

Purpose

1. To consider changes to the Planned Admission Numbers (PAN) at Queen Elizabeth Humanities College, Bodenham St Michael's Primary, Burley Gate Primary, Llangrove Primary, Madley Primary and Kingsland Primary Schools.

Financial Implications

2. None.

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".

Queen Elizabeth Humanities College, Bromyard (QE)

4. QE has requested a reduction in its PAN from 100 to 80. For information the likely makeup of the categories of places to be offered for its new year 7 starting in September 2009 is:

Category	Number
Statemented child	0
Catchment Sibling	14
Catchment	41
Sibling Out of Area	6
Out of Area	3
System Allocated	6
Total	70

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

5. The number of pupils on roll and the subsequent % of surplus places over the last 10 years has been:

Year	Number on Roll	% Surplus places
1999	352	38.78
2000	364	36.70
2001	390	32.17
2002	393	31.65
2003	406	29.39
2004	389	22.20
2005	376	24.80
2006	331	33.80
2007	335	33.00
2008	304	39.20

- 6 There are currently 311 pupils on roll.
- 7 Queen Elizabeth's request was received to late to form part of the current School Admissions Consultation process (please see Appendix 1).

St Michael's C E Primary School, Bodenham

- 8 St Michael's C E Primary School has requested a reduction in its PAN from 17 to 15.
- 9 For information the number of 1st preferences received for places in the new year 7 starting in September 2009 is 13. (Rankings not yet received from the school – will be included in the final version or reported verbally)
- 10 15 pupils were admitted in September 2008 and 12 pupils admitted in September 2007.
- 11 The current sufficiency calculation for the school gives it a capacity in the range 105 to 120 ie a range in the PAN of 15 to 17.
- 12 There are currently a total of 98 pupils on roll.
- 13 St Michael's request has formed part of the current School Admissions Consultation process (please see Appendix 1). No negative comments have been received.

Burley Gate C E School

14. Burley Gate C E Primary School has requested a decrease in its PAN from 20 to 15.
15. For information the likely makeup of the categories of places to be offered for its new year 7 starting in September 2009 is:

Category	Number
Catchment Sibling	2
Catchment	7
Sibling Out of Area	1
Out of Area	2
Total	12

16. The current sufficiency calculation for the school gives it a capacity in the range 105 to 119 ie a range in the PAN of 15 to 16.
17. 17 pupils were admitted in September 2008 and 11 pupils admitted in September 2007.
18. There are currently a total of 102 pupils on roll.
19. Burley Gate's request has formed part of the current School Admissions Consultation process (please see Appendix 1). No negative comments have been received.

Llangrove C E Primary School

20. Llangrove C E Primary School has requested a decrease in its PAN from 15 to 12. For information the likely makeup of the categories of places to be offered for its new Reception Class starting in September 2009 is:

Category	Number
Catchment Sibling	4
Catchment	2
Total	6

21. There are currently a total of 55 pupils on roll.
22. 7 pupils were admitted in September 2008 and 8 pupils admitted in September 2007.
23. Llangrove's request has formed part of the current School Admissions Consultation

process (please see Appendix 1). No negative comments have been received.

Madley Primary School

- 24 Madley Primary School has requested an increase in its PAN from 24 to 30.
- 25 For information the likely makeup of the categories of places to be offered for its new Reception Class starting in September 2009 is:

Category	Number
Catchment Sibling	5
Catchment	8
Sibling Out of Area	8
Out of Area	13
Total	34

- 26 There are currently a total of 179 pupils on roll.
- 27 30 pupils were admitted in September 2008, including 6 upheld appeals and 26 pupils admitted in September 2007, including 2 upheld appeals.
- 28 Madley's request was received too late to form part of the current School Admissions Consultation process (please see Appendix 1).

Kingsland C E Primary School

- 29 Kingsland C E Primary School has requested an increase in its PAN from 18 to 20.
- 30 For information the likely makeup of the categories of places to be offered for its new Reception Class starting in September 2009 is:

Category	Number
Catchment Sibling	5
Catchment	11
Sibling Out of Area	8
Out of Area	0
Total	24

- 31 22 pupils were admitted in September 2008, including 4 upheld appeals and 17 pupils admitted in September 2007.
- 32 The reason for their request is “We have five classes in total and are not imagining that this could ever be increased. We have two Key Stage 1 classes and therefore could potentially have an annual intake of 20.
- 33 Changing our PAN would give the Local Authority and other schools a truer understanding of our capacity as fair admissions procedures are co-ordinated. We were deemed to be an ‘outstanding’ school by Ofsted 9oct 2008) and realise that the new Admissions Code is seeking to enable successful schools to ‘keep up the good work’.”
- 34 There are currently a total of 139 pupils on roll.
- 35 Kingsland’s request has not formed part of the current School Admissions Consultation process (please see Appendix 1).
- 36 It is noted that in all four PAN reduction cases the revised PAN’s meet the needs of children from the catchment areas. With falling rolls a decrease in PAN is likely to be to a sensible organisational request.
- 37 In the two PAN increase cases the revised PAN’s are not to meet demand from catchment children but rather from out of catchment parental preference children.

Considerations

- 38 The national timing for consultation does not allow these requests to be considered in the light of the work of the Task Group.
- 39 The requests for reductions in PAN reflect long term demographic trends.
- 40 Increases in PAN must be in accordance with the school’s net capacity assessment. Neither Kingsland nor Madley schools have sufficient net capacity to agree to their requests at this time – Kingsland maximum of 19 pupils and Madley maximum of 25 pupils. Both schools are able to meet catchment and sibling demand within their current PAN’s. The LA has a duty to maximize parental preferences where possible and will be working with Kingsland and Madley in the light of the Task Group recommendations on the principles for future school reorganisation in Herefordshire.

Risk Management

- 41 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 establishment and work of the Task Group will be key to providing an agreed strategy within which to consider increases in PAN’s in response to parental preferences.

Recommendation

THAT: the requests are considered and the requests for the changes in PAN are agreed.

Background papers

None

Appendices

Appendix 1 – Consulted School PAN's

SCHOOL PUBLISHED ADMISSION NUMBERS PROPOSED FOR SEPTEMBER 2010

(Published Admission Number equals maximum number of pupils admitted in each year group)

Information about Secondary Schools in Herefordshire

SCHOOL	Published Admission Number
Queen Elizabeth High (C) Bromyard, Herefordshire HR7 4QS Tel: 01885 482230	100
Aylestone High (C) Broadlands House, Broadlands Lane, Hereford HR1 1HY Tel: 01432 357371	180
Bishop of Hereford's Bluecoat(VA) Hampton Dene Road, Hereford HR1 1UU Tel: 01432 357481	236
St. Mary's R.C. High (VA) Lugwardine, Hereford HR1 4DR Tel: 01432 850416	135
Whitecross High & Specialist Sports College Three Elms Road, Hereford HR4 0RN Te: 01432 376080	180
The Herford Academy (A) Stanberrow Road, Hereford HR2 7NG Tel: 01432 355213	180
Kingstone High (C) Kingstone, Hereford HR2 9HJ Tel: 01981 250224	136
Kington, Lady Hawkins (C) Church Road, Kington, Herefordshire HR5 3AG Tel: 01544 230441	90
John Masefield High (C) Mabel's Furlong, Ledbury, Herefordshire HR8 2HF Tel: 01531 631012	174
The Minster College (C) South Street, Leominster, Herefordshire HR6 8JJ	140

Tel: 01568 613221	
Fairfield (C) Peterchurch, Hereford HR2 OSG Tel: 01981 550231	70
John Kyrle High (C) Ledbury Road, Ross-on-Wye, Herefordshire HR9 7ET Tel: 01989 764358	210
Weobley High (C) Weobley, Hereford HR4 8ST Tel: 01544 318159	100
Wigmore High (C) Ford Street, Wigmore, Leominster, Herefordshire HR6 9UW Tel: 01568 770323	90

Information about Primary Schools in each District of Herefordshire

BROMYARD DISTRICT

SCHOOL

Bredenbury (C) Bromyard, Herefordshire HR7 4TF Tel: 01885 483253	10
Brockhampton (C) Bringsty, Worcs. WR6 6TD Tel: 01885 483238	26
Bromyard, St. Peter's (C) Cherry Tree Close, Winslow Road, Bromyard, Herefordshire HR7 4UY Tel: 01885 483237	30
Burley Gate C.E. (VC) Hereford HR1 3QR Tel: 01432 820367	15 (a reduction from 20)
Pencombe C.E. (VA) Bromyard, Herefordshire HR7 4SH Tel: 01885 400255	8
Whitbourne C.E. (VC) Worcester WR6 5SP Tel: 01886 821266	10

HEREFORD CITY & DISTRICT	
SCHOOL	
Broadlands (C) Prospect Walk, Hereford HR1 1NZ Tel: 01432 266772	60
Burghill (C) Hereford HR4 7RP Tel: 01432 760240	15
Fownhope, St. Mary's C.E. (VA) (VA) (DCFS 3325) Hereford HR1 1PG Tel: 01432 860474	15
Hampton Dene (C) Church Road, Hereford HR1 1RT Tel: 01432 273232	30
Holme Lacy (C) Hereford HR2 6LW Tel: 01432 870374	10
Holmer C.E. (VC) Holmer Road, Hereford HR4 9RX Tel: 01432 273301	60
Little Dewchurch C.E. (VC) Hereford HR2 6PN Tel: 01432 840645	9
Lord Scudamore (F) Friar Street, Hereford HR4 OAS Tel: 01432 273951	88
Lugwardine (C) Barneby Avenue, Bartestree, Hereford HR1 4DH Tel: 01432 850449	30
Marden (C) Hereford HR1 3EW Tel: 01432 880208	17
Marlbrook (C) Green Croft Redhill Hereford HR2 7NT Tel: 01432 266643	60

Mordiford C.E. (F) Hereford HR1 4LW Tel: 01432 870258	19
Our Lady's R.C. (VA) Boycott Road, Hereford HR2 7RN Tel: 01432 274814	30
Riverside Primary (C) Belmont Avenue, Hereford HR2 7JF Tel: 01432 265080	90
St Francis Xavier RC Primary School(VA) Venns Lane, Hereford HR1 1DT Tel: 01432 273941	30
St. James' C.E. (VA) Vicarage Road, Hereford HR1 2QN Tel: 01432 273961	30
St. Martin's (C) Ross Road, Hereford HR2 7RJ Tel: 01432 273633	70
St. Paul's C.E. (VA) Hampton Dene Road, Hereford HR1 1UX Tel: 01432 273784	60
St. Thomas Cantilupe C.E. (VA) Coningsby Street, Hereford HR1 2DY Tel. 01432 268400	30
Stretton Sugwas C.E. (VC) Hereford HR4 7AE Tel: 01432 760282	15
Sutton (C) Sutton St. Nicholas, Hereford HR1 3AZ Tel: 01432 880336	12
Trinity (C) Moor Farm Lane, Hereford HR4 ONU Tel: 01432 266268	84
Wellington (C) Hereford HR4 8AZ Tel: 01432 830264	28

Withington (C) Hereford HR1 3QA Tel: 01432 850289	15
KINGSTONE DISTRICT	
SCHOOL	
Clehonger C.E. (VC) Gosmore Road, Clehonger, Hereford HR2 9SN Tel: 01981 250218	28
Ewyas Harold (C) Hereford HR2 OEY Tel: 01981 240432	20
Garway (C) Hereford HR2 8RQ Tel: 01600 750273	15
Kingstone & Thruxton Primary (C) Kingstone, Hereford HR2 9HJ Tel: 01981 250338	30
Madley (C) Hereford HR2 9PH Tel: 01981 250241	24
Much Birch C.E. (VC) Hereford HR2 8HL Tel: 01981 540254	28
KINGTON DISTRICT	
SCHOOL	
Almeley (C) Hereford HR3 6LH Tel: 01544 327267	9
Eardisley C.E. (VC) Hereford HR3 6NS Tel: 01544 327262	15
Kington (C) Mill Street, Kington, Herefordshire HR5 3AL Tel: 01544 230363	30
Pembridge (VA)	13

West Street, Pembridge, Leominster, Herefordshire HR6 9DU Tel: 01544 388366	
LEDBURY DISTRICT	
SCHOOL	
Ashperton (C) Ledbury, Herefordshire HR8 2SE Tel: 01531 670385	25
Bosbury C.E. (VC) Ledbury, Herefordshire HR8 1PX Tel: 01531 640276	20
Colwall C.E. (VC) Malvern, Worcs. WR13 6DU Tel: 01684 540532	28
Cradley C.E. (VA) Malvern, Worcs. WR13 5LL Tel: 01886 880315	20
Eastnor (VC) Ledbury, Herefordshire HR8 1RA Tel: 01531 632509	12
Ledbury (C) Longacres, Ledbury, Herefordshire HR8 2BE Tel: 01531 632940	60
Much Marcle C.E. (VA) Ledbury, Herefordshire HR8 2LY Tel: 01531 660607	17
LEOMINSTER DISTRICT	
SCHOOL	
Bodenham, St. Michael's C.E. (VA) Bodenham, Hereford HR1 3JU Tel: 01568 797241	15 (a reduction from 17)
Kimbolton, St. James' C.E. (VA) (DFES 3341) Leominster, Herefordshire HR6 OHQ Tel: 01568 612691	15
Leominster Infants (C)	110

Hereford Road, Leominster, Herefordshire HR6 8JU Tel: 01568 612029	
Leominster Junior (C) George Street, Leominster, Herefordshire HR6 8JZ Tel: 01568 612555	110
Leominster, Ivington C.E. (VA) Leominster, Herefordshire HR6 OJH Tel: 01568 720216	15
Luston (C) Leominster, Herefordshire Tel: 01568 615753	20
HR6 OEA	
Stoke Prior (C) Leominster, Herefordshire Tel: 01568 760207	11
HR6 OND	
PETERCHURCH DISTRICT	
SCHOOL	
Clifford (C) Hardwick, Hay-on-Wye, Hereford HR3 5HA Tel: 01497 831202	10
Longtown (C) Hereford HR2 OLE Tel: 01873 860239	8
Michaelchurch Escley (C) Hereford HR2 OPT Tel: 01981 510208	8
Peterchurch (C) Hereford HR2 ORP Tel: 01981 550230	15
ROSS-ON-WYE DISTRICT	
SCHOOL	
Ashfield Park (C) Redhill Road, Ross-on-Wye, Herefordshire HR9 5AU Tel: 01989 562738	68

Brampton Abbots (VA) Brampton Road, Ross-on-Wye, Herefordshire HR9 7DE Tel: 01989 562256	20
Bridstow C.E. (VA) Ross-on-Wye, Herefordshire HR9 6PZ Tel: 01989 562623	15
Goodrich C.E. (VC) Ross-on-Wye, Herefordshire HR9 6HY Tel: 01600 890422	17
Gorsley Goffs C.E. (VC) Gorsley, Ross-on-Wye, Herefordshire HR9 7SE Tel: 01989 720321	25
Kings Caple (C) Hereford HR1 4TZ Tel: 01432 840267	10
Lea C.E. (VA) Ross-on-Wye, Herefordshire HR9 7JY Tel: 01989 750296	15
Llangrove C.E. (VA) Ross-on-Wye, Herefordshire HR9 6EZ Tel: 01989 770322	12 (a reduction from 15)
St. Joseph's R.C. (VA) The Avenue, Ross-on-Wye, Herefordshire HR9 5AW Tel: 01989 564655	20
St. Weonards (C) Mount Way, St. Weonards, Herefordshire HR2 8NN Tel: 01981 580352	15
Walford (C) Ross-on-Wye, Herefordshire HR9 5SA Tel: 01989 562209	28
Weston under Penyard C.E. (VA) Ross-on-Wye, Herefordshire HR9 7PA Tel: 01989 563933	13
Whitchurch C.E. (VA)	17

Ross-on-Wye, Herefordshire Tel: 01600 890571	HR9 6DA	
WEOBLEY DISTRICT		
SCHOOL		
Canon Pyon C.E. (VC) Hereford HR4 8PF Tel: 01432 830334		13
Credenhill C.E. (VC) Station Road, Credenhill, Hereford HR4 7DW Tel: 01432 760408		30
Dilwyn C.E. (VC) Hereford HR4 8HR Tel: 01544 318277		8
Staunton-on-Wye (VA) Hereford HR4 7NF Tel: 01981 500331		10
Weobley (C) Hereford HR4 8QL Tel: 01544 318273		30
WIGMORE DISTRICT		
SCHOOL		
Kingsland C.E. (VA) Leominster, Herefordshire HR6 9QN Tel: 01568 708436		18
Leintwardine (VA) Craven Arms, Shropshire SY7 OLB Tel: 01547 540641		15
Orleton C.E. (VC) Ludlow, Shropshire SY8 4HQ Tel: 01568 780366		30
Shobdon (C) Leominster, Herefordshire HR6 9LX Tel: 01568 708386		10
Wigmore (C) Ford Street, Wigmore, Leominster Herefordshire HR6 9UN		30

Key:

C	Community
VC	Voluntary Controlled
VA	Voluntary Aided
F	Foundation
A	Academy
PAN	Published Admissions Number