

Wiltshire Council

Cabinet

7 February 2017

Subject: School Admissions Policy 2018/19

Cabinet member: Councillor Laura Mayes – Children’s Services

Key Decision: No

Executive Summary

This report has been produced as part of the statutory process for the determination of admission arrangements to maintained schools.

The Local Authority has a statutory duty to formulate and operate schemes to co-ordinate the admissions for all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools. The co-ordination of admissions has been successful in past years and the schemes proposed for 2018/19 are substantially the same as those operating for the current academic year.

The Local Authority is also the statutory admission authority for the Voluntary Controlled and Community Schools in its area. As such it is required to determine admission arrangements – including any oversubscription criteria - which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

Following a period of consultation with all stakeholders including pre-schools, nurseries, schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council, all responses have been reviewed and where appropriate changes have been made. Cabinet is now requested to approve the four documents which are appended to this report which then will become the determined admission policies for Wiltshire for 2018/19.

The admissions process for the intakes in September 2018 begins in September 2017.

Proposal(s)

To approve the following:

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2018/19.

- b) the proposed scheme for the co-ordination of admissions to primary schools for 2018/19.
- c) the proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2018/19.
- d) the proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2018/19.

Reason for Proposal

The Local Authority has a statutory duty to have a determined admission policy for 2018/19 in place on or before 28 February 2017.

Carolyn Godfrey
Corporate Director

Wiltshire Council

Cabinet

7 February 2017

Subject: School Admissions Policy 2018/19

Cabinet member: Councillor Laura Mayes – Children’s Services

Key Decision: No

Purpose of Report

1. The Local Authority has a statutory duty to act in accordance with the School Admissions Code and has a statutory duty to formulate and operate schemes to
2. co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools.
3. There is a legal requirement to have schemes in place for the co-ordination of admission to the schools within Wiltshire.
4. The Local Authority is also the statutory admission authority for Voluntary Controlled and Community Schools in its area. As such, it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).
5. The report presents the four elements of the Admissions Policy which, following consultation, require to be determined by Cabinet.

Relevance to the Council’s Business Plan

6. The Local Authority has a continued statutory responsibility to provide a school place for all children living in Wiltshire. The four documents have been put in place to ensure that all places are allocated in an open, fair and transparent way.
7. One of Wiltshire Council’s Business Plan outcomes is to achieve inclusive communities where everyone can achieve their potential. Key to this is that everyone has access to high quality education. A functioning, fair admissions policy is required to achieve this.

Main Considerations for the Council

8. The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses they have also been placed on

the Council's website for parents and the public to view as well as being sent to neighbouring authorities. The documents were published and sent out for consultation in December 2016 and comments were invited to be received up until 27 January 2016.

9. The Local Authority has received two comments in response to the consultation. One of the comments received was in relation to a date change in the policy whilst the other was concerning the proposed *In Year* co-ordination process. It is clear that there is confidence that with suitable communication systems being in place, the co-operation between the Admissions Team and the Foundation, Voluntary Aided schools and Academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.
10. The proposed timetables for the primary and secondary co-ordinated schemes are based on those used in previous years and so they are familiar to schools and the Admissions Team at Wiltshire Council.
11. The statutory regulations give clear deadlines for admissions applications, to which the co-ordinated admissions schemes must adhere.
 - Secondary Deadline 31 October 2017
 - Primary Deadline 15 January 2018
 - Secondary Notification Date 1 March 2018
 - Primary Notification Date 16 April 2018
12. The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception and Year 7. In line with the School Admissions Code, there is no longer the requirement for *In Year* applications to be co-ordinated within county or cross border. In the attached schemes however, it is proposed that all *In Year* applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for the purpose of safeguarding.
13. Following a response to the consultation, the *In Year* section of the Co-ordinated Schemes for both primary schools and secondary schools has been updated and now states the process that schools must follow if they do not wish the LA to co-ordinate its *In Year* applications. At this point we do not anticipate that many of our schools will opt out of the *In Year* co-ordination process.
14. The co-ordinated scheme for main round applications for places at primary schools (Reception intake) mirrors that which operates for secondary schools (Year 7 intake). Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.
15. It is clear from previous years, that there is widespread agreement with the proposed admission arrangements for Voluntary Controlled and Community schools which are considered to be fair and objective as required by the School Admissions Code.

16. Currently children living within a school's designated area are given priority over children from outside that area. The tie break used if a school is oversubscribed within any criterion is that of distance (straight line) from the school.
17. The Local Authority has retained the arrangements and criterion for the Special Planning Area, for admissions in 2018/19. This has been put in place to ensure that Wiltshire Council is providing as much support as possible to military families relocating to Wiltshire.
18. There are ongoing discussions with all Voluntary Aided, Foundation schools and Academies in the Special Planning Area to encourage them to introduce the same criterion to their oversubscription criteria for the coming years.
19. The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the School Admissions Code which came in to force on 19 December 2014.
20. The admission arrangements for Voluntary Controlled and Community schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.
21. Once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2017 when the process of admitting children to the intake year in 2018 starts.

Background

22. The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.
23. The co-ordinated process is accepted by schools and the scheme does not need substantial revision at this time. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 19 December 2014.
24. The LA is the admissions authority for all Community and Voluntary Controlled schools in the county. The governing bodies or Trusts of Academies, Voluntary Aided and Foundation schools are their own admissions authority.
25. Each admission authority has to determine the arrangements which are used when allocating school places. These proposed arrangements will be used solely for admissions to Community and Voluntary Controlled schools. They

incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than places available) as well as showing how all admissions will be processed.

Overview & Scrutiny Engagement

26. Not applicable

Safeguarding Implications

27. In the interest of safeguarding, the Local Authority co-ordinates all applications for all children to Wiltshire schools this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

Public Health Implications

28. There are no public health issues arising directly from this report.

Procurement Implications

29. There are no procurement implications directly arising from this report.

Equalities Impact of the Proposal

30. The Admissions Policy and Coordinated Admissions Schemes are put in place to ensure all applications for a school place are treated in fair, open and transparent way. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be and are produced in different languages on request.

31. The online system for applications to be made has developed since it was introduced in 2006. Over 80% of applications for September 2016 intakes were received electronically.

32. Paper copies of the application forms are also still available for parents/carers who do not have online access.

Environmental and Climate Change Considerations

33. The Admission Policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.

34. Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 0.8%.

Risks that may arise if the proposed decision and related work is not taken

35. Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.
36. The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2017.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

37. There is a small risk that confusion or challenge may occur over the 2018/19 proposed arrangements, however, this is mitigated as the changes in the proposed 2018/19 scheme have been kept to a minimum.

Financial Implications

38. The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with latest school funding arrangements, some DSG funds formally held centrally by the LA to cover services provided, have now been delegated to schools so that they can choose whether or not to buy back those services from the LA.
39. Academies receive funding direct from the Education Funding Agency (EFA) to cover the cost of being included in the admissions coordinated scheme administered by the LA. The LA has set appropriate charges to cover the administrative costs of including non-community schools in the coordinated scheme.
40. The Admissions Team budget covers the staffing and support costs of the team and the cost of managing and administering appeals for school places. This includes the costs of the Independent Appeals Panel and that of Democratic Services who service the Appeals Panel. Every parent has the right of appeal for a school place and therefore these costs are demand led. The LA however covers some of the costs by providing an appeals writing, presentation and administration service for academies and voluntary aided schools as resources allow, for which a fee is charged.
41. Whilst the percentage of applications for a school place made on-line is increasing, the volume of applications and appeals being requested are also increasing. Any increases in workload will be met through increased efficiencies and there are no plans currently to increase the Admissions budget.

Legal Implications

42. The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 19th December 2014.

Options Considered

43. It is a legal requirement to have these policies in place and therefore no alternative has been considered.

44. The schemes and arrangements as presented have been sent out to all schools for consultation and no alternative suggestions have been received to date.

Conclusions

45. Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2018/19.

Carolyn Godfrey
Director Children's Services

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10 December 2016

Background Papers

The following documents have been relied on in the preparation of this report:

None

Appendices

- a) Proposed Scheme for the Co-Ordination of Secondary Admissions 2018/19
- b) Proposed Scheme for the Co-Ordination of Primary Admissions 2018/19
- c) Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2018/19
- d) Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2018/19