

# **CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE**



**Tuesday, 18 August 2009**

**at 10.00 am**

**in Committee Room B, Civic Centre, Hartlepool**

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

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Admissions To Schools 2011/12 And Coordinated Admissions To Primary & Secondary Schools 2011/12 – *Director of Children's Services*
- 2.2 Revised Costings Relating To The 2009/10 Schools Capital Works Programme – *Director of Children's Services*

**3. ITEMS FOR INFORMATION**

No items

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

18<sup>th</sup> August 2009



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

**Subject:** ADMISSIONS TO SCHOOLS 2011/12 AND  
COORDINATED ADMISSIONS TO PRIMARY &  
SECONDARY SCHOOLS 2011/12

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### **SUMMARY**

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

To seek approval of the Portfolio Holder to the draft Admission arrangements for 2011/12 as the basis for consultation during the Autumn term 2009.

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

Report attached detailing current admissions policy, previous consultation exercises and coordinated admissions.

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

The Portfolio Holder has responsibility for Children's Services issues.

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

Non-key.

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

Children's Services Portfolio Holder.

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

The Portfolio Holder is requested to approve the draft Admission arrangements for 2011/12 as the basis for consultation during the Autumn term 2009.

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

**Subject:** ADMISSIONS TO SCHOOLS 2011/12 AND  
COORDINATED ADMISSIONS TO PRIMARY &  
SECONDARY SCHOOLS 2011/12

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## **1. PURPOSE OF REPORT**

To seek approval of the Portfolio Holder to the draft Admission arrangements for 2011/12 as the basis for consultation during the Autumn term 2009.

## **2. BACKGROUND**

### **General**

2.1.1 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 them to consult with governing bodies and other admission authorities. A new statutory code of practice, the School Admissions Code (the Code), came into force on 28<sup>th</sup> February 2007 and applies to all maintained schools including foundation schools and Academies. Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the code. This code is made under Section 84 of the Schools Standards and Framework Act 1998 as amended by Section 40 of the Education and Inspections Act 2006. Failure to comply with these requirements would mean that Hartlepool Local Authority will be at risk of failing to meet their statutory duty.

2.1.2 In drawing up admission arrangements, admission authorities should aim to ensure that:

- the arrangements enable parents/carers to express a preference as to the school at which he/she wishes education to be provided for his/her child and to give reasons for their preferences;
- admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care;
- local admission arrangements contribute to improving standards for all pupils;
- local admission authorities consult each other and co-ordinate their arrangements, including the rapid re-integration wherever possible 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.

### **3. MANDATORY REQUIREMENTS**

3.1.1 The Local Authority (LA) is the admissions authority in respect of community and voluntary controlled schools, while the governing body is the admissions authority in respect of voluntary aided and foundation schools. All Admission Authorities must publish admission arrangements including:

- the number of pupils to be admitted in each year group;
- the criteria to be used in the event of over-subscription;
- the application process including forms, timetables, co-ordinated arrangements and waiting lists;
- admission arrangements for pupils with disabilities, special educational needs or challenging behaviour.
- admission arrangements for children in the care of the local authority (LAC).

3.1.2 LAs are required to consult on the admission arrangements for their schools each year. The consultation must give full details of admission arrangements that will operate in the area in the year in question.

3.1.3 Admission authorities must consult with other admission authorities and the governing bodies of community and voluntary controlled schools in the relevant area.

3.1.4 Admission authorities which determine an admission number for any school which is lower than that indicated by the DCSF net capacity formula must, additionally, publish a notice to explain this in a local newspaper.

### **3.2 Admissions Forum**

3.2.1 Section 85A of the School Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Admission authorities of all maintained schools including foundation schools and Academies, when exercising their functions, must have regard to any advice offered by the Forum.

3.2.2 Admission Forums have a statutory role in ensuring a fair admissions system that promotes social equity and must, under Section 84 of the Schools Standards and Framework Act 1998, act in accordance with this Code. Admissions Forums must:

- consider how well existing and proposed admission arrangements serve the interests of children and parents/carers within the area of the authority;
- promote agreement on admission issues;
- consider the comprehensiveness and accessibility of the admissions literature and information produced for parents/carers by each admission authority within the area of the forum;
- consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- 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 and Framework Act 1998 and in accordance with this Code;
- promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- consider any other admissions issues that arise.

### **3.3 Co-ordinated Admissions**

3.3.1 LAs must draw up a co-ordinated scheme for every maintained school (excluding special schools) in its area. The purpose of co-ordinated admission schemes is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

3.3.2 For secondary schools, places must be offered on the national offer date of 1<sup>st</sup> March in the year during which a child will be admitted to a school. For primary schools, places are offered on the 15<sup>th</sup> April in the year during which the child will be admitted to a school. Whilst the 15<sup>th</sup> April is not a national offer date it is the date which has been agreed between the other neighbouring admission authorities.

3.3.3 For all schools, parents/carers must be invited to express at least three preferences on a common application form. This form may be paper based or an e-form via the on-line admissions website. The common application form can be supplemented (but not replaced) by additional forms where particular schools might need extra information, for example to assess denominational commitment. The form must enable parents/carers to:

- express their preferences;

- give the reasons for applying for their preferred schools;
  - rank those preferences.
- 3.3.4 The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. The parent/carer's order of ranking needs only to be shared with other LAs or admission authorities whose own over-subscription criteria mention rank order.
- 3.3.5 Each preference must be considered by the admission authority of the school concerned. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the schools admission arrangements. Neighbouring LAs must also inform each other if places are to be offered to children from another LA.
- 3.3.6 The LA then compares the lists for all schools in its area. When a child qualifies for a place at more than one school, the LA 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 eligible up the list to the provisional place which has been vacated.
- 3.3.7 For secondary schools, LAs must notify each other by an agreed date in February, of any places which those LAs or schools in their area can offer in response to any preferences expressed. Unless there is an agreement between two LAs that only one place should be offered, both can offer a place. For primary schools, admission authorities within Hartlepool must notify each other by an agreed date in March of any places which those admission authorities can offer in response to any preferences expressed.
- 3.3.8 LAs must also operate a co-ordinated scheme within their own area for all schools. However, parents/carers who are resident in one LA but who wish to apply for a place at a school maintained by another LA will apply through the maintaining LA's common application form.
- 3.3.9 From September 2010, all applications for school places, whether during the normal admission round or in year applications MUST be co-ordinated by the Local Authority. LAs must develop an in year co-ordinated admission scheme by 1<sup>st</sup> January 2010 and implement the said scheme on 1<sup>st</sup> September 2010.

### **3.4 Children and Young People in Public Care**

- 3.4.1 The Department for Children, Schools and Families (DCSF) and the Department of Health (DoH) have issued guidance to Local Authorities in their role as corporate parents to safeguard and promote the education of children and young people in public care. The School

Admissions Code recommends that admissions authorities give children in public care top priority in their over-subscription criteria.

### **3.5 Children with Statements of Special Educational Needs**

- 3.5.1 Children with a statement of special educational needs that names a school in the statement are required to be admitted to the school that is named. The governing body (even where it is the admission authority) does not have the right to refuse admission. The School Admissions Code states that this should not be part of the oversubscription criteria.

### **3.6 Excluded Pupils and Pupils with Challenging Behaviour**

- 3.6.1 Where a child has been permanently excluded from two or more schools, parents/carers can still express a preference for a school place, but the requirement to comply is removed for a period of two years from the date on which the last exclusion took place.
- 3.6.2 It is, however, normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that that child ought first to be assessed for special educational needs. If a pupil, once admitted, is found to be seriously and persistently disruptive, then the school may consider disciplinary action, including temporary and, ultimately, permanent exclusion procedures.
- 3.6.3 Some under-subscribed schools may feel that they are required to admit an undue proportion of pupils with a recent history of challenging behaviour, which may have led to a permanent exclusion from another school. Other schools may find they are unable to take a share of such pupils if they are oversubscribed.
- 3.6.4 In January 2006, a Hard to Place Pupils protocol was developed to assist in the administration of places for vulnerable groups. This policy has since been reviewed and is now known as the Fair Access Protocol. The protocol has been agreed by the Admission Forum and is reviewed at each Admission Forum meeting.

### **3.7 Race Equality**

- 3.7.1 It is unlawful for admission authorities to discriminate against applicants on the basis of race, colour, nationality or ethnic origin. LAs and Schools have Diversity and Equality Plans to encompass all areas of activity including school admissions.

### **3.8 Building Schools for the Future (BSF)**

- 3.8.1 During the Stage Two consultation process the concept of moving from a system of geographical admission zones for secondary schools to a system based on partner primary schools appeared to be generally well

received, although few individual respondents made explicit reference to partner primary schools in their responses.

The partner primary model was adopted for September 2009 and it is proposed to continue this model for September 2011.

3.8.2 In August 2009, Brierton Community School will close. Thus there will only be five secondary schools from which parents/carers can express their preferences.

As a result of the decision to close Brierton Community School, the criterion 'admission zones' was abolished in relation to secondary school admissions, and the partner primary model adopted.

The partner primary model which was agreed for Admission to Schools 2009 is as follows:

<b>Dyke House</b>	<b>High Tunstall</b>
Brougham	Eldon Grove
Holy Trinity	Elwick
Jesmond Road (see note)	Hart
Lynnfield (see note)	Jesmond Road (see note)
St Aidan's	Lynnfield (see note)
Stranton	Rift House
Ward Jackson	Throston (see note)
	West Park
<b>Manor</b>	<b>St Hild's</b>
Fens	Barnard Grove
Golden Flatts	Clavering
Grange	St Helen's
Greatham	Throston (see note)
Kingsley	West View
Owton Manor	
Rossmere	
<b>English Martyrs</b>	
All Hartlepool Catholic primary schools	

**Note:**

- Lynnfield will be partnered with both Dyke House and High Tunstall
- Throston will be partnered with both St Hild's and High Tunstall
- Jesmond Road will be partnered with Dyke House and, in part, High Tunstall (certain streets only are partnered with High Tunstall)

It is important to emphasise that parents/carers will still be able and required to express their preferences for any school and that attendance at a particular primary school **does not** provide an automatic entitlement to a particular secondary school.



- 3.8.3 At the Admission Forum meeting in June 2009, discussions took place as to whether the criterion relating to siblings should be moved above the partner primary criterion in schools over subscription criteria. This matter will be discussed further, as part of the consultation period, at the next Admission Forum meeting in October 2009. Feedback from the consultation period, including the decision relating to the changes to schools over subscription criteria will be reported to the Portfolio Holder in February/March 2010.

#### 4. **ADMISSIONS POLICY FOR 2011/12**

- 4.1 It should be noted that from September 2009 there will not be any community or voluntary controlled secondary schools. There is a voluntary aided Catholic school, a voluntary aided Church of England school and 3 foundation schools. Dyke House School and High Tunstall School did not obtain Foundation Status prior to the admission arrangements for 2009 being published; therefore, the said 2 schools allocated places in accordance with the published admission arrangements for 2010. All secondary schools in Hartlepool, with the exception of Catcote Special School MUST develop their own over subscription criteria and MUST consult on their arrangements, with all Hartlepool Admission Authorities, neighbouring Admission Authorities and the wider community.
- 4.2 The proposed admission policy for entry to community and voluntary controlled primary schools in 2010/11 is as follows:
- Parents/carers are invited to express preferences for up to 3 primary schools in priority order and give reasons for their preferences
  - In the first instance, places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement.
  - The remaining places will be awarded in the following priority order:
    - 1) those children who are in the care of the local authority;
    - 2) those children who live in the school's admission zone;
    - 3) those children who have older brothers or sisters who will be attending the school in September 2011;
    - 4) 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;
    - 5) 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/carers who have not stated their preference in writing for that school.
  - In considering requests for admission to a particular school, all preferences will be considered on an equal basis.
- 4.3 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 published priority criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list.
- 4.4 In the primary sector, the authority has moved away from a two stage entry for reception to single entry. This means that children born between 1st September 2006 and 31st August 2007 can join the school on a full-time basis in September 2011. Parents/carers can, however, still defer the date of entry to reception until the beginning of the term after their child's 5<sup>th</sup> birthday. Allocations for places at primary school will be based on a September intake and admission authorities and schools must keep a place available for that child.
- In the secondary sector, children born between 1st September 1999 and 31st August 2000 will normally transfer to secondary school in September 2011.
- 4.5 Parents/carers 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/carers whose applications prove unsuccessful and an alternative placement cannot be agreed.
- 4.6 The timetables for secondary and primary admissions for 2011/12 are as follows:

<b>Secondary Admissions</b>	
September 2010	Secondary Admissions Booklet published
Week commencing 6 <sup>th</sup> September 2010	Visits to Year 6 children. Letters, parental preference forms and admission booklet to pupils.
Week commencing 20 <sup>th</sup> September 2010	Advertisement in the local press, including details of Secondary School Open Evenings. On-line admission website available.
31 <sup>st</sup> October 2010	Closing date for return of parental preference forms.
11 <sup>th</sup> February 2011	Other LAs notified of school allocations made to children from their borough.
1 <sup>st</sup> March 2011	Emails will be sent to online applicants provided they have requested it.
1 <sup>st</sup> March 2011	All allocation letters sent to parents/carers, via Royal Mail. Lists sent to secondary schools.

March 2011	Appeal papers issued.
31 <sup>st</sup> March 2011	Closing date for return of appeal papers.
April 2011	Appeal hearings arranged.

<b>Primary Admissions</b>	
November 2010	Primary Admissions Booklet published.
Week commencing 29 <sup>th</sup> November 2010	Letter, parental preference form and admissions booklet sent to parents/carers, through primary schools.
December 2010 & January 2011	Advertisement in the local press inviting parents/carers to apply for admission to primary schools in the area for September 2008 and January 2009.
15 <sup>th</sup> January 2011	Closing date for return of parental preference forms.
15 <sup>th</sup> April 2011	Allocation letters sent to parents/carers via Royal Mail. Lists sent to primary schools.
April 2011	Appeal papers issued.
9 <sup>th</sup> May 2011	Closing date for return of appeal papers.
June 2011	Appeal hearings arranged

- 4.7 The LA will accept applications which are received late only where there is evidence of a good reason for the lateness AND only if the application is received before offers of places are made. Where the late application is accepted and offers of places have not been made the application will be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school to the child's home, that is not already over-subscribed.

## 5. TIMETABLE FOR CONSULTATION

- 5.1 The Schools Standards and Framework Act sets out a timetable for consultation on the admissions policy for 2011/12 as follows:

- consultation with all admission authorities in the area and with neighbouring LAs before 1st March 2010;
- determination of the policy for 2011/12 before 15th April 2010;
- notification of admission arrangements within fourteen days of determination.

- 5.2 To meet the statutory timetable for consultation on arrangements for the 2011/12 school year, and to enable the Admissions Forum to consider the proposals and any response to consultation, it is proposed that consultation take place as follows:

18 <sup>th</sup> August 2009	Basis for consultation determined by Portfolio Holder
October 2009 – December 2009	Consultation
February 2010	Consideration by Admissions Forum
Date in March 2010	Admissions Policy for 2011/12 determined by Portfolio Holder
31 <sup>st</sup> March 2010	Admissions Policy notified to consultees
Prior to 15 <sup>th</sup> April 2010	Admissions arrangements to Secretary of State

## 6. CONSIDERATION OF THE ADMISSION POLICY FOR 2011/12

- 6.1 The basic framework for admissions, based on residence in the admission zone has been well established.
- 6.2 However the School Admissions Code now states that Admission Authorities must give highest priority to those children who are in the care of the local authority (LAC), and that children with special educational needs where the school is named in the statement **must not** be part of the oversubscription criteria. The admission policy for 2011/12 takes account of these changes.
- 6.3 Criterion 4 allows the Authority to give priority to children on exceptional grounds. The decision as to whether a child would be within this category is made by a panel of professionals consisting of the Principal Education Psychologist, the Special Educational Needs (SEN) Manager, the Children & Families Services Manager, the Head of Information, Planning & Support Services and the Admissions Manager.

Most admission policies include a criterion relating to distance from school as the final criterion or 'tie breaker'. Distance will be measured by the shortest safest walking route from the front door of the child's home address to the main entrance to the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

- 6.4 Consultation took place in 2007 relating to Early Years provision and the possibility of moving from a two stage entry at reception to single stage entry. Following this consultation, it was agreed to move to single stage entry from 2008. It is proposed to continue these arrangements for 2011/12.

## 7. ADMISSION LIMITS

- 7.1 The national net capacity formula for schools provides an indicative admission limit for each school. Actual admission limits can be set at or above the indicative admission limit at the discretion of the admission authority. Where an actual admission limit is proposed below that of the indicative limit, the relevant admission authority for that school must publish a notice in a local newspaper to enable parents/carers to object.
- 7.2 Proposed admission limits for September 2011 for all community, foundation, voluntary aided and voluntary controlled schools will be set in the majority of cases at or above indicative limits. However in a number of cases, admission limits may be set below the indicative limit. The proposed admission limits will be the subject of consultation with the schools concerned. A copy of the proposed admission limits is attached at **Appendix 1**.

## 8. CO-ORDINATED ADMISSION SCHEME FOR 2011/12

- 8.1 On 18<sup>th</sup> December 2003 a co-ordinated admissions scheme for secondary schools was approved by the Portfolio Holder for Lifelong Learning and Skills. The scheme has been lodged with the Secretary of State in line with statutory requirements and no comments have been received. A copy of the 2011/12 scheme is attached at **Appendix 2**.
- 8.2 A similar scheme for primary schools was presented to the Portfolio Holder in April 2004 prior to consultation with the other admissions authorities in Hartlepool. This scheme was also adopted and implemented in 2005. A copy of the 2011/12 scheme is attached at **Appendix 3**.
- 8.3 At the Admission Forum meeting in June 2008 the Forum agreed that all future in year applications should also be co-ordinated through the Local Authority in the same way that normal entry to school applies. These changes are reflected in Section 11 of both primary and secondary co-ordinated schemes. From September 2010 this is a statutory requirement and an in year co-ordination scheme will be developed in line with the statutory requirements.

## 9. RECOMMENDATIONS

- 9.1 It is recommended that consultation on 2011/12 admission arrangements (with an end date of December 2009) take place on the basis of seeking views on:

- The proposed oversubscription criteria for community and voluntary controlled primary schools.
- Continuing with single stage entry at reception.
- Continuing with the partner primary model as stated.
- The proposed admission limits.
- The primary and secondary co-ordinated admissions scheme.

**Contact Officer:**

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telephone 523724**

**ADMISSION LIMITS 2010/11 and 2011/12**

	<b>Indicated</b>	<b>Current 2010</b>	<b>Proposed 2011</b>	<b>Statutory Notice required</b>	<b>Increase/ Decrease/ no change to current limits</b>
Barnard Grove Primary School	50	50	50	No	No change
Brougham Primary School	44	45	45	No	No change
Clavering Primary School	49	50	50	No	No change
Eldon Grove Primary School	60	60	60	No	No change
Elwick C of E Primary School	15	15	15	No	No change
Fens Primary School	59	60	60	No	No change
Golden Flatts Primary School	29	30	30	No	No change
Grange Primary School	52	50	50	Yes	No change
Greatham C of E Primary School	15	15	15	No	No change
Hart Primary School	12	12	12	No	No change
Holy Trinity CE Primary School	30	30	30	No	No change
Jesmond Road Primary School	68	60	45	Yes	Decrease
Kingsley Primary School	60	60	60	No	No change
Lynnfield Primary School	54	55	55	No	No change
Owton Manor Primary School	40	30	30	Yes	No change
Rift House Primary School	30	30	30	No	No change
Rossmere Primary School	55	60	60	No	No change
Sacred Heart RC Primary School	63	60	60	Yes	No change
St Aidan's CE Memorial Primary School	53	60	60	No	No change
St Bega's RC Primary School	20	20	20	No	No change
St Cuthbert's RC Primary School	44	44	30	Yes	Decrease
St Helen's Primary School	40	40	40	No	No change
St John Vianney RC Primary School	30	30	30	No	No change
St Joseph's RC Primary School	24	24	24	No	No change
St Teresa's RC Primary School	45	45	45	No	No change
Stranton Primary School	50	50	50	No	No change
Throston Primary School	55	55	55	No	No change
Ward Jackson Primary School	25	25	25	No	No change
West Park Primary School	45	45	45	No	No change
West View Primary School	50	50	50	No	No change
St Hild's	198	200	200	No	No change
*Brierton School	218			No	
Dyke House School	220	230	220	No	Decrease
High Tunstall School	260	260	260	No	No change
Manor College of Technology	241	230	230	Yes	No change
English Martyrs School & Sixth Form College	260	260	260	No	No change

\*No further intake from 2009 as school closed.

# CHILDREN'S SERVICES in Hartlepool



## HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME  
– SECONDARY SCHOOLS  
2011–2012



**HARTLEPOOL LOCAL AUTHORITY**

**CO-ORDINATED ADMISSION SCHEME**

**SECONDARY SCHOOLS**

**2010/2011**

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This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2011/2012 are attached at Annex 1.

A separate scheme exists in relation to primary schools.

**Interpretation**

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local education authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled, voluntary aided and foundation secondary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a foundation or voluntary aided School.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2011.

The LA will include in its admission arrangements for the 2011/2012 school year the provisions set out in this scheme.

The Governing Body of each Foundation and Voluntary Aided School will include in its admission arrangements for the 2011/2012 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except special school) and shall take effect from September, 2004.

## **1 Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1<sup>st</sup> March 2011. It also sets out the arrangements for handling late applications. Arrangements for requests for in year admissions to other year groups are now set out in a separate scheme.
- 1.3
- 1.4 The scheme will be implemented in accordance with the timetable set out in **Annex 1**.
- 1.5 **Annex 1** lists the secondary schools to which the scheme applies.

## **2. Common Application Forms**

- 2.1 There will be one form known as the Common Application Form. This will bear the reference CAF/1. CAF/1 will be used for Reception Year applications within the normal admissions round.

## **3. Applications for Year 7 on form CAF/1**

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Year 7, of secondary education in September 2011. It must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents/carers resident in the Hartlepool LA area who wish to express a preference for their child:
  - to be admitted to a secondary school within Hartlepool (including foundation and voluntary aided schools);
  - to be admitted to a secondary school located in another LA's area (including foundation and voluntary aided schools).
- 3.2 The CAF/1 will:
  - invite parents/carers to express three preferences in rank order of preference including any schools outside the LA's area;
  - allow parents/carers to explain the reasons for their preferences;
  - specify the closing date and where it must be returned;
  - allow parents/carers to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent to all parents/carers with year 6 children who will be transferring to secondary schools in September 2011, in line with the timetable attached at **Annex 1**. An information booklet will accompany the form sent to parents/carers. Replacement forms will be available from the LA.

- 3.4 The admissions authority of a foundation or voluntary aided school can require parents/carers who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to foundation or voluntary aided schools by mistake they must be passed to the LA immediately.

#### **4 Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents/carers direct to the LA, or submitted on-line, by 31st October 2010. This date is now a national closing date which has been stipulated by the DCSF. Where a preference has been received for a foundation or voluntary aided school, the relevant supplementary information should be provided by the parent at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents/carers will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocations are finalised, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

#### **5 Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
  - it is acting in its separate capacity as an admission authority, or
  - an applicant is eligible for a place at more than one school, or
  - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.3 Information on the ranking of applicants to foundation and voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 1, either electronically or by post.

#### **6 Processing Parental Preferences**

- 6.1 **By 12<sup>th</sup> November 2010** the LA will notify the admission authority for each of the schools of every preference which has been expressed for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents/carers have requested a place at a school outside of the LA area, the information will be forwarded to the relevant LA.

- 6.2 **By 14th January 2011** – VA schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between Foundation and VA schools, and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the Foundation and VA schools for their approval before finalising allocations.

- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.

- 6.4 **By 11<sup>th</sup> February 2011** the LA will match ranked lists for all schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where a child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

- 6.5 **On 1<sup>st</sup> March 2011** the LA will post letters (second class) to all parents/carers to let them know which school has been allocated to their child. The letter will also tell parents/carers of their statutory right of appeal if they have been refused a place at their preferred school.

Parents/carers will be asked to return their appeal forms to the appropriate admissions authority eg foundation schools to the LA for administrative purposes, and VA schools to the individual schools.

Parents/carers will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.6 **By 25<sup>th</sup> March 2011** parents/carers should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 25<sup>th</sup> March 2011, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

## **7 Re-allocation of Places Not Taken Up**

- 7.1 **By 8<sup>th</sup> April 2011** the admission authority will re-allocate any places that may have become vacant since the 1<sup>st</sup> March offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;

- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 28<sup>th</sup> March 2011 the LA will liaise with the governing body for foundation and voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

## **8 Re-allocation Lists**

- 8.1 After 8<sup>th</sup> April 2011 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents/carers wish to be considered for any places that become available at voluntary aided schools after 8<sup>th</sup> April 2011 they will need to contact the school direct and ask to be placed on their re-allocation list.
- 8.2 The waiting lists will be compiled in accordance with the Admission Authority's criteria and places will be offered accordingly.

## **9 Late Applications Received After 31st October 2010**

- 9.1 The closing date for applications is 31st October 2010. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 11<sup>th</sup> February 2011 (the date the allocations are finalised).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 1<sup>st</sup> March will be offered a school place on 1<sup>st</sup> March 2011, but the closer to the 1<sup>st</sup> March deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 1<sup>st</sup> March 2011, a place will be offered as soon as practicable thereafter.

## **10 No CAF/1 Received by 1<sup>st</sup> March 2011**

- 10.1 Where no CAF/1 is submitted, the child will, on 1<sup>st</sup> March 2011, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

## **11 Applications Received After 8th April 2011**

- 11.1 Applications received after 8th April 2011 for the year 7 intake in September 2011 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2 and will be coordinated by the Local Authority.
- 11.2 If any parent approaches a foundation or voluntary aided school directly about a casual admission, the school should ensure that the parent is referred to the LA to complete a CAF/2.

- 11.3 When the LA receives a CAF/2 giving a foundation or voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
  - 11.4 The admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter must be sent to the LA so that the LA can pursue alternative preferences.
  - 11.5 If a parent is refused a place at the school of their choice the Admissions Authority will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to foundation or voluntary aided schools, the application would be referred to the relevant admissions authority for determination. If a place is not available at a preferred school, the LA will approach at alternative school, usually the nearest school where vacancies exist.
  - 11.6 Parents/carers who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
  - 11.7 The LA will keep track of any pupils who apply for in year admission and intervene as appropriate to ensure that they are placed in a school without undue delay.
- 12 Managed Moves
- 12.1 The managed moves scheme which is in operation in Hartlepool will continue. Any applications for casual admission will be dealt with in accordance with the above co-ordinated admission scheme unless it is deemed to fall under the criteria for a managed move.

**TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME**

w/c 6 <sup>th</sup> September 2010	CAF/1 forms and other information to parents/carers
31st October 2010	Closing date for return of CAF/1 and online applications.
By 12 <sup>th</sup> November 2010	LA to notify other LAs of any preferences which have been expressed for schools in their area.
13 <sup>th</sup> November 2010	LA to send CAF/1 forms to foundation and voluntary aided schools of every 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.
By 14 <sup>th</sup> January 2011	<p>The admissions authority at each foundation and voluntary aided school/other LA's to 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.</p> <p>Liaison will take place between Foundation and VA schools, and other LA's until the allocation of places is resolved for each application, as required.</p>
By 11 <sup>th</sup> February 2011	Finalise allocations and further liaison as necessary.
1 <sup>st</sup> March 2011	<p>On-line applicants will be sent an e-mail to let them know which school has been allocated (if applicant agreed to this option when making their on-line application).</p> <p>Letters posted (second class) to all parents/carers resident in home LA area, to let them know which school has been allocated to their child.</p>
8th April 2011	Admissions authorities to re-allocate any places that may have become vacant since the 1 <sup>st</sup> March offer date.
End April/May 2011	Appeal hearings arranged.

This scheme relates to the following schools in Hartlepool:

Dyke House School  
 The English Martyrs RC School & Sixth Form College  
 High Tunstall College of Science  
 Manor College of Technology  
 St. Hild's Church of England VA School

# CHILDREN'S SERVICES in Hartlepool



## HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME  
– PRIMARY SCHOOLS  
2011–2012



**HARTLEPOOL LOCAL AUTHORITY**

**CO-ORDINATED ADMISSION SCHEME**

**PRIMARY SCHOOLS**

**2011/2012**

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This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2011/2012 are attached at Annex 1.

A separate scheme exists in relation to secondary schools.

**Interpretation**

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled and voluntary aided primary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2011.

The LA will include in its admission arrangements for the 2011/2012 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2011/2012 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special school) and shall take effect from September, 2007.

### **1 Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable; every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of 15<sup>th</sup> April 2011. It also sets out the arrangements for handling late applications. Arrangements for requests for in year admissions to other year groups are now set out in a separate scheme.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Annex 1**.
- 1.4 **Annex 1** list the primary schools to which the scheme applies.

### **2. Common Application Forms**

- 2.1 There will be one form known as the Common Application Form. This will bear the reference CAF/1. CAF/1 will be used for Reception Year applications within the normal admissions round.

### **3. Applications for Reception on form CAF/1**

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Reception, of primary education in September 2011. It must be used as a means of expressing one or more preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by all parents/carers wishing to express a preference for their child:
  - to be admitted to a primary school within Hartlepool (including voluntary aided schools);
- 3.2 The CAF/1 will:
  - invite parents/carers to express up to three preferences in rank order of preference;
  - allow parents/carers to explain the reasons for their preferences;
  - specify the closing date for return of the form and where it must be returned;
  - allow parents/carers to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent direct to all parents/carers with reception age children who will be attending primary schools in September 2011, in line with the timetable attached at **Annex 1**. An information booklet will accompany the form sent to parents/carers. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents/carers who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

### **4 Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents/carers direct to the LA, or submitted on-line, by 15<sup>th</sup> January 2011. This date is now a national closing date which has been stipulated by the DCSF. Where a preference has been received for a voluntary aided school, the relevant supplementary information should be provided at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents/carers will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

### **5 Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
- it is acting in its separate capacity as an admission authority, or
  - an applicant is eligible for a place at more than one school, or
  - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.3 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 1, either electronically or by post.

### **6 Processing Parental Preferences**

- 6.1 **By 7<sup>th</sup> February 2011** the LA will notify the admission authority for each of the schools of every application that has been made for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents/carers have requested a place at a school outside the LA area, the information will be forwarded to the relevant LA.

- 6.2 **By 14<sup>th</sup> March 2011** – VA schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VAs and other LAs until the allocation of places is resolved for each application, as required. The lists will be sent back to the VA schools for their approval before finalising allocations.

- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.
- 6.4 **By 28<sup>th</sup> March 2011** the LA will match ranked lists for all schools and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where a child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

- 6.5 **On 15<sup>th</sup> April 2011** the LA will post letters (second class) to all parents/carers to let them know which school has been allocated to their child. The letter will also tell parents/carers of their statutory right of appeal if they have been refused a place at their preferred school.

Parents/carers will be asked to return their appeal forms to the appropriate admissions authority e.g. community and voluntary controlled schools to the LA, and VA schools to the individual schools.

Parents/carers will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.6 **By 9<sup>th</sup> May 2011** parents/carers should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 9<sup>th</sup> May 2011, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

## **7 Re-allocation of Places Not Taken Up**

- 7.1 **By 16<sup>th</sup> May 2011** the admission authority will re-allocate any places that may have become vacant since the 15<sup>th</sup> April offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;
- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

- 7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 16<sup>th</sup> May 2011 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

## **8 Re-allocation Lists**

- 8.1 After 16<sup>th</sup> May 2011 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents/carers wish to be considered for any places that become available at voluntary aided schools after 16<sup>th</sup> May 2011 they will need to contact the school direct and ask to be placed on their re-allocation list.

- 8.2 A re-allocation list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2011. All parents/carers will have the

## **2.1 APPENDIX 3**

choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.

- 8.3 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

### **9 Late Applications Received After 15th January 2011**

- 9.1 The closing date for applications is 15th January 2011. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 28th March 2011 (the date the allocations are finalised).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 15<sup>th</sup> April 2011 will be offered a school place on 15<sup>th</sup> April 2011, but the closer to the 15<sup>th</sup> April deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 15<sup>th</sup> April 2011, a place will be offered as soon as practicable thereafter.

### **10 No CAF/1 Received by 15<sup>th</sup> April 2011**

- 10.1 Where no CAF/1 is submitted, the child will, on 15<sup>th</sup> April 2011, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

### **11 Applications Received After 16<sup>th</sup> May 2011**

- 11.1 Applications received after 16<sup>th</sup> May 2011 for the reception year intake in September 2011 and at any time for entry other than to the normal year of entry to primary school will be treated as casual admissions. These applications should be made on form CAF/2 and will be coordinated by the Local Authority.
- 11.2 If any parent approaches a community, voluntary controlled or voluntary aided school directly about a casual admission, the school should ensure that the parent is referred to the LA to complete a CAF/2.
- 11.3 Where the LA receives a CAF/2 for a community or voluntary controlled school as the first preference or in pursuing alternative preferences where higher preferences have been refused, the LA will make a determination regarding the application. The LA will notify the parent of its decision.
- 11.4 Where the LA receives a CAF/2 for a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
- 11.5 The admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 If a parent is refused a place at the school of their choice the Admissions Authority will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application will be referred to the

## **2.1 APPENDIX 3**

relevant admissions authority for determination. If a place is not available at a preferred school, the LA will approach at alternative school, usually the nearest school where vacancies exist.

- 11.7 Parents/carers who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
- 11.8 The LA will keep track of any pupils who apply for an in year application and intervene as appropriate to ensure that they are placed in a school without undue delay.

#### TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 29 <sup>th</sup> November 2010	CAF/1 forms and other information to parents/carers.
15 <sup>th</sup> January 2011	Closing date for return of CAF/1 and online applications.
By 7 <sup>th</sup> February 2011	LA to notify the admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant authority.
After 7 <sup>th</sup> February 2011	All VA schools set up admission committees to consider applications.
14 <sup>th</sup> March 2011	The admissions authority at each voluntary aided school/other LAs to 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. All applications need to be ranked.  Liaison will take place between VAs and other LAs until the allocation of places is resolved for each application, as required.
28 <sup>th</sup> March 2011	Finalise allocations and further liaison as necessary.
15 <sup>th</sup> April 2011	On-line applicants will be sent an e-mail to let them know which school has been allocated (if applicant agreed to this option when making their on-line application).  Letters posted (first class) to let them know which school has been allocated to their child.
By 16 <sup>th</sup> May 2011	Admissions authorities to re-allocate any places that may have become vacant since the 15 <sup>th</sup> April 2010 offer date.
End May/Beginning June 2011	Appeal hearings arranged.

This scheme relates to the following primary schools in Hartlepool:

Barnard Grove  
Brougham  
Clavering  
Eldon Grove  
Elwick Hall C of E  
Fens  
Golden Flatts  
Grange  
Greatham C of E  
Hart  
Holy Trinity  
Jesmond Road  
Kingsley  
Lynnfield  
Owton Manor  
Rift House

Rossmere  
Sacred Heart RC  
St Aidans CE Memorial  
St Bega's RC  
St Cuthbert's RC  
St Helen's  
St John Vianney RC  
St Joseph's RC  
St Teresa's RC  
Stranton  
Throston  
Ward Jackson  
West Park  
West View

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
18<sup>th</sup> August 2009



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

**Subject:** REVISED COSTINGS RELATING TO THE  
2009/10 SCHOOLS CAPITAL WORKS  
PROGRAMME

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval to the revised costings relating to the 2009/10 Schools Capital Works Programme and to confirm with the Portfolio Holder the late inclusion of a number of additional schemes to the programme.

#### **2. SUMMARY OF CONTENTS**

- Report requiring a decision
- Revised programme of works

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder is responsible for all matters relating to Children's Services.

#### **4. TYPE OF DECISION**

Non key decision (implementing an earlier key decision).

#### **5. DECISION MAKING ROUTE**

Children's Services Portfolio meeting 18<sup>th</sup> August 2009.

#### **6. DECISION(S) REQUIRED**

That the revised costings for the 2009/10 Schools Capital Works Programme be approved



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

**Subject:** REVISED COSTINGS RELATING TO THE  
2009/10 SCHOOLS CAPITAL WORKS  
PROGRAMME

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**1. PURPOSE OF REPORT**

- 1.1 To seek Portfolio Holder approval to an update of the 2009/10 Schools Capital Works Programme (as detailed in Appendix 1) reflecting revised costings and the inclusion of a small number of additional projects.

**2. BACKGROUND**

- 2.1 On 12<sup>th</sup> May 2009, the Director of Children's Services submitted a report to the Portfolio Holder for Children's Services outlining the Capital Works Programme for Schools for 2009/10 and a provisional programme for 2010/11.
- 2.2 The report provided detail of funding available and spoke of the potential benefits to be had if schools were able to financially support individual schemes i.e. a more expansive programme of works including a number of significant initiatives which would develop and expand educational facilities (transformational schemes) rather than simply maintaining existing buildings (condition issues).
- 2.3 The Portfolio Holder approved the report, welcoming the direct involvement of schools in financing the programme but also recognising that further discussions were required with contractors to confirm prices for individual schemes and with schools to confirm their respective contributions.
- 2.4 This report should help to clarify that position.

**3. REVISED PROGRAMME FOR 2009/10**

- 3.1 The majority of projects to be included in the 2009/10 programme of works are now fully costed. As expected, there are a number of variations against the original cost estimate.

- 3.2 Discussions with schools have been ongoing and remain so in a few instances but generally speaking the position regarding their contribution has been clarified.
- 3.3 In overall terms, the 2009/10 works programme was previously summarised as follows:

	<b>LA Capital</b>	<b>School Capital</b>	<b>Total</b>
	£'000	£'000	£'000
Condition issues	635	662	1,297
Transformational issues	1,172	826*	1,998*
Unallocated	248	tbc	248
	2,055	1,488	3,543

\* including £630,000 school/diocese contribution to the Space to Learn project (previously omitted).

Following a detailed revision of the programme and costings, the following picture has emerged:

	<b>LA Capital</b>	<b>School Capital</b>	<b>Total</b>
	£'000	£'000	£'000
Condition issues	618	420	1,038
Transformational issues	1,178	811	1,989
Unallocated	259	tbc	259
	2,055	1,231	3,286

The two tables reflect some movement in costs, particularly in relation to the overall contribution from schools. This is due to a number of schools having already committed their capital funding to alternative initiatives e.g. significant investment in computer equipment and, as a result, not being able to contribute as much as they otherwise would have done. It does not reflect a lack of support from schools in general to the overall principle of sharing resources for the greater benefit.

- 3.4 In respect of **Appendix 1**, the Portfolio Holder's attention is brought to a number of schemes from the original list which have been put on hold. This generally reflects circumstances where further investigation has suggested that the work in question is no longer regarded as critical and can be deferred to 2010/11 or even removed from the programme.
- 3.5 The Portfolio Holder's attention is further drawn to a small number of initiatives not included in the original programme:

		<b>Cost est</b>
i) Golden Flatts	Replace boiler caretaker's bungalow	4,500
ii) Fens	Outdoor educational area for Foundation	90,000

	Unit	
iii) Golden Flatts	Create Resource Learning Area	30,000

The Caretaker's heating (i) was an emergency situation requiring an immediate response. The other two initiatives have come forward from the schools in question seeking financial support from the Authority to deliver highly commendable 'transformational' projects. The projects are ready to go ahead, funding is available (without detriment to existing schemes) and with Portfolio Holder approval can go ahead almost immediately.

- 3.6 Finally, in respect of **Appendix 1**, the Portfolio Holder's attention is brought to an unallocated sum of £259,000. This sum is available during 2009/10 for any project(s) of a 'transformational' nature which is considered to be both suitable and deliverable during the year. Such projects will be immediately brought to the Portfolio Holder's attention. Any remaining sums will be carried over to 2010/11.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 The report presented to the Portfolio Holder in May 2009 referred to an overall programme for 2009/10 costing £3.3 million with £248,000 unallocated.

The revised programme is somewhat down on that figure currently standing at just over £3million with £259,000 unallocated.

- 4.2 During the year, further reports monitoring the Schools Capital Works Programme will be brought to the Portfolio Holder's attention for information/approval. In addition, Cabinet will receive quarterly Capital Monitoring Reports which will incorporate school projects.

#### 5. RISK MANAGEMENT

- 5.1 This report is concerned with the maintenance, protection and development of council assets i.e. school buildings.
- 5.2 The programme of works referred to in this report has been substantially compiled on the basis of sections of individual buildings showing clear signs of failing or fatigue, addressing such issues removes a significant element of risk.

#### 6. RECOMMENDATIONS

- 6.1 The Portfolio Holder is asked to appear the revised costings for the Schools Capital Works Programme as detailed in **Appendix 1**.

**7. BACKGROUND PAPERS**

Schools Capital Works Programme for 2009/10 and 2010/11.

**8. CONTACT OFFICER**

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# CHILDREN'S SERVICES – CAPITAL WORKS PROGRAMME 2009/10

# APPENDIX 1

School	Description	Original Cost Estimate & Funding			Agreed Price and Funding			Comments
		Total	LA	School	Total	LA	School	
CONDITION RELATED PROJECTS:								
Brougham	Replace school boiler	70,000	35,000	35,000	114,754	94,754	20,000	
Brougham	Caretaker's boiler	5,000	2,500	2,500	-	-	-	Work complete – funded by school
Brougham	Window replacement with associated roofwork	55,000	27,500	27,500	-	-	-	Project deferred to 2010/11
Clavering	Window replacement	35,000	17,500	17,500	39,877	22,377	17,500	
Fens	Roofwork – kitchen	45,000	Nil	45,000	45,000	Nil	45,000	Price to be confirmed
Fens	Heating distribution – complete works	25,000	Nil	25,000	22,044	Nil	22,044	
Golden Flatts	Heating distribution	55,000	40,000	15,000	-	-	-	Project deferred to 2010/11
Golden Flatts	Roofwork – kitchen	40,000	30,000	10,000	45,288	25,288	20,000	
Golden Flatts	Caretaker's boiler				4,500	4,500	Nil	Urgent works – to be funded from contingency
Greatham	Roof works – nursery	24,000	4,000	20,000	26,666	6,666	20,000	
Hart	Replace fire alarm system	20,000	Nil	20,000	20,000	Nil	20,000	Price to be confirmed
Kingsley	Refurbish toilets/window replacement	105,000	60,000	45,000	112,835	67,835	45,000	Extra cost- temp boarding of windows £960
Rift House	Heating – Annexe 2	30,000	5,000	25,000	30,000	5,000	25,000	Price to be confirmed
St. Helen's	Roofworks – KS1	120,000	75,000	45,000	111,992	66,992	45,000	
Stanton	Window replacement	52,000	Nil	52,000	-	-	-	Deferred to 2010/11
Throston	Rewire – KS1	87,000	42,000	45,000	5,000	5,000	Nil	Price to be confirmed
Throston	Window replacement	50,000	25,000	25,000	68,524	58,524	10,000	
Ward Jackson	Roofworks	65,000	33,500	31,500	68,654	34,654	34,000	

School	Description	Original Cost Estimate & Funding			Agreed Price and Funding			Comments
Ward Jackson	Window replacement	24,000	13,000	11,000	-	-	-	Deferred to 2010/11
West Park	Heating distribution	77,000	27,000	50,000	25,584	12,792	12,792	Project on hold until funding is clarified
West View	Window replacement – kitchen/KS1	58,000	Nil	58,000	58,300	20,000	38,300	
Springwell	Replace pool	30,000	17,000	13,000	60,000	37,000	23,000	Price to be confirmed
Springwell	Roofworks	50,000	28,000	22,000	53,712	31,712	22,000	
Catcote	Boiler – kitchen	20,000	10,000	10,000	-	-	-	Project on hold
Catcote	Roofworks	25,000	12,500	12,500	-	-	-	School have carried out own repairs
Various Schools	Replace gas interlocks	30,000	30,000	Nil	30,000	30,000	Nil	Prices and schools to be confirmed
All Schools	Contingency	100,000	100,000	Nil	95,500	95,500	Nil	See Golden Flatts Caretaker's heating
<b>Sub-Totals</b>		<b>1,297,000</b>	<b>634,500</b>	<b>662,500</b>	<b>1,038,230</b>	<b>618,594</b>	<b>419,636</b>	

SUITABILITY/TRANSFORMATIONAL SCHEMES								
Eldon Grove	Create additional teaching space	135,000	80,000	55,000				Await GWK Assessment, defer 2010/11
Hart	Create multi-purpose studio	120,000	55,000	65,000	120,000	55,000	65,000	Scheme to go to tender – price to be confirmed
Golden Flatts	Establish Nurture Group				5,500	Nil	5,500	Price to be confirmed
Ward Jackson	Create Intervention Room	13,000	6,500	6,500	13,000	6,500	6,500	Price to be confirmed
St. Hild's	Space to Learn	950,000	320,000	630,000	950,000	320,000	630,000	Excluding 50,000 from 2008/09
Fens	Outdoor educational area for Foundation Unit				90,000	65,000	25,000	Prices to be confirmed
Golden Flatts	Resource Learning Centre				30,000	20,000	10,000	Costs exclude ICT input

School	Description	Original Cost Estimate & Funding			Agreed Price and Funding			Comments
Brierton/PRU	Remodel/refurbish for decant purposes	440,000	396,000	44,000	440,000	396,000	44,000	Project extends over two financial years
EDC	Adapt buildings to accommodate PRU	250,000	225,000	25,000	250,000	225,000	25,000	Prices to be confirmed
Brinkburn Pool	Access arrangements/pool cover	90,000	90,000	Nil	90,000	90,000	Nil	Price to be confirmed
<b>Sub-Totals</b>		<b>1,998,000</b>	<b>1,172,500</b>	<b>825,500</b>	<b>1,988,500</b>	<b>1,177,500</b>	<b>811,000</b>	
<b>GRAND TOTAL</b>		<b>3,295,000</b>	<b>1,807,000</b>	<b>1,488,000</b>	<b>3,026,730</b>	<b>1,796,094</b>	<b>1,230,636</b>	
<b>TOTAL ALLOCATION (LA)</b>			<b>2,054,952</b>			<b>2,054,952</b>		
<b>UNCOMMITTED (LA)</b>			<b>247,952</b>			<b>258,858</b>		

4 August, 2009