

# CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Monday 20<sup>th</sup> February, 2006

at 11.00 am

in Committee Room "C"

Councillor Hill, Cabinet Member responsible for Children's Services will consider the following items.

1. **KEY DECISIONS**
  - 1.1 Admissions to Schools 2007/08 and Coordinated Admissions Procedures to Primary and Secondary Schools for 2006/07 – *Director of Children's Services*
2. **OTHER ITEMS REQUIRING DECISION**
  - 2.1 None
3. **ITEMS FOR INFORMATION**
  - 3.1 None
4. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**
  - 4.1 None

## EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

5. **KEY DECISION**
  - 5.1 None
6. **ITEMS FOR INFORMATION**
  - 6.1 Children's Homes: Regulation 33/34 Reports – *Director of Children's Services* (para 6)
7. **OTHER ITEMS REQUIRING DECISION**
  - 7.1 Change of Grade and Post Title – JL – *Director of Children's Services* (para 1)

## **CHILDREN'S SERVICES PORTFOLIO**

Report To Portfolio Holder

20<sup>th</sup> February 2006



**Report of:** Director of Children's Services

**Subject:** ADMISSIONS TO SCHOOLS 2007/08 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2006/07

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### SUMMARY

#### **1.0 PURPOSE OF REPORT**

To determine the admission policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2007/08 and the co-ordinated admissions procedures to primary and secondary schools for 2006/07 following consultation with governing bodies and other admissions authorities.

#### **2.0 SUMMARY OF CONTENTS**

A report attached summarising responses to a consultation process on the 2007/08 Admissions Policy, recommending a policy for 2007/08.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder is responsible for Children's Services issues.

#### **4.0 TYPE OF DECISION**

Key decision (ii).

#### **5.0 DECISION MAKING ROUTE**

Children's Services Portfolio holder.

#### **6.0 DECISION(S) REQUIRED**

To determine school admissions policy for 2007/08

**Report of:** Director of Children's Services

**Subject:** ADMISSIONS TO SCHOOLS 2007/08 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2006/07

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## **1. PURPOSE OF REPORT**

- 1.1 To determine the admissions policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2007/08.
- 1.2 To determine a co-ordinated admissions scheme for community and voluntary controlled primary and secondary schools for 2007/08.

## **2. BACKGROUND**

- 2.1 Section 89 of the School Standards and Framework Act 1998 lays down the way in which an admissions authority must determine admission arrangements and requires it to consult with governing bodies and with other admission authorities.
- 2.2 The Secretary of State published a revised Code of Practice on School Admissions in 2003. This states that in drawing up admission arrangements, admission authorities should aim to ensure that:
  - the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
  - admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or public care;
  - local admission arrangements contribute to improving standards for all pupils;
  - local admission authorities consult each other and co-ordinate their arrangements, including over the rapid re-integration wherever sensible of children who have been excluded from other schools;
  - parents have easy access to helpful admissions information;
  - local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the Code of Practice.

2.3 The Children's Services Authority (CSA) as admissions authority for community and voluntary controlled schools is required to consult on admission arrangements for these schools each year. In August 2005 the Portfolio Holder approved consultation on arrangements for 2007/08 on the basis of:

- continuing the 2006/07 admission arrangements for 2007/08 with the exception of revising the priority order for children who are in the care of the local authority and to children with special educational needs where a school is named in the statement;
- seeking views on proposals for co-ordination of admissions from September 2006, for primary and secondary schools.

### 3. RESPONSES TO CONSULTATION

3.1 Attached at **Appendix 1** is a summary of the consultation responses received. This indicated that 90% noted/supported the proposals set out in the consultation. Four responses were received which indicated concerns to the admission arrangements for 2007/08.

3.2 The views expressed were considered by the Admissions Forum in February. The Forum noted the comments but did not propose a change to the current oversubscription criteria.

3.3 Revised admission limits (attached at **Appendix 2**) have been discussed with schools on the basis of revised net capacity figures.

3.4 There were no comments received in relation to the proposals for co-ordinated admission scheme.

3.5 Comments received relating to the Hard to Place Pupils policy is part of a separate consultation and does not impact on the proposed oversubscription criteria.

3.6 The Admissions Forum were asked to consider a revision to the timetable for co-ordinated admissions as the current timetable was now causing administrative problems for Hartlepool Admissions Team and neighbouring Admission Authorities. The Admissions Forum agreed to the revision which is attached as **Appendix 3**.

### 4. PROPOSED ADMISSION POLICY FOR 2007/08

4.1 On the basis of the consultation exercise, it is proposed that the admissions policy for entry to community and voluntary controlled schools in 2007/08 is as follows:

- Parents are invited to express preferences for up to six schools in priority order and to give reasons for their preferences.
- If the number of applications to a particular school exceeds the published admission number, the Authority will allocate places in accordance with the following priority criteria:
  1. those children who are in the care of the local authority;
  2. those children who have a statement of special educational need where a school is named in the statement;
  3. those children who live in the school's admission zone;
  4. those children who have older brothers or sisters who will be attending the school in September 2007;
  5. those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
  6. those children who live closest to the school as determined by the shortest suitable walking distance.
- No places can be allocated at an oversubscribed school to parents who have not stated their preference in writing for that school.
- In considering requests for admission to a particular school, only first preferences are dealt with initially. A second preference will be considered only if there are spare places after all the first preferences have been considered and so on.
- Should it prove necessary to distinguish between children within category 3 (i.e. living in the admission zone) priority will be given to those with siblings attending the school, followed by those who live nearest to the school. Should it prove necessary to distinguish between children in any other category (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school.
- If an application is unsuccessful, a child's name may be placed on a waiting list. The position on the waiting list is determined in accordance with the above priority criteria. If a place subsequently becomes available the place will be offered to the next child on the waiting list.
- In the primary sector, children born between 1st September 2002 and 28th February 2003 can join the school on a full-time basis in September 2007. Children born between 1st March 2003 and 31st August 2003 can join the school on a full-time basis in January 2008.
- In the secondary sector, children born between 1st September 1995 and 31st August 1996 will normally transfer to secondary school in September 2007.

- Parents have the right to appeal if their application for a place for their child is turned down. Details of the independent appeals process will be sent to parents whose applications prove unsuccessful and an alternative placement cannot be agreed.

## **5. RECOMMENDATIONS**

- 5.1 That the admissions policy for 2007/08 set out in paragraph 4.1 above be approved.
- 5.2 That the revised timetable for co-ordinated admissions to be approved.

## **HARTLEPOOL LA ADMISSIONS POLICY**

### **Summary of Consultation responses**

1. Thirty nine response were received and of these thirty five (90%) noted/supported the admission policy set out in the consultation, namely:
  - Adopting the admission arrangements for 2007/-8 including the arrangements for co-ordinated admissions.
2. Views were also sought on the proposals set out in the Hard to Place Pupils policy. Thirty nine responses were received and of these nine raised concerns with the arrangements. This policy is subject to a separate consultation with schools and those concerns raised will be discussed as part of that process.
3. Six schools requested revision of their admission limits. Investigations are underway with the relevant schools.
4. Four responses were received which indicated concerns relating to the admission arrangements for 2007/08:
  - Governors at Greatham CE Primary School raised concerns that there is still no acknowledgment of the Primary/Secondary feeder links in regard to the admission policy which governors consider should take precedence over the shortest distance to school.
  - The Headteacher at Rossmere Primary School reported that she had concerns relating to section 2.6.2 of the report, which states 'it is normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere or to refuse a child thought to be potentially disruptive or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for special educational needs'.
  - The Headteacher at Dyke House School reported that due to the excellent provision at his school for pupils with special education needs the school was required to take more SEN pupils than others.
  - Governors at High Tunstall School requested clarification of priority criteria numbers one and two.

**ADMISSION LIMITS 2006/07**

<b>School</b>	<b>Published Admission Limit Sept 2005</b>	<b>Proposed Admission Limit 2006 &amp; 2007</b>
Barnard Grove Primary School	50	50
Brougham Primary School	60	55
Clavering Primary School	45	45
Eldon Grove Primary School	66	66
Elwick C of E Primary School	13	13
Fens Primary School	60	60
Golden Flatts Primary School	32	30
Grange Primary School	50	50
Greatham C of E Primary School	16	16
Hart Primary School	12	12
Holy Trinity C of E Primary School	32	32
Jesmond Road Primary School	85	85
Kingsley Primary School	60	60
Lynnfield Primary School	57	55
Owton Manor Primary School	50	50
Rift House Primary School	37	37
Rossmere Primary School	60	60
Sacred Heart RC Primary School	60	60
St Aidan's C of E Primary	60	60
St Bega's RC Primary School	20	20
St Cuthbert's RC Primary School	44	44
St Helen's Primary School	40	40
St John Vianney RC Primary School	30	30
St Joseph's RC Primary School	24	24
St Teresa's RC Primary School	45	45
Stranton Primary School	60	50
Throston Primary School	60	55
Ward Jackson Primary School	25	25
West Park Primary School	45	45
West View Primary School	50	51
St Hild's C of E School	180	180
Brierton School	300	218
Dyke House School	210	210
High Tunstall School	241	245
Manor College of Technology	208	208
English Martyrs School & Sixth Form College	240	240

**TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME**

27 <sup>th</sup> October 2006	Parents to return form CAF1 to LA.
10 <sup>th</sup> November 2006	LA to notify other LAs of any preferences which have been expressed for schools in their area.
10 <sup>th</sup> November 2006	LA to send CAF/1 forms to voluntary aided schools of every first preference which has been received for their school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. In the case of an admission authority operating equal preferences the LA will send all CAF/1 forms where a particular school is named as a preference.
14 <sup>th</sup> December 2006	The admissions authority at each voluntary aided school to consider all first preferences for their school, if appropriate, or all preferences equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place.
15 <sup>th</sup> December 2006	LA to send forms CAF/1 to voluntary aided schools with places remaining of every second preference where appropriate which has been received in respect of pupils who have not been allocated a place on the basis of first preference.
18 <sup>th</sup> January 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants offered places.
19 <sup>th</sup> January 2007	LA to notify voluntary aided schools with places remaining of every third preference where appropriate which has been received in respect of pupils who have not been allocated a place on the basis of first or second preference.
2 <sup>nd</sup> February 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants to be offered places.
21 <sup>st</sup> February 2007	Other LAs to be notified of places in Hartlepool schools to be offered to their residents.

26 <sup>th</sup> February 2007	LA to inform schools of the pupils to be offered a place at their schools. This information must be treated in confidence and must not be passed to parents.
1 <sup>st</sup> March 2007	LA to write to all parents informing them of the outcome of their application.
23 <sup>rd</sup> March 2007	Parents to accept the place offered.
9 <sup>th</sup> April 2007	Admissions authorities to re-allocate any places that may have become vacant since the 1 <sup>st</sup> March offer date.