

CABINET
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**SCHOOL ADMISSION ARRANGEMENTS 2011-2012 AND
IN-YEAR ADMISSION SCHEME 2010-2011**

Portfolio Holder: Councillor Les Wicks, Children's Services
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Summary

Each year the Council is required to consult on schemes and arrangements for admission of pupils to primary and secondary schools. The scheme sets out how the Council will co-ordinate applications to schools, and the arrangements set out the detailed entry arrangements to community and voluntary controlled schools.

1. Budget and Policy Framework

- 1.1 School admission arrangements are consistent with the Children and Young People's Plan and are a matter for Cabinet to decide. There are no specific budgetary implications.
- 1.2 The proposed arrangements support the Department for Children, Schools and Families (DCSF's) 16 statutory national indicators that relate to performance and progression in learning¹.

2. Background

- 2.1 Each year the Council is required to consult on schemes and arrangements for primary and secondary schools. The scheme sets out how the Council will co-ordinate applications to schools, and the arrangements set out the detailed entry arrangements to community and voluntary controlled schools.
- 2.2 The co-ordination regulations 2007 set out the requirements for admissions schemes. The regulations have recently been changed and as a result schemes for the academic year 2011-2012 onwards must include the co-ordination of all applications, whenever received. This means that as well as the arrangements for the main admissions round, schemes must incorporate "in-year", or casual admissions.

¹ The 16 DCSF targets are the following Nis: 72, 73 (or 76), 74 (or 77), 75 (or 78), 83, 87, 92, 93, 94, 95, 96, 97, 98, 99, 100 and 101.

- 2.3 In addition the regulations also set out the requirement for local authorities to formulate schemes for co-ordinating “in-year”, or casual admissions for the 2010-2011 academic year.
- 2.4 The following sections outline the changes that have been proposed for the 2011-2012 school admission arrangements and the scheme for co-ordinating in year applications from 2010-2011, together with details and analysis of the outcome of the consultation process.

3. Summary of schemes

3.1 *Secondary Coordinated Scheme and arrangements 2011-2012*

- 3.1.1 The timetable for the co-ordinated scheme has changed this year. This is to reflect the Co-ordination Regulations, which prescribe a national closing date of 31 October for secondary applications, taking effect from 2010. The main impact of this change is that the date for the Medway test has been brought forward to 25 September 2010. This is the latest reasonable date on which testing could take place, whilst still allowing for a parental review prior to the deadline for the receipt of applications.
- 3.1.2 In order to ensure that test requests can be processed and necessary arrangements for the test can be put in place, the test request date has been set prior to the summer holidays. The test request date has been set at 2 July, which is the same as the deadline for Kent parents, which will mean a more straightforward, understandable process for parents.
- 3.1.3 As the national closing date for secondary applications, 31 October 2010 falls on a Sunday, the authority will accept late applications that have been given to schools by 1 November 2010.
- 3.1.4 A scheme for co-ordinating in-year admission arrangements has been incorporated into the admission arrangements. Medway has been informally co-ordinating secondary arrangements for several years. Medway Council’s secondary headteachers and the Admissions forum agreed to trial the proposed scheme in advance of the requirement to formally introduce such a scheme. The proposed scheme therefore reflects existing applied practice.
- 3.1.5 The admission arrangements for Community and Voluntary Controlled secondary schools have been amended to include current family association as an oversubscription criterion for selective schools.

3.2 *Primary Coordinated Scheme and arrangements including Published Admission Numbers (PANs) 2011-2012*

- 3.2.1 The timetable for the co-ordinated scheme has changed this year. This is to reflect the Co-ordination Regulations which prescribe a national closing date of 15 January for primary applications.
- 3.2.2 As the national closing date for primary applications, 15 January 2011 falls on a Saturday the authority will accept late applications that have been given to schools by 17 January 2011.

- 3.2.3 A scheme for co-ordinating in-year admission arrangements has been incorporated into the admission arrangements. Unlike secondary schools, in-year admissions for primary schools have, in the past, been managed by the schools and not via Medway Council's admission team. The scheme therefore represents a significant change to existing working practices.
- 3.2.4 Multiple birth children, including twins are currently considered in exactly the same way as all other children and criteria are applied in the same way. Problems occur if one child is offered the last place at a school that was stated as a preference and therefore the other child (or children) are offered alternative provision resulting in separate schools being allocated.
- 3.2.5 Included within the consultation was a suggestion to include additional criteria for community schools of 'multiple births' that comes into play after sibling criteria but before 'health reasons' and 'distance' criteria. This would mean that children with Special Educational Needs (SEN), looked after children (LAC) and siblings would go in first and then multiple births. It would in effect secure them a place at any school and a caveat was therefore proposed that this only applies if the schools listed are the two closest to the home address. To not put in this caveat would be unfair to other parents.
- 3.2.6 The following changes to published admission number (PAN) for 2011 were put forward for consultation:
- Barnsole Infant School from 90 to 60
 - New Road School from 40 to 45
- 3.2.7 These changes are as a result of a request from the governing body of the schools concerned.

3.3 2010-2011 admissions – in year applications

- 3.3.1 A scheme for co-ordinating in-year admission arrangements has been developed for 2010-2011 to meet the requirements of the Co-ordination Regulations 2007. The proposed schemes are the same as those incorporated into the admission schemes for 2011-2012 as described in sections 3.1 and 3.2 above.
- 3.3.2 For secondary admissions, the proposed scheme therefore reflects existing practice. For primary admissions however, the proposed scheme represents a significant change to existing working practices.

4. Consultation

- 4.1 Consultation on the proposed schemes and arrangements ran from 15 December 2009 to 9 February 2010 in accordance with the requirements of the Schools Admissions Code to consult for a minimum of 8 weeks.
- 4.2 Consultation has been undertaken with the Admissions Forum, Headteachers, Chairs of Governors, and other admission and diocesan authorities in the area.

4.3 In addition details of the consultation have been advertised in local free newspapers and published on our website to allow access to relevant parents and other groups with an interest in the local area. Copies of the consultation papers have also been circulated to Councillors, Kent County Council, local libraries and minority ethnic organisations.

4.4 Copies of the primary consultation documents have also been sent to local nurseries and children's centres.

4.5 ***Secondary Coordinated Scheme and arrangements 2011-2012***

Four responses have been received, including a response from the Southwark Catholic Diocese, and in addition feedback has been obtained from the admissions forum.

The feedback on the proposals can be summarised as follows:

- That the date for submission of the "final" list to schools on 21 February gives insufficient time for checking. An alternative of 14 February has been proposed.
- The admissions forum in their meeting on 20 January 2010, highlighted that the review dates proposed of 25/26 October fall in the Autumn term break, and therefore should be changed.
- The Southwark Catholic Diocese have made a number of points in relation to the proposed in-year arrangements which are covered in section 4.8 below.
- In addition, feedback has been received in relation to the wording of certain sections of the arrangements, not the substantive proposals.

4.6 ***Primary Coordinated Scheme and arrangements including Published Admission Numbers (PANs) 2011-2012***

Three responses have been received.

All respondents supported the proposal to include the oversubscription criteria for multiple birth children, and supported the proposed changes to PANs for Barnsole Infant School and New Road School.

An additional suggestion was received asking for a nominated member of staff to be available for contact at key points during the allocation process for school enquiries. This would seem a sensible suggestion and will be introduced during key periods.

4.7 ***In-Year applications 2010-2011 and 2011-2012***

Three respondents commented on the in-year admission schemes, which included two primary school headteachers and the Southwark Catholic Diocese.

The Southwark Catholic Diocese raised the following points:

- Only the home local authority (LA) can transmit the offer of places; schools and governors must not offer places direct.
- Requiring a response within 48 hours is not practical. The governing body's Admission Committee is responsible for making

decisions on who is admitted to the school and despite everyone's wish that all placements are made as soon as possible, it is unreasonable to ask Committees to meet to determine the application within 48 hours and expect that this can take place on every occasion. The diocese believe eight to ten days to be more workable.

- The LA must pass on all preferences for Voluntary Aided (VA) schools for governors to consider irrespective of the school being at, or above PAN. If the application is not made for a year group covered by infant class legislation, the governors may decide to offer a place over PAN. It is also important that governors are aware of the preference if there is a subsequent appeal.
- In the case of aided schools the parents should complete a Supplementary Information form, where appropriate, in addition to the Common Application Form.

Both headteachers supported the proposal for parents to be required to meet with the headteacher of the existing school where there is a request for a transfer to another Medway school, but felt that it wasn't clear what would happen if there was a stalemate. One of the schools also commented that it would be better if electronic forms could be used rather than paper forms as it is a waste of paper.

5. Children and Adults Overview and Scrutiny Committee

- 5.1 The Children and Adults Overview and Scrutiny Committee considered the draft proposals for the school admission arrangements for 2011-12 and the in-year admission scheme for 2010-11 at its meeting on 11 February 2010.
- 5.2 The Committee recommended the proposed arrangements to Cabinet, but with consideration of applying the criteria relating to multiple birth children above other criteria only when the children were at risk of being separated.
- 5.3 The advantage of this approach would be that multiple birth children would not be advantaged over other children, for example over those who live closer to a school, except where the application of the normal oversubscription criteria would result in the multiple birth children being split.
- 5.4 The proposed admissions arrangements have therefore been amended to incorporate this suggestion, as follows:
In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple births the authority would give multiple birth applications a higher priority for places than the other applications with the exception of children in public care. This would enable all multiple birth children to be offered places at the same school.

6. Advice and analysis

- 6.1 The Medway Admissions Forum met on 20 January 2010 and agreed the schemes set out, subject to the proposed change to the review date for secondary admissions. Officers would accept that the review

dates should not take place in half term, and would accept the need to update the timetable to take this into account.

- 6.2 Due to the short timeframe available for allocating places and co-ordinating with other authorities, it is not possible to include the request to bring forward the date for providing the “final” list of children for the secondary scheme from 21 February to 14 February, however if lists are ready before the 21 February, then they will be sent earlier.
- 6.3 With regard to the primary scheme officers would recommend the proposed change to the PANs for New Road School and Barnsole Infant School.
- 6.4 In 2008/09 the Chief School Adjudicator’s Annual Report recommended that in order to meet the School Admissions Code’s advice about enabling twins and children from multiple births to be allocated places together at primary schools, the list of “excepted pupils” in the class size regulations be extended to include them. In his response to this recommendation Ed Balls wrote “I accept this recommendation, as well as your further recommendation that all admission authorities must be required to consult on, and publish arrangements for the admission of twins and children from multiple births. I intend to publicly consult on this, with a view to amending the School Admissions Code to this effect at the next opportunity.”²
- 6.5 A new Admissions Code was published on 10 February 2010, but does not appear to have included the change referred to in the paragraph above. Officers would therefore recommend that the arrangements incorporate the change proposed in paragraph 5.4.
- 6.6 With regard to the proposed in-year admission schemes, officers would accept the following points made by the Southwark Catholic Diocese and propose that the schemes should be updated to take these points into account:
- For the home LA to transmit offers of places
 - For parents to complete a Supplementary Information Form
- 6.7 Officers would not support the request to pass on all preferences, even if a school is above its PAN, as this could unnecessarily delay the placement of pupils. The proposed scheme includes the requirement for schools to communicate their year group numbers and vacancies by year group to the admissions team on a weekly basis. It would be possible for the admissions authority to indicate in these figures, that they could accommodate additional children even if their PAN has been reached. All parents will be offered the opportunity to appeal for a place at any school.
- 6.8 Published guidance from the DCSF³ in relation to the time to be taken by admissions authorities to make a decision states “We think it would be reasonable for a local authority to allow admission authorities five school days to make a decision in the majority of cases, and a maximum of 10 school days in more complex cases.” Current practice

² http://www.dcsf.gov.uk/pns/DisplayPN.cgi?pn_id=2009_0205

³ <http://www.dcsf.gov.uk/sacode/downloads/in-year-q-and-a.doc>

in co-ordinating admissions to secondary schools in Medway has shown that it is possible to obtain a response from the majority of schools within 48 hours, and therefore we would wish to retain this for the majority of cases. The proposed scheme does state that, "In a small number of cases, the school may require additional time to make a decision, for example if a child is believed to have a history of challenging behaviour, and in these cases additional time to make a decision will be agreed with the admissions team, but this will not generally be more than 10 school days." Officers believe that this gives sufficient flexibility for Voluntary Aided schools to request additional time to consider cases as and when required.

- 6.9 In addition to the comments made in response to the consultation reported on in this report, some respondents made minor comments on the clarity of the wording of parts of the schemes and arrangements which have been incorporated into the proposed schemes.
- 6.10 On 10 February 2010 the DCSF published a revised school admissions code that came into force with immediate effect. The new code included one major change to reflect the review of the primary curriculum by Sir Jim Rose which recommended that children should ideally start school in the September following their fourth birthday. This change has the following implications for Medway Council's primary admission arrangements:
- Parents will be able to choose for their child to start school on a part-time or full-time basis in the September following their fourth birthday, or choose a place at a nursery or other early learning setting if they would prefer this.
 - Admission authorities for primary schools **must** provide for the admission of all children in the September following their fourth birthday.
 - Admission authorities **must** allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and not offer it to another child.
- 6.11 All Medway schools already admit four year olds into Foundation Stage classes, although this is managed in different ways by schools. For example some schools start some children in January depending on their date of birth and others start all children initially on a part time basis. The impact of the change is likely to be the adoption of standard practice across all schools in line with the requirements of the code.
- 6.12 Whilst these arrangements were not reflected in the admissions arrangements which were put forward for consultation this was because the change to the code was introduced after the end of the consultation period. The determined arrangements have been updated to include this change to ensure that they are compliant with the regulations.

7. Risk management

- 7.1 The changes to the proposed admissions scheme timetables will ensure that the council is compliant with the co-ordination regulations, which now set a national closing date for the submission of secondary and primary applications.
- 7.2 Consultation has been widely publicised giving all interested parties the opportunity to state their views on the proposed arrangements thus mitigating the risk of any challenge to our proposed arrangements and schemes.
- 7.3 The Council has developed a comprehensive Diversity Impact Assessment process to ensure policies reflect potential impact on residents due to their racial group, gender, disability, sexual orientation, age and religion. In line with this the first stage of a Diversity Impact Assessment has been carried out. The findings, as shown in Appendix 2, indicate that the policy does not need a full diversity impact assessment in this area.

8. Implications for Looked After Children

- 8.1 Looked after children are given the highest priority in the oversubscription criteria for all schools.

9. Financial and legal implications

- 9.1 Under the School Standards and Framework Act 1998, local authorities (LAs) are required to consult annually with the governing bodies of the schools for which it is the admission authority (i.e. community and voluntary controlled schools) about its admission arrangements for the following year. The LA is also required to consult other admission authorities in the area about its proposed arrangements; likewise these admission authorities are required to consult the LA about their proposed arrangements.
- 9.2 The Education Act 2002 and subsequent regulations placed a new duty on LAs to formulate schemes (one for primary and one for secondary), covering every maintained school in their area, to coordinate the admission process from September 2005 onwards.
- 9.3 The co-ordination regulations 2007, place an additional duty on local authorities to co-ordinate schemes for in-year admissions.
- 9.4 The Education and Skills Bill states that all admission authorities are required to:
- Consult with relevant parents and other groups with an interest in the local area (for example, community groups);
 - Consult for a minimum of 8 weeks; and
 - Complete the consultation by 1 March 2009.
- 9.5 There are no financial implications arising directly from the contents of this report.

10. Recommendations

- 10.1 That Cabinet agree to the determination of the following schemes and arrangements which are shown in the appendices:
- (a) The coordinated scheme for secondary admissions 2011-2012
 - (b) The arrangements for admission in 2011 to for community and voluntary controlled secondary schools
 - (c) The coordinated scheme for primary admissions 2011-2012
 - (d) The arrangements for admission in 2011 to for community and voluntary controlled primary schools
 - (e) The in-year admissions schemes for primary and secondary admissions 2010-2011.

11. Suggested Reasons for Decisions

- 11.1 The Council is required to undertake a detailed consultation exercise prior to the determination of its school admission arrangements and schemes. The decisions take into account the responses from consultation.

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Background papers

- School Standards and Framework Act 1998 and regulations
- Education Act 2002 and regulations
- Co-ordination regulations 2007
- School Admissions regulations 2008
- The School Admissions Code of Practice
- DCSF guidance on in-year admissions -
<http://www.dcsf.gov.uk/sacode/downloads/in-year-q-and-a.doc>

Appendices

Annex 1 - coordinated scheme for secondary admissions 2011-2012
Annex 2 - arrangements for admission in 2011 to for community and voluntary controlled secondary schools
Annex 3 - coordinated scheme for primary admissions 2011-2012
Annex 4 - arrangements for admission in 2011 to for community and voluntary controlled primary
Annex 5 - in-year admissions schemes for secondary admissions 2010-2011
Annex 6 - in-year admissions schemes for primary admissions 2010-2011
Annex 7 – diversity impact assessment

**DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1
MEDWAY SECONDARY CO-ORDINATED ADMISSION SCHEME – 2011**

1. TIMETABLE

| | |
|--------------------|---|
| 7 June 2010 | Admission booklet published via Primary schools. Registration for testing opens |
| 2 July 2010 | Closing date for registration for Medway tests |
| 25 September 2010 | Medway test |
| 8 October 2010 | Parents informed of the test results |
| 15 October 2010 | Deadline for review requests |
| 20/21 October 2010 | Reviews |
| 27 October 2010 | Parents informed of the results of review |
| 31 October 2010 | Deadline for receipt of common application form |
| 3 December 2010 | First exchange of information with neighbouring and other authorities |
| 10 December 2010 | Details of preferences and sibling details sent to schools |
| 14 January 2011 | Information checks returned from schools and other admission authorities |
| 1 March 2011 | Offer of school place posted to parents |
| WB 21 March 2011 | Vacant places are re-allocated |

2. APPLICATIONS MADE AT THE NORMAL TIME

- (i) The local authority will publish the admission booklet via primary schools on Monday 7 June 2010.
- (ii) Parents who wish their children to sit the Medway tests will be invited to register for the test by Friday 2 July 2010.
- (iii) The Medway tests will take place on Saturday 25 September 2010. Results of the tests will be posted to parents on Friday 8 October. Further details of the test process is in section 4.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1

- (iv) Parents whose children do not attain the required score for entry to a grammar school can ask for a review of that decision. Deadline for review requests is Friday 15 October 2010.
- (v) Parents are invited to name up to 6 schools in order of preference. Application forms must be returned to the child's primary school (or completed on-line) by Sunday 31 October. As the national closing date this year is a Sunday, applications returned to the child's primary school by Monday 1 November 2010 will be accepted. Supplementary documentation required by admission authorities (e.g. baptismal certificates) should be sent directly to the named school.
- (vi) The following information will be supplied by 10 December 2010:-
 - The local authority will send to secondary schools details of all preference numbers, together with sibling details.
 - Primary schools will be sent pupil lists for checking.
 - Foundation and Voluntary Aided schools will additionally receive the following information about all applicants:
 - Name
 - Address
 - Criteria as included on the application form*(NB The above will be "raw data" prior to checking by the LA)*
 - The local authority will also send details of preferences received for schools in other local authority areas to the relevant local authority by 3 December 2010.
- (vii) All relevant schools will check the sibling information of all applications. Foundation and Voluntary Aided schools will additionally check other relevant information. Any issues arising to be raised with the local authority by Friday 14 January 2011.
- (viii) Schools with "Governor places" or where a specific aptitude is sought must inform the local authority of successful applicants by Friday 14 January 2011.
- (ix) The local authority will send to Foundation and Voluntary Aided schools a second list of applicants, subsequent to checking, on Friday 21 January 2011. This should be returned to the LA by Friday 28 January 2011.
- (x) All preferences are treated equally, and will be ranked by the local authority according to the published oversubscription criteria.
- (xi) The local authority will send all schools a final list of successful applicants on Monday 21 February 2011 prior to the despatch of offer letters, for information, and for Foundation and Voluntary Aided schools to undertake a final check and agreement.
- (xii) The local authority will co-ordinate the ranked lists and offer each parent a place at the school highest on their list of preferences that can accept them. This will be on behalf of governing bodies where the local authority is not the admission authority. Offer letters will be posted on Tuesday 1 March 2011.
- (xiii) Where it is not possible to offer a Medway parent a place at any of the schools listed on the application form, the local authority will offer a place at the nearest appropriate school with a vacancy.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1

- (xiv) Parents can ask for their child's name to go on a waiting list for a place at any appropriate school. Requests need to be submitted by Monday 14 March 2011. Waiting lists will be ranked according to the oversubscription criteria for all pupils, including those who did not originally name the school on their application form. Vacant places will be allocated in the week commencing Monday 21 March 2011. The proposed allocation of places for Foundation and Voluntary Aided schools, will be shared with those schools prior to allocation. Vacant places arising after reallocation will be allocated immediately.
- (xv) Parents can request a formal appeal against the decision to refuse to admit a child to any school listed on the application form. They will be informed of their right of appeal by the local authority on Monday 1 March 2011. Appeals should be sent directly to the relevant admission authority. The deadline for appeal requests is Monday 15 March 2011.

3. LATE APPLICATIONS / CHANGES OF PREFERENCE / ADDRESS

- (i) From parents resident in the area who have not applied by 31 October 2010 or those moving to area who have not applied by 11 December 2010 or who have moved after this date:

These will be dealt with after all other places have been allocated. Where a Medway grammar school is sought testing will not take place until after 1 March 2011.

- (ii) From families moving into area, including service families, or those resident in area but with exceptional reasons for late application (bereavement or serious illness):

Applications and changes to preferences will be accepted up until 11 December 2010. The last test prior to allocation will be week commencing 14 December 2010.

Places will be allocated to service families in advance if accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address. A Unit postal address, or if appropriate, a "quartering area" address will be accepted in the absence of a new home postal address.

Places will be allocated to clergy families in advance if accompanied by an official diocesan letter declaring a relocation date and intended address.

- (iii) Where no application form is received from parents resident in the area by Monday 1 March 2011:

Parents will be offered a place on re-allocation day of the nearest appropriate school with a vacancy.

- (iv) No changes of preferences will be accepted after 31 October 2010, except in the circumstances mentioned in point (ii) above.

- (v) Changes of address where evidence (exchange of contract documents or council tax bill) is provided will be accepted up until 11 December 2010.

- (vi) Requests for a change of preference or late applications received after re-allocation in March 2011 will be dealt with as follows:

- If the requested school has spaces, then a place will be allocated

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1

- If the requested school is full then a place will be refused and if a new application a place will be allocated by the LA. The parents will be able to ask to go on the waiting list and will have the right to appeal for a place at the school.

4. TEST / SELECTION PROCESS

- (i) The tests are open to any children who wish to gain admission to a Medway grammar school. Parents can register for their children to take the tests. Parents will need to apply to sit the tests by Friday 2 July 2010.
- (ii) The tests will comprise:
 - English extended writing task
 - Mathematics multiple choice paper
 - Verbal Reasoning multiple choice paper
- (iii) Tests will be taken on Saturday 25 September 2010. Children unable to take the test on this date who meet the following criteria will be offered an alternative date to take the test prior to allocation:
 - a. Children who have registered for the test by the 2 July 2010
 - b. Families moving into area, including service families who have submitted their application by 3 December 2010
 - c. Families resident in area but with exceptional reasons for late application (bereavement or serious illness) who have submitted their application by 3 December 2010
- (iv) Once the tests have been marked, the raw scores will be converted to locally standardised scores. These scores will be weighted, with the English and Mathematics scores doubled, to provide a total weighted score.
- (v) The cut off score will be set at the 23rd percentile of the Medway cohort. This means children resident in the Medway local authority area. Pupils from outside Medway who achieve the cut off score will also be deemed eligible for a place in a Medway grammar school.
- (vi) Parents of children who did not achieve the cut off score, can ask for the assessment decision to be reviewed. For each review case, samples of work will be requested from the primary school in the following areas:
 - English extended writing
 - Mathematics problem solving
 - Science investigation

A series of panels will consider all review requests. The review process will identify a number of children equivalent to 2% of the in area cohort who will be deemed selective.

**DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1
MEDWAY SECONDARY SCHOOL CO-ORDINATED
IN-YEAR ADMISSION ARRANGEMENTS 2011/2012**

Definition: An in-year admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Applications should be made to the local authority in which the family reside. Entry is to year groups 7-11 during the academic year and outside of the transfer process.

Aim: To place children within 10 school working days, with the exception of children with a history of challenging behaviour.

Process: See appendix 1. Flowchart of 'In-year Admissions Process for Secondary Schools'

General principles: Application is made on the Secondary Casual Admissions Form (SCAF) and returned to the Admissions Team.

Where the application is for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

In order to establish whether or not the child has a history of challenging behaviour a report will be sought from the previous school. Those with challenging behaviour will be placed through a panel meeting in line with agreed fair access protocols (see appendix 2)

Where parental preference cannot be met the right of appeal will be offered (unless previously twice-excluded).

Secondary schools will provide the Admissions Team with their year group numbers on a weekly basis. They will also provide details of those joining the previous week and those leaving.

The Admissions Team will determine whether or not the child has a history of challenging behaviour and then deal with all applications and reports, according to year group numbers, as follows:

A Children without a history of challenging behaviour who require entry into year 7-11.

- a) Parents can list up to 4 preferences on their Secondary Casual Admission Form (SCAF).
- b) The preferences will be considered in the order listed.
- c) Parents wishing to apply for a Medway Grammar school are required to name the school on the SCAF and the local authority will contact the parent regarding relevant testing arrangements. Testing will take place prior to any place being sought.
- d) The Admissions Team will send details to the preferred school or where the school is full (i.e. has already admitted up to or beyond their published admission number (PAN)) will pass to the next preference.
- e) The school that is approached should then confirm to admission team within 48 hours whether they will be offering a place. In a small number of cases, the school may require additional time to make a decision, for example if a child is believed to have a history of challenging behaviour, and in these cases additional time to make a decision will be agreed with the admissions team, but this will not generally be more than 10 school days.
- f) Where a request has been made for a school outside of Medway, then the Admission team will contact the appropriate LA to determine whether the requested school has places available. If appropriate the school will then be approached and asked to confirm whether they will offer a place.
- g) If all preferences are full then papers will be sent to the nearest appropriate school with places available and an offer made. This will also be the case where no preferences have been stated.
- h) Once placement has been agreed with a school the Admissions Team will issue an offer letter to the parents.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1

- i) The Admissions Team will, in their offer letter, advise the parent how to pursue an appeal for a place at their preferred school(s) and give them the name of the alternative school where a place is offered.
- j) Parents will be advised in their offer letter that they have 10 days in which to accept or refuse the offer of a school place. If the local authority has not received a response in this time then a reminder will be issued and an additional 7 days provided for a response pointing out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.
- k) The offer will be confirmed to the school and they will contact the parent to arrange a meeting / start date.
- l) Schools should ensure that they arrange a meeting with a parent within 2 school working days and a start date within 5 school working days
- m) Should a school refuse entry on grounds that do not comply with the Code of Practice then the process relating to a 'direction' will be followed (see 3.34 – 3.40 of the Code of Practice).
- n) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
- o) Oversubscription criteria will be applied when the local authority has received more applications than the number of places available at the school.
- p) Where the local authority receives notice from another local authority of a request for a place in a Medway school, the local authority will follow the steps above to determine whether the school will offer a place, and inform the home authority of the outcome so that the home authority can make an offer of the highest ranked school.
- q) It is expected that the majority of children will be successfully placed in line with this scheme. However, where it has not been possible to secure a place for a child within 15 days of receiving an application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the admissions code, then placement will be considered by the local hard to place panel in line with fair access protocols shown in appendix 2.

B Children with a history of challenging behaviour who require entry into years 7-11.

Children with a history of challenging behaviour will be placed according to the Fair Access Protocols, described in Appendix 2.

C Looked After Children

When considering looked after children the following will be considered:

- (i) Carer's preferences
- (ii) Proximity to home address / ease of access
- (iii) Places available
- (iv) Social networks
- (v) 'Sibling' placements
- (vi) Virtual Headteacher recommendation

The code allows for placing LAC above number if it is believed that this is in the best interests of the child. The virtual headteacher for Looked After Children will be informed of all applications from Looked After Children and advise sought re placement if first preference cannot automatically be met.

D Children moving into area

The usual protocol will apply but places cannot be reserved and testing for selective places and the process for securing a place will not be started until a property address in Medway is provided and a date for moving in given with supporting evidence.

E Children who have been permanently excluded from school or twice excluded

These children will be dealt with by the Inclusions Team.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1

F Children from overseas

The advisor for EAL will be informed of all applicants entering the system who have come direct from overseas.

The usual procedure will be followed but previous schools will not always be able to be approached nor an assessment of CAG made as this information may not be easily available.

G Children of crown service Personnel

The usual protocol will apply but the address will be accepted and a place sought if the posting is confirmed and a 'quartering area' can be given.

H In area children wishing to transfer:

- a) Where a child is on the roll of one school and requests a change of school a parent must complete the CAF and should make an appointment to discuss their request with the headteacher / head of year of the home school.

Where the preferred school is full in the year group the parent will be refused and offered their right of appeal to an independent appeal panel. Where the request is from a parent of a child with a history of challenging behaviour and the admission is outside the normal point of entry the request will be considered according to Fair Access Protocols.

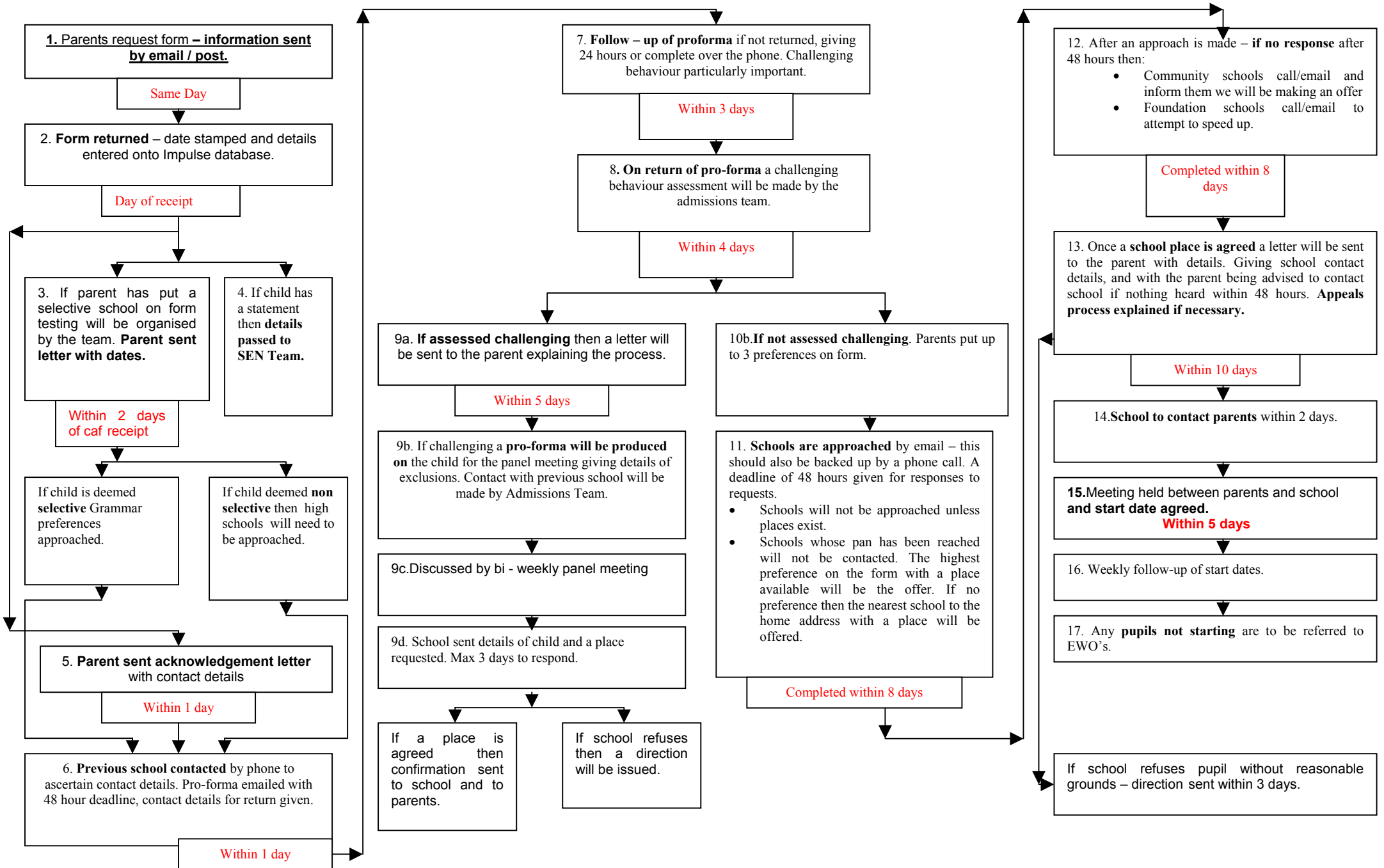
- c) Where the parental request is for entry into the same school and for the same academic year and where there are no places available, and they previously appealed unsuccessfully, the application will not be considered unless there is a significant and material change in the circumstances of the parent, child or school relevant to a further application and no fresh appeal can be made. If there has been a significant and material change in the circumstances and the admission authority decides again not to admit the child the parent has a fresh right of appeal.
- d) Pupil's names should not be removed from the school attendance or admission registers where the parent is dissatisfied with the school and wanting a change. The circumstances under which registered pupils can be deleted from the register are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance Matters. Premature deletion could result in the Education Welfare Service taking court action which is unnecessarily protracted if the pupil fails to register at another school.
- e) Following receipt of an application the same procedure as for children moving 'in area' will be applied.

I Request for re-admission to a Medway school following withdrawal from school on the grounds of educating a child at home

- a) Where a parent seeks a Medway school place for a child who was taken off roll because they advised the school, formally in writing, that they intended to educate their child at home a SCAF will need to be completed and the usual process followed.
- b) A copy of all written requests received by schools notifying them a pupil has been removed because the parent will be educating their child at home, must be sent to the Inclusions team.
- c) The school previously attended will be approached regarding challenging behaviour and the reasons for withdrawal.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 1
APPENDIX 1

IN-YEAR ADMISSIONS PROCESS FOR SECONDARY SCHOOLS



CONSULTATION DRAFT – 1 DECEMBER 2009

APPENDIX 2 – Medway Fair Access Protocols

- a) All Medway schools, including those which are full (i.e. have already admitted up to their PAN) will take their fair share of such children. The school should be an appropriate placement and this will include selective schools where the child is deemed to be of this ability through the testing process.
- b) The placing of challenging children will take place at the bi weekly panel meeting to ensure places are allocated as quickly as possible. The panel will decide on the school based upon the factors below and any extenuating circumstances put forward by schools, parents/carers or others involved with the individual being placed.
- c) Placement of children in this group will be considered according to the following:
 - (i) Parental / carer preferences
 - (ii) geographically nearest / ease of travel
 - (iii) Number of children taken by school with challenging behaviour through either the placement meeting or through a managed transfer
 - (iv) If a child has previously attended a Medway school
 - (v) If a school meets the requirements within the code to refuse (see appendix 2) (3.32 of the code of practice)
 - (vi) Religious affiliation
- d) Examples of a child who could be considered hard to place:
 - (i) a permanently excluded child *
 - (ii) a child who has previously been twice-excluded *
 - (iii) a child with a number of fixed exclusions over the last two academic years for disruptive behaviour (these must total a minimum of 3 days)
 - (iv) a child previously attending a Pupil Referral Unit (PRU) or similar provision for behavioural/social or emotional reasons
 - (v) point 8 of Appendix 3 of the Code of Practice (appendix 3 of this document) covers a more extensive group. These will normally be dealt with through the normal procedures but should they remain unplaced after 15 school working days then they will be discussed at the next placement panel
 - (vi) those with attendance at the previous school or provision of less than 50% (unless this is for a known reason such as illness)
 - (vii) school refusers
 - (viii) a child returning from school after a criminal sentence has been served and YOT involved
 - (ix) Children unplaced after 15 school working days

* Inclusions will bring these children to the panel meeting

- e) The panel will consist of a minimum of 7 representatives at each meeting. Membership will be composed of 4 representatives from secondary schools; membership for schools will be on a rota basis of 2 terms and will encompass both selective and non selective, Foundation, Academy, VA, VC and Community Schools. The Admissions team, Inclusions and Educational Welfare Service will be represented. The meeting will be chaired by the Admissions team representative. Should a child be known to another service then a representative will be invited to represent them and provide additional information to the Placement Panel. Social Services and the Virtual Head will be informed of any LAC being discussed and an offer to provide a recommendation or attend the meeting will be made.

Panel members will receive training on the protocols and admissions code prior to participating. This will be organised, and carried out by, the admissions representative.

CONSULTATION DRAFT – 1 DECEMBER 2009

A school place will be recommended by the panel and the school informed. A second choice school will also be recommended by the panel in the event that the first choice school provides accepted reasons for refusal. There will be a 2 school working day period for any objections. Objections will be considered only if the grounds listed in section 3.32 of The Code of Practice are met (see Appendix 2). Schools will be 'directed' should they refuse unlawfully. This 'direction' will be issued within 3 school working days of the refusal.

Where appropriate the panel will offer additional support that can be provided to enable the pupil the best chance of successful integration. The information confirming the decision of the panel which is sent to the school allocated will include details of the support which will be provided.

Where parents/pupil are unhappy with the recommendation of the panel and refuse a place, then they will be asked to provide reasons. This will be considered by the next panel and a decision taken on whether the original recommendation is reasonable and should stand, or an alternative recommendation made.

Minutes of all panel meetings, which will include a running total of the number of children placed via the panel at each school, will be kept and made available for schools to view. These will also be presented to the Admissions Forum at each meeting.

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS – SEPTEMBER 2011

ADMISSION PROCEDURE

- (i) Parents can apply for a school using the common application form or using the on-line facility by 31 October 2010.
- (ii) Places will be offered according to the co-ordinated admission scheme.
- (iii) Parents can ask for their child's name to go on the waiting list of any appropriate school. Waiting lists will be maintained until the end of term in October 2011 and children will be ranked in waiting lists according to the oversubscription criteria.
- (iv) Children who are allocated to a school in accordance with local fair access protocols or subject of a direction by the local authority will take precedence over those on a waiting list.

OVERSUBSCRIPTION CRITERIA

For entry at year 7

Places are first offered to those children with a statement of special educational needs, where the school is named. Then, if the number of preferences exceeds the number of places, the following priority order will apply:

For non selective schools:

- Children in public care
- Current family association (i.e. elder brother or sister in the school at time of application who will still be attending in September 2010. This does not include pupils in other schools on shared sites. In this context, brother or sister means:
 - A natural brother or sister (including adopted siblings)
 - Step brother or sister
 - Foster brother or sister
 - Those who live as brother or sister in the same house
- Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires the child to attend a particular school
- Residence within an access area. *
- Nearness of children's homes (see detailed definition below).

* this criteria only applies to the following schools:

- Greenacre

- Walderslade Girls'
- Rainham Girls'

For selective schools:

- Children in public care.
- Current family association (i.e. elder brother or sister in the school at time of application who will still be attending in September 2010. This does not include pupils in other schools on shared sites. In this context, brother or sister means:
 - A natural brother or sister (including adopted siblings)
 - Step brother or sister
 - Foster brother or sister
- Those who live as brother or sister in the same house
- Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires the child to attend a particular school
- Nearness of children's homes (see detailed definition below).

In the event of a tie break within any criteria, nearness of children's homes (as defined by the criteria below) will normally decide which child is allocated the final place.

Nearness of children's homes

Distance will be measured by the shortest available safe walking route between home and school as measured by the council's geographical information system. Those living closer to the school will receive the higher priority. Medway Council's Geographical Information System measures the start point, end point and distance of each route in the following way.

The start point

The centre point of the road closest to the centre point of the pupil's home address. The centre point of the pupil's address is a grid reference taken from Ordnance Survey Mapping.

The end point

The centre point of the road or path closest to a defined point on the school site represented by a grid reference for the school defined within the geographical information system. The same end point is used for everybody.

The distance

The shortest available route between the start point and the end point using the centre point of streets and any other available safe walking routes.

In a situation where there is no available safe walking route between a child's home and the school, an appropriate route on the road network will be used, purely to prioritise admission. In these circumstances there would be no

expectation that the walk should be the one taken, or that it is a 'safe walking route'.

It is important to note that any roads that have been built recently (particularly in new developments) may not be included on the network. If this is the case, the measurement will start from the nearest available road on the network from the property.

For entry at year 12

If there are insufficient places available in Year 12 for external candidates, places will be offered, in priority order, as follows:

For non selective schools:

- (i) Students in public care
- (ii) Current family association (as defined above)
- (iii) Students attending Year 11 in one of the other schools in the consortium
- (iv) Nearness of students homes (as defined above)

For selective schools:

- (i) Students in public care
- (ii) Current family association (as defined above)
- (iii) Students attending year 11 in one of the other schools in the consortium
- (iv) Nearness of students homes (as defined above)

PUBLISHED ADMISSION NUMBERS

Year 7 entry

| School | Indicated Admission Number (IAN) | Proposed PAN 2010 | School | Indicated Admission Number (IAN) | Proposed PAN 2010 |
|----------------------|----------------------------------|-------------------|--------------------------|----------------------------------|-------------------|
| Chatham Boys Grammar | 146 | 146 | Rainham School for Girls | 270 | 270 |
| Greenacre | 160 | 160 | Sir Joseph Williamson's | 168 | 168 |
| Walderslade Girls' | 160 | 160 | | | |

Year 12 entry

| School | No. of additional places available for students being admitted to the school for the first time | Minimum entry requirements |
|--|---|--|
| Chatham Grammar School for Boys | 50 | Level 3 – 5 GCSEs at grades A* - C with some subject specific requirements |
| Sir Joseph Williamson's Mathematical School | 40 | |
| Greenacre/Walderslade Girls' School (joint sixth form) | 30 | |
| Rainham School for Girls | 15 | |

DRAFT DETERMINED ARRANGEMENTS FOR CABINET APPROVAL – Annex 3
ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED
PRIMARY SCHOOLS FOR THE ACADEMIC YEAR 2011/2012

1. APPLICATION PROCEDURE

Parents complete the common application form in accordance with the co-ordinated scheme.

2. ADMISSION POLICY

- 2.1 Children reach compulsory school age at the start of the term following their fifth birthday. However, all Medway schools admit four year olds into Foundation Stage classes. The children due to be admitted during academic year 2011/2012 are those born between 1 September 2006 and 31 August 2007.
- 2.2 Schools must provide for the admission of all children in the September following their fourth birthday. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision **must** apply for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.
- 2.3 Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents can also request that their child attends part-time until the child reaches compulsory school age. Parents of children with summer term birthdays (1 April to 31 August 2007) may ask to start their child in yr 1 in September 2012 but the reception place will not be saved. Parents will have to re-apply for a yr 1 place. Parents are not able to defer entry beyond the beginning of the term after the child's fifth birthday.

3. OVERSUBSCRIPTION CRITERIA

- 3.1 Following receipt of parental preferences, places must first be offered to those children with statements of special educational needs where the school is named. Then if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:
- Children in public care;
 - Attendance at the 'paired' infant school or schools (for those junior schools marked with an asterisk on the schools' list),
 - Current family association (a brother or sister in the school* at the time of application and still attending in September 2010),
 - Denominational preference (for church controlled schools),
 - Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school,
 - Nearness of children's homes and ease of access to schools (see note (ii) below).

Notes

- (i) *'School' also includes paired schools for entry at Reception Year. This means that those applying for reception year places with a sibling at the paired junior school, who will be attending in September 2010, will still qualify under this criteria.
- (ii) In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple births the authority would give multiple birth applications a higher priority for places than the other applications

DRAFT DETERMINED ARRANGEMENTS FOR CABINET APPROVAL – Annex 3

with the exception of children in public care. This would enable all multiple birth children to be offered places at the same school.

- (iii). In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to the school measured by the shortest available walking route.
- (iv). Those community and voluntary controlled schools, except Halling Primary School, which need to operate the last criterion will use the ‘nearness of children’s homes’ part of this criterion to allocate places. For Halling Primary School the ‘ease of access’ part of this criterion will operate which means:
- places are first, offered to children living in Upper Halling (as defined in the hatched area on a map available at the school) which includes Lads Farm and Clements Farm areas, and
 - secondly, to those children living in Halling (as defined in the checkered area on a map, available at the school) including Formby Cottages to the north and Ladds Lane area to the south.

Any remaining places at Halling Primary School will be offered on nearness of children’s homes to the school.

- (v) Nearness of childrens homes will be measured by the shortest available safe walking route between home and school as measured by the council’s geographical information system. Those living closer to the school will receive the higher priority. Medway Council’s Geographical Information System measures the start point, end point and distance of each route in the following way.

The start point - The centre point of the road closest to the centre point of the pupil’s home address. The centre point of the pupil’s address is a grid reference taken from Ordnance Survey Mapping.

The end point - The centre point of the road or path closest to a defined point on the school site represented by a grid reference for the school defined within the geographical information system. The same end point is used for everybody.

The distance -The shortest available route between the start point and the end point using the centre point of streets and any other available safe walking routes. In a situation where there is no available safe walking route between a child’s home and the school, an appropriate route on the road network will be used, purely to prioritise admission. In these circumstances there would be no expectation that the walk should be the one taken, or that it is a ‘safe walking route’. It is important to note that any roads that have been built recently (particularly in new developments) may not be included on the network. If this is the case, the measurement will start from the nearest available road on the network from the property.

4. WAITING LISTS

4.1 YEAR R and YEAR 3

- Parents can ask for their child’s name to go on a waiting list for any places that may become available at any school
- Names are kept in priority order according to the oversubscription criteria and the co-ordinated scheme and not according to how long the child’s name has been on the list.
- Any place that becomes available will be offered to the child at the top of the list.

DRAFT DETERMINED ARRANGEMENTS FOR CABINET APPROVAL – Annex 3

- Any vacancy arising after the offer date and before reallocation will be held until reallocation. Vacancies arising thereafter will be allocated as they arise.
- Those who move to Medway will be placed on waiting lists according to the oversubscription criteria.
- Waiting lists for yr R and yr 3 will be maintained until the end of term in December 2011 and children will be ranked in waiting lists according to the oversubscription criteria.

5.2 YEAR 1 and 2 and YEAR 4 - 6

No waiting lists operate.

6. PUBLISHED ADMISSION NUMBER (PAN)

A school must have an admission number for each 'relevant age group'. (A relevant age group is defined in law as 'an age group in which pupils are normally admitted'). The proposed numbers are as follows:

| School | Indicated Admission Number (IAN) | Proposed PAN 2011 | School | Indicated Admission Number (IAN) | Proposed PAN 2011 |
|----------------------------|----------------------------------|-------------------|----------------------------|----------------------------------|-------------------|
| All Faiths | 28 | 30* | Luton Infant | 97 | 100 |
| All Saints | 40 | 45 | Luton Junior | 98 | 100* |
| Allhallows | 30 | 30 | Maundene | 57 | 60* |
| Balfour Infant | 90 | 90* | Miers Court | 58 | 60* |
| Balfour Junior | 118 | 120* | Napier | 80 | 60 |
| Barnsole Infant | 90 | 60*** | New Road | 40 | 45* |
| Barnsole Junior | 90 | 90 | Oaklands Infant | 60*** | 50 |
| Bligh Infant | 90 | 60*** | Oaklands Junior | 60*** | 50 |
| Bligh Junior | 82 | 60*** | Parkwood Infant | 90 | 90 |
| Brompton Westbrook | 55 | 45*** | Parkwood Junior | 89 | 90* |
| Burnt Oak | 79 | 60*** | Ridge Meadow | 40 | 30 |
| Byron | 75 | 75 | Riverside | 30 | 30 |
| Chattenden | 30 | 30 | Saxon Way | 34 | 30*** |
| Cliffe Woods | 55 | 45**** | Sherwin Knight Infant | 90 | 75*** |
| Cuxton Infant | 50 | 50 | Sherwin Knight Junior | 90 | 75*** |
| Cuxton Junior | 45 | 50** | Skinner Street | 58 | 60 |
| Deanwood Primary | 42 | 30* | Spinnens Acre | 120 | 90 |
| Delce Infant | 89 | 90* | St Helen's | 30 | 30 |
| Delce Junior | 120 | 90*** | St John's Inf | 30 | 30 |
| Elaine | 50 | 50 | St Margaret's CE VC Junior | 93 | 90*** |
| Fair View Community School | 90 | 90 | St Margaret's Infant | 90 | 90 |
| Featherby Infant | 90 | 90 | St Margaret's at Troy Town | 30 | 30 |

DRAFT DETERMINED ARRANGEMENTS FOR CABINET APPROVAL – Annex 3

| | | | | | |
|------------------|-----|--------|----------------------------|-----|-------|
| Featherby Junior | 90 | 90 | St Nicholas' | 40 | 40 |
| Glencoe | 90 | 60 | St Peter's | 40 | 40 |
| Gordon Infant | 70 | 60*** | Stoke | 17 | 20* |
| Gordon Junior | 117 | 100*** | Swingate | 119 | 90*** |
| Greenvale | 90 | 60*** | Temple Mill | 30 | 30 |
| Halling | 40 | 40 | Thames View Infant | 63 | 60*** |
| Hempstead Infant | 90 | 90 | Thames View Junior | 66 | 60*** |
| Hempstead Junior | 90 | 90 | The Pilgrim Primary School | 25 | 30* |
| High Halstow | 30 | 30 | Twydall Infant | 75 | 75*** |
| Hilltop | 60 | 60 | Twydall Junior | 75 | 75 |
| Hoo St Werburgh | 60 | 60 | Wainscott | 30 | 30 |
| Horsted Infant | 60 | 60 | Walderslade | 30 | 30 |
| Horsted Junior | 60 | 60 | Warren Wood | 47 | 55* |
| Kingfisher | 30 | 30 | Wayfield | 30 | 30 |
| Lordwood Infant | 80 | 60*** | Woodlands | 39 | 60 |
| Lordwood Junior | 82 | 60*** | | | |

*PAN is higher than the IAN because it allows for sensible organisation of children and classes within the school and is consistent with previous admission numbers.

** PAN is higher than the IAN to allow pupils to transfer from the paired infant school where there is demand

*** PAN is lower than the IAN to allow for sensible organisation of children and classes within the school and so as not to breach infant class size limits

**** PAN is lower than the IAN to avoid destabilising the intake of other rural schools in the area and thus sustaining the option of local schools for parents.

MEDWAY PRIMARY SCHEME FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2011

A. Applications for the normal year of entry i.e. yr R and yr 3 for junior schools made at the normal time.

TIMETABLE

| | |
|--------------------------|---|
| By end September 2010 | Admission booklet published via Primary schools. |
| 15 January 2011 | Deadline for receipt of common application form |
| 31 March 2011 | Offers of places posted to parents |
| 21 April 2011 | Deadline to return refusal slips/waiting list requests |
| 23 April 2011 | Last date for receipt of appeals by admission authorities |

1. A stock of common application forms for year R and year 3 sent to primary schools for parents by the end of November 2010.
2. Parents who are Medway residents complete the application form (only one) which enables them to express *four* preferences in rank order. These forms should be returned to the first preferred primary school. Parents can name Medway and non-Medway schools on their application form. Parents who live outside Medway should complete a form for the area in which they reside.
3. In addition, parents arrange for any other documentation required by individual admission authorities – i.e. baptismal certificates/supporting church statements, to be sent direct to their named schools. This will enable those schools who need this information in order to apply their oversubscription criteria, where necessary, when they receive their lists of applicants from the LA.
4. Closing date for receipt of the application form is Saturday 15 January 2011. As the deadline this year falls on a Saturday, application forms handed into schools up to Monday 17 January 2011 will be accepted. Online applications will be imported on Monday 17 January 2011.
5. The LA enters the details on a central database between 19 January and 1 February. Information will be exchanged with neighbouring authorities on 4 February 2011.
6. The LA will send primary schools lists of all applicants whose parents have named them on the common application form together with other relevant details given on the form by 14 February 2011. All preferences are considered equally, the order of preferences is between the parents and the LA. The LA will undertake the distance measurements for all applicants and provide these to the schools at this time.
7. Aided schools apply their oversubscription criteria, where necessary, and return their lists to the LA indicating the rank order of all applicants by 21 February 2011.
8. Community and voluntary controlled schools need to check sibling links and return to LA. The LA will draw up rank orders of priority according to the oversubscription criteria.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 4

9. Where the child's name is sufficiently high on the lists of all preferred schools that it would mean a place could be offered at two or three schools, the computer will apply the parents order of preference and only allocate a place at the school which is ranked highest on the common application form. Where none of the preferences can be met a place will be offered at the nearest appropriate school with a space.
10. Offers of places will be posted to parents by the LA on Thursday 31 March 2011 (this will be on behalf of the governing bodies where the LA is not the admission authority).
11. Parents can ask for their child's name to go on a waiting list for any place that may become available at any school. Parents return refusal slips/waiting list requests to the LA by 21 April 2011.
12. LA re-allocates any places that have become vacant at any school w/b 2 May 2011.
13. Last date for receipt of appeals by admission authorities is 23 April 2011.

B. Late yr R and yr 3 applications received after the closing date of 15 January 2011 but before the allocation date

1 These late application forms will be dealt with as follows:

(a) From parents who are resident in the area on the closing date of 15 January 2011.

These will normally be held and dealt with after the offer date of 31 March 2011. If the school is over-subscribed the child's name will be added to the waiting list and dealt with according to the waiting list arrangements. The LA will offer a place at the nearest school with a space

(b) From parents who have moved to Medway after the closing date 15 January 2011 and by 18 February 2011 or those in area with exceptional circumstances.

(i) These will be dealt with alongside those received by the closing date and an offer will be posted to parents on 31 March 2011.

(ii) Those received after 18 February 2011 but by allocation will be dealt with at re-allocation.

C Yr R and yr 3 applications received after the offer date but before reallocation day

1 Applications must be made on the application form and returned to the LA. Details will be entered on the central database. On re-allocation day and after consultation with the relevant admission authority a place will be offered at the school highest in the parents order of preference if there are spaces at one or more, if none of the preferences can be met a place will be offered at the nearest school with a vacancy. The child's name can be placed on a waiting list for any school and will be dealt with according to the waiting list arrangements.

D New yr R and yr 3 applications received after reallocation day and before the beginning of the autumn term 2010

1. Applications must be made on the application form and returned to the LA. Details will be entered on the central database. Where the first preference is for:

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 4

- a community or voluntary controlled school the LA will determine the application. Parents refused admission must be offered a right of appeal and the other named preferences considered.
- an aided school, the governing body will determine the application and notify both the parent and the LA of their decision. Where a place is refused the parent must be offered a right of appeal. The LA will then deal with, or pass details to, the other named preferences for consideration.

Where the other named preferences cannot be met the LA will offer a place at the nearest appropriate school with a space.

E Application for all year groups (yr R to yr 6) made during 2011/2012 school year

- 1 **Definition:** Either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Applications should be made to the local authority in which the family reside.

Aim: To place children within 10 school working days.

General principles: Application is made on the Primary casual admissions form (PCAF) and returned to the Admissions Team, although schools will be able to confirm the availability of places when approached directly, subject to confirmation with the local authority.

Where the application is for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

Where parental preference cannot be met the right of appeal will be offered.

- 2 Primary schools will provide the Admissions Team with their year group numbers on a weekly basis if figures have changed, otherwise the previous weeks figures will be used. The admissions team will also confirm records of places with all schools twice a term.
- 3 Where PCAF forms are received directly by the Admissions Team, applications will be dealt with as follows:
- a) Parents can list up to 3 preferences on their PCAF. Where a preference is for a voluntary aided school parents will also need to complete a Supplementary Information form.
 - b) The preferences will be considered in the order listed.
 - c) The Admissions Team will send details to the preferred school or where the school is full (i.e. has already admitted up to or beyond their published admission number (PAN)) will pass to the next preference.
 - d) The school that is approached should then confirm to admission team within 48 hours whether they will be offering a place. In a small number of cases, the school may require additional time to make a decision, for example if a child is believed to have a history of challenging behaviour, and in these cases additional time to make a decision will be agreed with the admissions team, but this will not generally be more than 10 school days.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 4

- e) Where a request has been made for a school outside of Medway, then the Admission team will contact the appropriate LA to determine whether the requested school has places available. If appropriate the school will then be approached and asked to confirm whether they will offer a place.
 - f) If all preferences are full then details will be sent to the nearest appropriate school with places available. This will also be the case where no preferences have been stated.
 - g) Once placement has been agreed with a school the Admissions Team will issue an offer letter to the parents.
 - h) The Admissions Team will, in their offer letter, advise the parent how to pursue an appeal for a place at their preferred school(s) and give them the name of the alternative school where a place is offered.
 - i) Parents will be advised in their offer letter that they have 10 days in which to accept or refuse the offer of a school place. If the local authority has not received a response in this time then a reminder will be issued and an additional 7 days provided for a response pointing out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.
 - j) The offer will be confirmed to the school and they will contact the parent to arrange a meeting / start date.
 - k) Schools should ensure that they arrange a meeting with a parent within 2 school working days and a start date within 5 school working days
 - l) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
 - m) Oversubscription criteria will be applied when the local authority has received more applications than the number of places available at the school.
 - n) Where the local authority receives notice from another local authority of a request for a place in a Medway school, the local authority will follow the steps above to determine whether the school will offer a place, and inform the home authority of the outcome so that the home authority can make an offer of the highest ranked school.
- 4 Where parents have approached a school directly and the school has places available, the following process will be followed:
- a) The approached school will contact Admissions team, to confirm whether there are any other pending applications for the school.
 - b) If there are other pending applications and the total number of applications is more than the number of vacant places, then the school's oversubscription criteria will be applied to determine which child will be allocated the place.
 - c) If there are no pending applications, or there are other pending allocations and all can be accommodated within the school, then the school will be able to confirm the availability of a place to the parent and arrange a start date. The admissions team will amend their records of the number of places available in the school pending receipt of an application form.
 - d) The school will complete an application form with the parents, and send (via e-mail or fax) the completed form to the school admissions team as a record of the request. The school will indicate on the form that a place is available and that the Admissions team have confirmed that they are able to offer a place.
 - e) An offer letter, in line with the process described in section 3 will be sent by the local authority.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 4

- f) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
- 5 Where parents have approached a school directly and the school does not have places available, the following process will be followed:
- a) The school will be responsible for providing parents with a PCAF form, details of who to send it to, and guidance on how to appeal for a place.
 - b) The process described in point 3 above would then be followed.
- 6 For children moving into the area the process for securing a place will not be started until a property address in Medway is provided and a date for moving in given with supporting evidence.
- 7 Where a child is on the roll of one school and requests a change of school a parent must complete the PCAF and should make an appointment to discuss their request with the headteacher / head of year of the home school. The admissions team will seek confirmation from the school that a meeting has taken place before approaching alternative schools. Following receipt of an application and confirmation from the school that a meeting with parents has taken place the same procedure as described under point 3 will be followed. In situations where the parents are unwilling to engage with the home school, then the transfer request will be considered by the admissions team in consultation with both schools, and a decision taken based on the circumstances of the individual case.

Where the preferred school is full in the year group the parent will be refused and offered their right of appeal to an independent appeal panel.

Where the parental request is for entry into the same school and for the same academic year and where there are no places available, and they previously appealed unsuccessfully, the application will not be considered unless there is a significant and material change in the circumstances of the parent, child or school relevant to a further application and no fresh appeal can be made. If there has been a significant and material change in the circumstances and the admission authority decides again not to admit the child the parent has a fresh right of appeal.

Pupil's names should not be removed from the school attendance or admission registers where the parent is dissatisfied with the school and wanting a change. The circumstances under which registered pupils can be deleted from the register are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance Matters. Premature deletion could result in the Education Welfare Service taking court action which is unnecessarily protracted if the pupil fails to register at another school.

- 8 When considering looked after children the following will be considered:
- (i) Carers preferences
 - (ii) Proximity to home address / ease of access
 - (iii) Places available
 - (iv) Social networks
 - (v) 'Sibling' placements
 - (vi) Virtual Head recommendation

The code allows for placing LAC above number if it is believed that this is in the best

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 4

interests of the child (see Code of Practice point 3.47).

The virtual head for Looked After Children will be informed of all applications from Looked After Children and advise sought re placement if first preference cannot automatically be met.

- 9 For children of crown service personnel the usual protocol will apply but the address will be accepted and a place sought if the posting is confirmed and a 'quartering area' can be given.
- 10 It is expected that the majority of children will be successfully placed in line with this scheme. However, where it has not been possible to secure a place for a child within 15 days of receiving an application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the admissions code, then placement will be considered by the local hard to place panel in line with fair access protocols.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

MEDWAY SECONDARY SCHOOL CO-ORDINATED IN-YEAR ADMISSION ARRANGEMENTS 2010/2011

Definition: An in-year admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Applications should be made to the local authority in which the family reside. Entry is to year groups 7-11 during the academic year and outside of the transfer process.

Aim: To place children within 10 school working days, with the exception of children with a history of challenging behaviour.

Process: See appendix 1. Flowchart of 'In-year Admissions Process for Secondary Schools'

General principles: Application is made on the Secondary Casual Admissions Form (SCAF) and returned to the Admissions Team.

Where the application is for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

In order to establish whether or not the child has a history of challenging behaviour a report will be sought from the previous school. Those with challenging behaviour will be placed through a panel meeting in line with agreed fair access protocols (see appendix 2)

Where parental preference cannot be met the right of appeal will be offered (unless previously twice-excluded).

Secondary schools will provide the Admissions Team with their year group numbers on a weekly basis. They will also provide details of those joining the previous week and those leaving.

The Admissions Team will determine whether or not the child has a history of challenging behaviour and then deal with all applications and reports, according to year group numbers, as follows:

1 Children without a history of challenging behaviour who require entry into year 7-11.

- a) Parents can list up to 4 preferences on their Secondary Casual Admission Form (SCAF).
- b) The preferences will be considered in the order listed.
- c) Parents wishing to apply for a Medway Grammar school are required to name the school on the SCAF and the local authority will contact the parent regarding relevant testing arrangements. Testing will take place prior to any place being sought.
- d) The Admissions Team will send details to the preferred school or where the school is full (i.e. has already admitted up to or beyond their published admission number (PAN)) will pass to the next preference.
- e) The school that is approached should then confirm to admission team within 48 hours whether they will be offering a place. In a small number of cases, the school may require additional time to make a decision, for example if a child is believed to have a history of challenging behaviour, and in these cases additional time to make a decision will be agreed with the admissions team, but this will not generally be more than 10 school days.
- f) Where a request has been made for a school outside of Medway, then the Admission team will contact the appropriate LA to determine whether the requested school has places available. If appropriate the school will then be approached and asked to confirm whether they will offer a place.
- g) If all preferences are full then papers will be sent to the nearest appropriate school with places available and an offer made. This will also be the case where no preferences have been stated.
- h) Once placement has been agreed with a school the Admissions Team will issue an offer letter to the parents.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

- i) The Admissions Team will, in their offer letter, advise the parent how to pursue an appeal for a place at their preferred school(s) and give them the name of the alternative school where a place is offered.
- j) Parents will be advised in their offer letter that they have 10 days in which to accept or refuse the offer of a school place. If the local authority has not received a response in this time then a reminder will be issued and an additional 7 days provided for a response pointing out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.
- k) The offer will be confirmed to the school and they will contact the parent to arrange a meeting / start date.
- l) Schools should ensure that they arrange a meeting with a parent within 2 school working days and a start date within 5 school working days
- m) Should a school refuse entry on grounds that do not comply with the Code of Practice then the process relating to a 'direction' will be followed (see 3.34 – 3.40 of the Code of Practice).
- n) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
- o) Oversubscription criteria will be applied when the local authority has received more applications than the number of places available at the school.
- p) Where the local authority receives notice from another local authority of a request for a place in a Medway school, the local authority will follow the steps above to determine whether the school will offer a place, and inform the home authority of the outcome so that the home authority can make an offer of the highest ranked school.
- q) It is expected that the majority of children will be successfully placed in line with this scheme. However, where it has not been possible to secure a place for a child within 15 days of receiving an application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the admissions code, then placement will be considered by the local hard to place panel in line with fair access protocols shown in appendix 2.

2 Children with a history of challenging behaviour who require entry into years 7-11.

Children with a history of challenging behaviour will be placed according to the Fair Access Protocols, described in Appendix 2.

3 Looked After Children

When considering looked after children the following will be considered:

- (i) Carer's preferences
- (ii) Proximity to home address / ease of access
- (iii) Places available
- (iv) Social networks
- (v) 'Sibling' placements
- (vi) Virtual Headteacher recommendation

The code allows for placing LAC above number if it is believed that this is in the best interests of the child (see Code of Practice point 3.47).

The virtual headteacher for Looked After Children will be informed of all applications from Looked After Children and advise sought re placement if first preference cannot automatically be met.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

4 Children moving into area

The usual protocol will apply but places cannot be reserved and testing for selective places and the process for securing a place will not be started until a property address in Medway is provided and a date for moving in given with supporting evidence.

5 Children from overseas

The advisor for EAL will be informed of all applicants entering the system who have come direct from overseas.

The usual procedure will be followed but previous schools will not always be able to be approached nor an assessment of CAG made as this information may not be easily available.

6 Children of crown service Personnel

The usual protocol will apply but the address will be accepted and a place sought if the posting is confirmed and a 'quartering area' can be given.

7 In area children wishing to transfer:

- a) Where a child is on the roll of one school and requests a change of school a parent must complete the CAF and should make an appointment to discuss their request with the headteacher / head of year of the home school.
- b) Where the preferred school is full in the year group the parent will be refused and offered their right of appeal to an independent appeal panel. Where the request is from a parent of a child with a history of challenging behaviour and the admission is outside the normal point of entry the request will be considered according to Fair Access Protocols.
- c) Where the parental request is for entry into the same school and for the same academic year and where there are no places available, and they previously appealed unsuccessfully, the application will not be considered unless there is a significant and material change in the circumstances of the parent, child or school relevant to a further application and no fresh appeal can be made. If there has been a significant and material change in the circumstances and the admission authority decides again not to admit the child the parent has a fresh right of appeal.
- d) Pupil's names should not be removed from the school attendance or admission registers where the parent is dissatisfied with the school and wanting a change. The circumstances under which registered pupils can be deleted from the register are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance Matters. Premature deletion could result in the Education Welfare Service taking court action which is unnecessarily protracted if the pupil fails to register at another school.
- e) Following receipt of an application the same procedure as for children moving 'in area' will be applied.

8 Request for re-admission to a Medway school following withdrawal from school on the grounds of educating a child at home

- a) Where a parent seeks a Medway school place for a child who was taken off roll because they advised the school, formally in writing, that they intended to educate their child at home a SCAF will need to be completed and the usual process followed.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

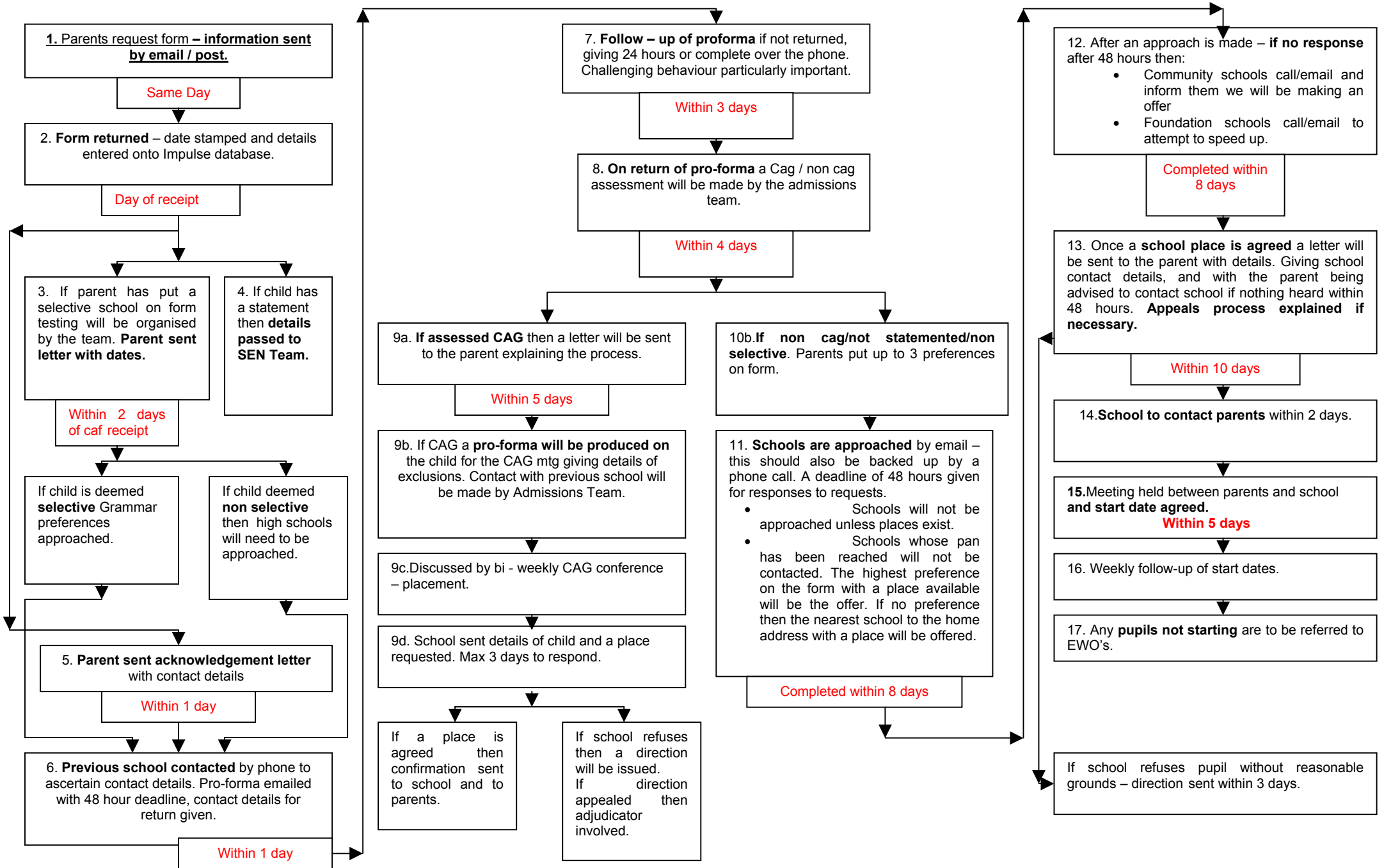
- b) A copy of all written requests received by schools notifying them a pupil has been removed because the parent will be educating their child at home, must be sent to the Inclusions team.
- c) The school previously attended will be approached regarding challenging behaviour and the reasons for withdrawal.

9 Children who have been permanently excluded from school or twice excluded

These children will be dealt with by the Inclusions Team.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5
APPENDIX 1

IN-YEAR ADMISSIONS PROCESS FOR SECONDARY SCHOOLS



DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

APPENDIX 2 – Medway Fair Access Protocols

- a) All Medway schools, including those which are full (i.e. have already admitted up to their PAN) will take their fair share of such children. The school should be an appropriate placement and this will include selective schools where the child is deemed to be of this ability through the testing process.
 - b) The placing of challenging children will take place at the bi weekly panel meeting to ensure places are allocated as quickly as possible. The panel will decide on the school based upon the factors below and any extenuating circumstances put forward by schools, parents/carers or others involved with the individual being placed.
 - c) Placement of children in this group will be considered according to the following:
 - (i) Parental / carer preferences
 - (ii) geographically nearest / ease of travel
 - (iii) Number of children taken by school with challenging behaviour through either the placement meeting or through a managed transfer
 - (iv) If a child has previously attended a Medway school
 - (v) If a school meets the requirements within the code to refuse (see appendix 2) (3.32 of the code of practice)
 - (vi) Religious affiliation
 - d) Examples of a child who could be considered hard to place:
 - (i) a permanently excluded child *
 - (ii) a child who has previously been twice-excluded *
 - (iii) a child with a number of fixed exclusions over the last two academic years for disruptive behaviour (these must total a minimum of 3 days)
 - (iv) a child previously attending a Pupil Referral Unit (PRU) or similar provision for behavioural/social or emotional reasons
 - (v) point 8 of Appendix 3 of the Code of Practice (appendix 3 of this document) covers a more extensive group. These will normally be dealt with through the normal procedures but should they remain unplaced after 15 school working days then they will be discussed at the next placement panel
 - (vi) those with attendance at the previous school or provision of less than 50% (unless this is for a known reason such as illness)
 - (vii) school refusers
 - (viii) a child returning from school after a criminal sentence has been served and YOT involved
 - (ix) Children unplaced after 15 school working days
- * Inclusions will bring these children to the panel meeting
- e) The panel will consist of a minimum of 7 representatives at each meeting. Membership will be composed of 4 representatives from secondary schools; membership for schools will be on a rota basis of 2 terms and will encompass both selective and non selective, Foundation, Academy, VA, VC and Community Schools. The Admissions team, Inclusions and Educational Welfare Service will be represented. The meeting will be chaired by the Admissions team representative. Should a child be known to another service then a representative will be invited to represent them and provide additional information to the Placement Panel. Social Services and the Virtual Head will be informed of any LAC being discussed and an offer to provide a recommendation or attend the meeting will be made.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 5

Panel members will receive training on the protocols and admissions code prior to participating. This will be organised, and carried out by, the Admissions Representative.

A school place will be recommended by the panel and the school informed. A second choice school will also be recommended by the panel in the event that the first choice school provides accepted reasons for refusal. There will be a 2 school working day period for any objections. Objections will be considered only if the grounds listed in section 3.32 of The Code of Practice are met (see Appendix 2). Schools will be 'directed' should they refuse unlawfully. This 'direction' will be issued within 3 school working days of the refusal.

Where appropriate the panel will offer additional support that can be provided to enable the pupil the best chance of successful integration. The information confirming the decision of the panel which is sent to the school allocated will include details of the support which will be provided.

Where parents/pupil are unhappy with the recommendation of the panel and refuse a place, then they will be asked to provide reasons. This will be considered by the next panel and a decision taken on whether the original recommendation is reasonable and should stand, or an alternative recommendation made.

Minutes of all panel meetings, which will include a running total of the number of children placed via the panel at each school, will be kept and made available for schools to view. These will also be presented to the Admissions Forum at each meeting.

MEDWAY PRIMARY SCHEME FOR CO-ORDINATED ADMISSIONS FOR SEPTEMBER 2010

E Application for all year groups (yr R to yr 6) made during 2010/2011 school year

- 1 **Definition:** Either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Applications should be made to the local authority in which the family reside.

Aim: To place children within 10 school working days.

General principles: Application is made on the Primary casual admissions form (PCAF) and returned to the Admissions Team, although schools will be able to confirm the availability of places when approached directly, subject to confirmation with the local authority.

Where the application is for a child with a statement of special educational needs the application will be passed to the Special Education Services Manager to deal with according to the Education Act 1996.

Where parental preference cannot be met the right of appeal will be offered.

- 2 Primary schools will provide the Admissions Team with their year group numbers on a weekly basis if figures have changed, otherwise the previous weeks figures will be used. The admissions team will also confirm records of places with all schools twice a term.
- 3 Where PCAF forms are received directly by the Admissions Team, applications will be dealt with as follows:
- a) Parents can list up to 3 preferences on their PCAF. Where a preference is for a voluntary aided school parents will also need to complete a Supplementary Information form.
 - b) The preferences will be considered in the order listed.
 - c) The Admissions Team will send details to the preferred school or where the school is full (i.e. has already admitted up to or beyond their published admission number (PAN)) will pass to the next preference.
 - d) The school that is approached should then confirm to admission team within 48 hours whether they will be offering a place. In a small number of cases, the school may require additional time to make a decision, for example if a child is believed to have a history of challenging behaviour, and in these cases additional time to make a decision will be agreed with the admissions team, but this will not generally be more than 10 school days.
 - e) Where a request has been made for a school outside of Medway, then the Admission team will contact the appropriate LA to determine whether the requested school has places available. If appropriate the school will then be approached and asked to confirm whether they will offer a place.
 - f) If all preferences are full then details will be sent to the nearest appropriate school with places available. This will also be the case where no preferences have been stated.
 - g) Once placement has been agreed with a school the Admissions Team will issue an offer letter to the parents.
 - h) The Admissions Team will, in their offer letter, advise the parent how to pursue an appeal for a place at their preferred school(s) and give them the name of the alternative school where a place is offered.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 6

- i) Parents will be advised in their offer letter that they have 10 days in which to accept or refuse the offer of a school place. If the local authority has not received a response in this time then a reminder will be issued and an additional 7 days provided for a response pointing out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries may it be assumed that a place is not required.
 - j) The offer will be confirmed to the school and they will contact the parent to arrange a meeting / start date.
 - k) Schools should ensure that they arrange a meeting with a parent within 2 school working days and a start date within 5 school working days
 - l) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
 - m) Oversubscription criteria will be applied when the local authority has received more applications than the number of places available at the school.
 - n) Where the local authority receives notice from another local authority of a request for a place in a Medway school, the local authority will follow the steps above to determine whether the school will offer a place, and inform the home authority of the outcome so that the home authority can make an offer of the highest ranked school.
- 4 Where parents have approached a school directly and the school has places available, the following process will be followed:
- a) The approached school will contact Admissions team, to confirm whether there are any other pending applications for the school.
 - b) If there are other pending applications and the total number of applications is more than the number of vacant places, then the school's oversubscription criteria will be applied to determine which child will be allocated the place.
 - c) If there are no pending applications, or there are other pending allocations and all can be accommodated within the school, then the school will be able to confirm the availability of a place to the parent and arrange a start date. The admissions team will amend their records of the number of places available in the school pending receipt of an application form.
 - d) The school will complete an application form with the parents, and send (via e-mail or fax) the completed form to the school admissions team as a record of the request. The school will indicate on the form that a place is available and that the Admissions team have confirmed that they are able to offer a place.
 - e) An offer letter, in line with the process described in section 3 will be sent by the local authority.
 - f) Schools must inform the Local Authority of the start date for all children and ensure they are made aware of any children who fail to appear at the school.
- 5 Where parents have approached a school directly and the school does not have places available, the following process will be followed:
- a) The school will be responsible for providing parents with a PCAF form, details of who to send it to, and guidance on how to appeal for a place.
 - b) The process described in point 3 above would then be followed.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 6

- 6 For children moving into the area the process for securing a place will not be started until a property address in Medway is provided and a date for moving in given with supporting evidence.
- 7 Where a child is on the roll of one school and requests a change of school a parent must complete the PCAF and should make an appointment to discuss their request with the headteacher / head of year of the home school. The admissions team will seek confirmation from the school that a meeting has taken place before approaching alternative schools. Following receipt of an application and confirmation from the school that a meeting with parents has taken place the same procedure as described under point 3 will be followed. In situations where the parents are unwilling to engage with the home school, then the transfer request will be considered by the admissions team in consultation with both schools, and a decision taken based on the circumstances of the individual case.

Where the preferred school is full in the year group the parent will be refused and offered their right of appeal to an independent appeal panel.

Where the parental request is for entry into the same school and for the same academic year and where there are no places available, and they previously appealed unsuccessfully, the application will not be considered unless there is a significant and material change in the circumstances of the parent, child or school relevant to a further application and no fresh appeal can be made. If there has been a significant and material change in the circumstances and the admission authority decides again not to admit the child the parent has a fresh right of appeal.

Pupil's names should not be removed from the school attendance or admission registers where the parent is dissatisfied with the school and wanting a change. The circumstances under which registered pupils can be deleted from the register are set out in Regulation 9, Education (Pupil Registration) Regulations 1995 (amended) together with further advice from the Code of Practice for Schools and Education Welfare Officers on attendance Matters. Premature deletion could result in the Education Welfare Service taking court action which is unnecessarily protracted if the pupil fails to register at another school.

- 8 When considering looked after children the following will be considered:
 - (i) Carers preferences
 - (ii) Proximity to home address / ease of access
 - (iii) Places available
 - (iv) Social networks
 - (v) 'Sibling' placements
 - (vi) Virtual Head recommendation

The code allows for placing LAC above number if it is believed that this is in the best interests of the child (see Code of Practice point 3.47).

The virtual head for Looked After Children will be informed of all applications from Looked After Children and advise sought re placement if first preference cannot automatically be met.

- 9 For children of crown service personnel the usual protocol will apply but the address will be accepted and a place sought if the posting is confirmed and a 'quartering area' can be given.

DRAFT DETERMINED SCHEME FOR CABINET APPROVAL – Annex 6

- 10 It is expected that the majority of children will be successfully placed in line with this scheme. However, where it has not been possible to secure a place for a child within 15 days of receiving an application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the admissions code, then placement will be considered by the local hard to place panel in line with fair access protocols.

Diversity Impact Assessment: Screening Form

| | | | |
|---|--|--|-----------------------------|
| Directorate Children & Adults Services | | Name of Consultation Admissions arrangements and schemes 2011-2012 | |
| Officer responsible for assessment Chris McKenzie | | Date of assessment 19 February 2010 | New or existing? New |
| Defining what is being assessed | | | |
| 1. Briefly describe the purpose and objectives | | Each year the Council is required to consult on schemes and arrangements for admission of pupils to primary and secondary schools. The scheme sets out how the Council will co-ordinate applications to schools, and the arrangements set out the detailed entry arrangements to community and voluntary controlled schools. | |
| 2. Who is intended to benefit, and in what way? | | Choosing the right school for their child is one of the most important things a parent can do and consultation ensures that all interested parties including parents and the wider community have a say in the admissions arrangements of their local schools. | |
| 3. What outcomes are wanted? | | The determination of fair and lawful admissions and arrangements and schemes. | |
| 4. What factors/forces could contribute/detract from the outcomes? | | Contribute Guidelines within the admissions code | Detract None |
| 5. Who are the main stakeholders? | | Students, parents, schools, nurseries, Councillors, neighbouring authorities, diocesan authorities, other admission authorities | |
| 6. Who implements this and who is responsible? | | Rose Collinson - Director of Children & Adults Services | |
| Assessing impact | | | |
| 7. Are there concerns that there <u>could</u> be a differential impact due to racial groups? | | | |
| | | NO | |
| What evidence exists for this? | | No concerns were raised regarding this issue during consultation. Parents are allowed to express their preferences for any school, and all children will be offered places in suitable schools. Our arrangements comply with The Race Relations Act 1976 which makes it unlawful for admission authorities to discriminate against applicants on the basis of race, colour, nationality or national or ethnic origin. Local Authorities have | |

| | | |
|--|--|--|
| | a statutory duty to promote equality and all schools in Medway are responsible for ensure equality in their schools and for promoting community cohesion. | |
| 8. Are there concerns that there <u>could</u> be a differential impact due to <i>disability</i>? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Parents are allowed to express their preferences for any school, and all children will be offered places in suitable schools. Where required, changes to the accessibility of schools will be funded through the Council's capital budgets. Our arrangements comply with The Disability Discrimination Act 1995, which means that admission authorities have a duty not to discriminate against disabled children and prospective pupils in their access to education. | |
| 9. Are there concerns that there <u>could</u> be a differential impact due to <i>gender</i>? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Under the Sex Discrimination Act 1975 admission authorities must not discriminate between boys and girls in the way they admit them to a school except where the school in question is a single sex school. Our admissions arrangements comply with this requirement. | |
| 10. Are there concerns there <u>could</u> be a differential impact due to <i>sexual orientation</i>? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Parents are allowed to express their preferences for any school, and all children will be offered places in suitable schools. | |
| 11. Are there concerns there <u>could</u> be a have a differential impact due to <i>religion or belief</i>? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Faith schools are permitted to include oversubscription criteria which prioritise children on the grounds of faith. | |
| 12. Are there concerns there <u>could</u> be a differential impact due to people's <i>age</i>? | | |
| | NO | |

| | | |
|--|---|----------------------------|
| What evidence exists for this? | Not applicable | |
| 13. Are there concerns that there <u>could</u> be a differential impact due to <i>being transgendered or transsexual</i> ? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Parents are allowed to express their preferences for any school, and all children will be offered places in suitable schools. | |
| 14. Are there any <i>other</i> groups that would find it difficult to access/make use of the function (e.g. people with caring responsibilities or dependants, those with an offending past, or people living in rural areas)? | | |
| | NO | |
| What evidence exists for this? | Not applicable | |
| 15. Are there concerns there <u>could</u> be a have a differential impact due to <i>multiple discriminations</i> (e.g. disability <u>and</u> age)? | | |
| | NO | |
| What evidence exists for this? | No concerns were raised regarding this issue during consultation. Parents are allowed to express their preferences for any school, and all children will be offered places in suitable schools. | |
| Conclusions & recommendation | | |
| 16. Could the differential impacts identified in questions 7-15 amount to there being the potential for adverse impact? | | |
| | NO | |
| 17. Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or another reason? | | |
| | NO | |
| Recommendation to proceed to a full impact assessment? | | |
| NO | This service change complies with the requirements of the legislation and there is evidence to show this is the case. | |
| Action plan to make Minor modifications | | |
| Outcome | Actions (with date of completion) | Officer responsible |
| None | None | N/A |

| Planning ahead: Reminders for the next review | | |
|--|--|------------|
| Date of next review | To be reviewed when future consultation is undertaken. | |
| Areas to check at next review (e.g. new census information, new legislation due) | Changes to legislation. | |
| Is there <i>another</i> group (e.g. new communities) that is relevant and ought to be considered next time? | None | |
| Signed (completing officer/service manager) | Date | 19/02/2010 |
| Chris McKenzie | | |
| Signed (service manager/Assistant Director) | Date | 19/02/2010 |
| Simon Trotter | | |

Relevant Documents held:

- (a) The coordinated scheme for secondary admissions 2011-2012
- (b) The arrangements for admission in 2011 to for community and voluntary controlled secondary schools
- (c) The coordinated scheme for primary admissions 2011-2012
- (d) The arrangements for admission in 2011 to for community and voluntary controlled primary schools
- (e) The in-year admissions schemes for primary and secondary admissions 2010-2011