

CABINET

14 FEBRUARY 2012

SCHOOL ADMISSION ARRANGEMENTS 2013

Portfolio Holder:	Councillor Wicks, Children's Services
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Summary

Each year the Local Authority is required to undertake consultation on the co-ordinated admission schemes and arrangements for primary and secondary schools. The schemes set out how the Local Authority will co-ordinate the processing of applications to schools and the arrangements set out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools. Academies, Voluntary Aided and Foundation schools undertake their own consultation on entry arrangements (oversubscription criteria), but must co-ordinate with the Local Authority schemes.

This report details the outcome of the consultation and seeks approval of the primary and secondary co-ordinated admission schemes and arrangements for 2013 admissions.

1. Budget and Policy Framework

- 1.1 School admission arrangements are consistent with the Children and Young People's Plan, a policy framework document, and are a matter for Cabinet to decide.
- 1.2 There will be budgetary implications if changes are implemented to the arrangements for delivering the Medway Test and these are described in more detail in paragraphs 5.30 to 5.39 and section 10, which will need to be met from within existing budgets should the Cabinet agree to meet these costs.

2. Background

- 2.1 One of the most important things that a parent can do for a child is to choose the right school. Our aim is to ensure that the admission arrangements and schemes published by Medway Council are fair, lawful and clear. To achieve this aim we must be responsive to the needs of children, parents and their communities and put them at the

centre of the process. As the admission authority for Medway's Community and Voluntary Controlled schools we are responsible for ensuring that their admissions arrangements are lawful. The Council has an important role as the commissioner for school places in the area. This supports the council's core value of **putting our customers at the heart of everything we do**.

- 2.2 Our admission arrangements aim to ensure that the transition for children and their families is as smooth as possible, which supports the council's priority set out in the Children and Young People's Plan of **children and young people having the best start in life**.
- 2.3 Each year the Local Authority is required to consult on co-ordinated admission schemes and arrangements for primary and secondary schools. The schemes set out how the Local Authority will co-ordinate the processing of applications to schools and the arrangements set out the relevant entry arrangements (oversubscription criteria) for Community and Voluntary Controlled schools.
- 2.4 The following sections details the changes that have been proposed for the 2013 school admission arrangements and schemes (i.e. the school year starting in September 2013 with the Medway Test (the test which identifies those children who will be best suited to attend local grammar schools) taking place in September 2012), together with details and analysis of the outcome of the consultation on Medway Council's school admissions arrangements and schemes which concluded on 13 January 2012.

3. Options

- 3.1 *Secondary Admissions (Appendix A to the report) – co-ordinated scheme and admission arrangements.*

The only specific change proposed to the co-ordinated scheme and admission arrangements, other than the revision of dates to reflect 2013 admissions, relates to the delivery of the Medway Test, which identifies those children who will attend grammar schools in the area. We have sought opinion on which of two options would be preferred by respondents. The two options are:

Option A

Allows for the test to be undertaken by children in their own school if they attend a Medway primary/junior school during the school week on the 18 and 19 September 2012. Children attending non- Medway primary/junior schools will still need to sit the Medway Test in a test centre on Saturday 22 September 2012. This will also include children attending a Medway primary/junior school where the school has opted not to undertake the test in their own school and where they can't be accommodated in a neighbouring school.

Option B

Allows for the test to be undertaken in test centres for all children on Saturday 22 September 2012

NB: Irrespective of the final option chosen, detailed arrangements for the delivery of the Test including quality assurance arrangements will be developed, and these will be the subject of a separate report to Cabinet in March.

3.2 *Primary Admissions (Appendix B to the report) – co-ordinated scheme and admission arrangements.*

The only proposed changes to the co-ordinated scheme and admission arrangements, other than the revision of dates for 2013 admissions, relate to:

- A)** The following changes to published admission numbers (PANs), which indicate the number of pupils a school will admit at the main point of entry for the school:

Fairview Primary School

PAN increased from 60 to 90

Riverside Primary School

PAN decreased from 30 to 25

Delce Junior School

PAN increased from 120 to 130

With the addition of a formal link with St Peters Infant School

Napier Primary School

PAN increased from 60 to 90

Wainscott Primary School

PAN increased from 30 to 45

subject to approval to expand the physical site of the school following statutory consultation planned for Spring 2012.

Glencoe Junior School

PAN increased from 60 to 90

This is to accommodate a 'bulge year' in Greenvale Infants due to transfer in 2013 and will be reviewed for subsequent years

- B)** The removal of 'denominational preference' from the oversubscription criteria for Voluntary Controlled (VC) church schools.

At present voluntary controlled church schools in Medway give priority to pupils whose parents have chosen the school because it is a church school. There is no requirement for applicants to show any commitment to faith or prove that faith is important. This has resulted in a number of contentious admissions issues and appeals over the years where local children have been denied places in the VC school because parents had failed to tick the box even though they live closer to the school than a successful applicant who has ticked the box.

The School Admissions Code (2010) states that schools that are permitted to use faith-based criterion (faith schools) can only use faith based criteria to give priority in admissions, to children who are members of, or who practice their faith or denomination, and that this

faith must be evidenced when used as an oversubscription criteria for admission to a school.

Because the current tick box arrangement makes no requirement to provide evidence of being a member of or practicing a particular faith or denomination, it is not appropriate for it to be included as part of a school's oversubscription criteria.

3.3 In Year Admissions

The new School Admissions Code, issued by the Department for Education, removes the requirements for the Council to centrally co-ordinate casual (in year) admissions for own admission authority schools (Academies, Foundation and Voluntary Aided schools). The Council will still have to co-ordinate for Community and Voluntary Controlled schools.

Co-ordination means that parents make applications and receive decisions through the Council rather than dealing with individual schools. The Council also produces all relevant information relating to how to apply, how to appeal and all the relevant forms.

Under the new School Admissions Code parents may have to approach several schools (who administer their own admissions) directly to apply for a place and would also need to approach the Council for applications to Community and Voluntary Controlled schools. This could mean that they receive multiple offers and have to undertake a large amount of follow up work themselves. Medway Council currently undertakes all of this work on behalf of the parents for all schools.

There is still a monitoring and advisory role for the Council in relation to admissions to own admission authority schools and the Council would still need to ensure that we are updated with information regarding places available, produce a standard application form for parents and be advised by schools of every application and its outcome.

The Council will still need to administer the Fair Access Protocols, which ensure that children who are difficult to place, for example because of a history of challenging behaviour at previous schools, are able to secure a school place.

In light of this change in the new School Admissions Code, we have consulted on making the process easier for parents by retaining a centrally co-ordinated in year admissions process for ALL schools in Medway, as the new School Admissions Code allows for there to be a local agreement in place to facilitate this process.

It is important to note that the majority (84%) of Medway primary, infant and junior schools are Community and Voluntary Controlled and therefore will still need to be centrally co-ordinated by the Council.

4. Consultation

- 4.1 Consultation has taken place with the Admission Forum, headteachers and chairs of governors of all Medway schools, other Local Authorities and other admissions and diocesan authorities in the area. In addition to this we issued a public notice in the local newspaper and a press release to advise parents and parent groups that the consultation documents were available to view and respond to on our website. The consultation was also promoted on the home page of the Medway Council website for the duration of the consultation period. Details of the primary admissions consultation documents were also circulated to local nurseries and children's centres. The views of the Children and Young People's Overview and Scrutiny Committee were also considered at a meeting on 19 January 2012.
- 4.2 The consultation period opened on Friday 18 November 2011 and closed on Friday 13 January 2011 in accordance with the requirements of the School Admissions Code to consult for a minimum of 8 weeks.
- 4.3 *Secondary co-ordinated admissions scheme.* 147 responses have been received to the consultation on the secondary co-ordinated admissions scheme, and the responses break down as shown in the table below.

Total number of responses received of which:	147
parents	113
Secondary schools	4
Primary Schools	27
other	3

Agree with Medway Test Option A	133
Agree with Medway Test Option B	14

Agree with Scheme overall	114
Disagree with Scheme overall	11
No response	22

Agree with co-ordinated in year	72
Disagree with co-ordinated in-year	39
no response	36

- 4.4 *Primary co-ordinated admissions scheme.* 21 responses have been received to the consultation on the primary co-ordinated admissions scheme, and the responses break down as shown in the table below.

Total number of responses received of which:	21
parents	2
Secondary schools	1
Primary Schools	16
other	2

Agree with PAN changes	20
Disagree with PAN changes	0
No response	1
Agree with Scheme overall	12
Disagree with Scheme overall	4
No response	5

Agree with removal of denominational preference	13
Disagree with removal of denominational preference	6
No response	2

Agree with co-ordinated in year	8
Disagree with co-ordinated in-year	11
no response	2

5. Advice and analysis

- 5.1 The responses to the consultation are shown in section 4 above. All comments received have been considered by officers and included in this report prior to making final recommendations.
- 5.2 Overall, the majority of respondents have agreed with the proposed co-ordinated schemes and admission arrangements (primary and secondary).

Medway Test arrangements

- 5.3 For the delivery of the Medway Test, option A (testing in own school) was the expressed preference by the majority of respondents, with 133 supporting that option, and 14 supporting the current process of testing in test centres.
- 5.4 Of the 14 respondents supporting option B, 12 of those responses were from primary schools.
- 5.5 During consideration of this report at the Children and Young People Overview and Scrutiny Committee a number of Members were supportive of a move to option A, i.e. testing in primary schools. They considered that children were under significant pressure when taking

the Medway test and so would be more comfortable and more likely to perform at their usual standard if they sat the test in their own school.

- 5.6 Other Members of the Overview and Scrutiny Committee were concerned that the change to primary school based testing would involve a) additional practical support and quality assurance from the council team and b) an increased risk of practical difficulties with the arrangements, inconsistencies and unfairness. Some members felt these disadvantages outweighed the benefits of testing in primary schools and so considered that testing should remain as it is currently carried out, in test centres across Medway.
- 5.7 The committee agreed that more information was required in this report for the Cabinet to be able to make a fully informed decision around the future method of delivery of the Medway Test.
- 5.8 Following consideration by the Overview and Scrutiny Committee, Officers met with 7 headteachers who had responded to the consultation (some in support of option A and some option B), to discuss the practical implications of testing in own school.
- 5.9 These discussions, alongside the responses to the consultation have highlighted a number of issues and potential risks which need to be carefully considered as context to inform any decision around the future delivery option for the Medway Test. Strategies for the mitigation of these risks will be adopted if testing in own school is approved.

Disruption to schools

- 5.10 Concerns have been raised about the potential for disruption to primary schools.
- 5.11 Unlike National Curriculum Tests, i.e. SATs, which are a statutory requirement that are undertaken by all year 6 pupils in primary schools during school time, there will be some children, in each school, who sit the Medway test and some who do not, according to parental wishes. Some headteachers were concerned about the impact on those children not sitting the test, both in terms of their feelings of self worth, and the need to organise lessons for those pupils, whilst at the same time managing arrangements for those taking the test. This would have staffing implications for the schools.
- 5.12 Testing during the school week would result in a loss of valuable teaching and learning time for those children who are sitting the test.
- 5.13 Testing in own school may be difficult for schools that don't have appropriate physical capacity to run testing, without impacting significantly on the rest of the school, for example by needing to use hall space, which then cannot be used for other lessons, or lunches.
- 5.14 Significant staff time would be required during and leading up to the test, for example to manage the logistical arrangements for testing and to attend training and briefings.

Fairness and consistency

- 5.15 Testing in Medway was moved to test centres as a result of national changes to teacher terms of conditions under the school workforce agreement, which meant that teachers could no longer be required to undertake test invigilation.
- 5.16 It is not possible for Medway Council to require schools to administer testing in their own school, and the agreement of each individual school will be required.
- 5.17 The proposed arrangements state that testing for children attending schools which do not agree to undertake testing in their own school would need to take place in an independent test centre on a Saturday alongside children from out of area and independent schools.
- 5.18 As it is likely that some schools will opt out of testing in own school, this could lead to an inconsistent testing experience for some children of Medway maintained schools. Whilst careful management of the arrangements will ensure that the arrangements are fair, some parents may argue at appeal that the arrangements were inconsistent and therefore not fair for their child.
- 5.19 It would be important therefore to ensure that school objections to testing in own school are understood and where possible actions taken to mitigate those concerns, to ensure that the majority of schools agree to children being tested in their own school.
- 5.20 18 responses to the consultation, were from parents of children attending independent schools in Medway, who stated that they were supportive of testing in own schools, but only if this was also the case for children attending independent schools.
- 5.21 Whilst it would be possible for testing to be undertaken in independent schools, careful consideration would need to be given to the quality assurance arrangements for those schools. Independent invigilation would be essential at these schools to ensure the fairness of the arrangements.

Moderation and security arrangements

- 5.22 Concerns have been raised about how the quality and consistency of arrangements will be ensured across a large number of test centres.
- 5.23 Particular concerns were also raised about ensuring the security of test papers, before, during and after testing, and the risk of test papers being copied.
- 5.24 Moderation arrangements, similar to those employed for National Curriculum tests, could be put in place where the local authority is required to make monitoring visits to at least 10 per cent of schools before, during and after the test period. This clearly has a cost implication for the council staff support arrangements.
- 5.25 Cross invigilation where invigilation staff are swapped between neighbouring schools to administer the test could help to ensure the fairness of arrangements. However, it was considered by some

headteachers that cross invigilation arrangements could lead to a conflict of interests, for example if a headteacher was put in the position of having to report irregularities in the arrangements at another school.

- 5.26 There would be a risk, with this proposal that it may not be possible to recruit sufficient good quality independent invigilation staff, as up to 126 staff are likely to be required. It is therefore recommended that the local authority should seek to employ existing school staff as part of the schools agreement, albeit with some swapping of staff between paired schools to ensure fairness. Independent invigilation staff could be considered on a case-by-case basis where a school is not able to provide their own staff, and for independent schools. Some independent invigilators would be required in any event to support the independent test sites, and to undertake moderation.

Cost of arrangements

- 5.27 Some headteachers considered that the local authority should meet the cost of testing incurred by schools. Some considered that this should also include the provision of independent invigilation staff. There is a risk therefore that some schools may not agree to testing in own school, unless the local authority agrees to meet these costs.
- 5.28 An estimate of the likely cost by school, for headteacher and other staff time both on the day of the test and for training including transport costs would be approximately £200 to £300 per school, resulting in total school staff costs of up to £18,900.
- 5.29 Should independent invigilation staff also be required then to provide sufficient invigilation staff for 63 test centres, assuming on average 2 invigilation staff per centre, would cost the local authority approximately £14,490, not including the costs of recruitment and training.
- 5.30 Additional costs would also be incurred for the central administration of arrangements across a much larger number of test centres, such as the need for administrative staff to manage the distribution and collection of test papers, check sites and brief invigilators, plus additional staff to moderate the test arrangements.
- 5.31 There will be a need for additional management resource to oversee the arrangements, including the quality assurance and monitoring arrangements. This requirement should be met by recruiting to a vacant post, which is budgeted for in the Student Services Team structure at a cost of £33,274.
- 5.32 The cost of running a test centre on a Saturday is on average £2,000 per test centre.
- 5.33 If we assume that only 2 test centres would be required for those not being tested in their own school, compared to 10 last year, then the potential saving on those test centres would be around £16,000.

5.34 The net effect on overall cost is shown in the table below:

Cost of testing in own school	Unit cost	Total cost
Cost of school staff time at 63 schools	£300 per school	£18,900
Cost of independent invigilation staff	£230 per school	£14,490
Cost of recruiting and training invigilation staff	Approximate cost	£10,000
Cost of 2 additional test centres	£2000 per centre	£4,000
Cost of additional central administrative support	£80 per administrator per day	£5,200
Cost of additional moderators	£150 per moderator per day	£900
Cost of management resource	Annual cost	£33,274
TOTAL COST		£86,764
Less cost of 8 test centres	£2000 per centre	-£16,000
TOTAL NET ADDITIONAL COST		£70,764

5.35 The total net additional cost for testing to be undertaken in own schools could be up to £70,764 assuming that independent invigilation staff are employed and all school costs are met by the local authority. The cost of the additional management resource is already included in existing budgets, which means that a suitable virement of funding would need to be identified to cover the remaining cost of £37,490.

5.36 It is recommended therefore that, if the Cabinet are minded to agree for testing to be carried out in own school, the local authority should seek to cover the cost of testing in primary schools, and to consider on a case by case basis whether independent invigilation staff should be employed, as this is more likely to ensure a high proportion of primary schools sign up to deliver testing in own schools. Some independent invigilators would be required in any event to support the independent test sites.

Denominational preference criteria

5.37 Overall 13 respondents agreed with the removal of the denominational preference criteria for voluntary controlled schools, with 6 respondents against the proposal.

5.38 The majority of respondents who disagreed with the removal of the denominational preference criteria were from voluntary controlled schools, or Church of England faith groups.

5.39 A number of members of the Children and Young People Overview and Scrutiny Committee raised concerns about the removal of the

denominational criteria tick box from the admission form for voluntary controlled schools.

- 5.40 The School Admissions Code is clear however that if the denominational preference criteria is used, evidence must be sought. Therefore, if schools want to use faith criteria, they would need to seek an additional form from parents providing evidence that they do belong to the relevant faith, similar to the criteria used by voluntary aided Roman Catholic schools in Medway.
- 5.41 At the Overview and Scrutiny Committee meeting Officers agreed to talk further with representatives of the Church of England Diocese of Rochester about the possibility of having a supplementary form for parents to provide evidence if they are choosing a school for denominational reasons.
- 5.42 Following those discussions both Officers and the Church of England Diocese of Rochester representatives recommend that a supplementary form should be introduced instead of the current criteria. This would ensure that the admissions arrangements are legal and fair, whilst protecting the ethos of Church of England Voluntary Controlled Schools in Medway.

PAN changes

- 5.43 No objections have been received to any of the proposed PAN changes proposed in the consultation, and it is recommended that these changes should be implemented, with the exception of Glencoe Juniors.
- 5.44 Glencoe Juniors is in the process of converting to an Academy, sponsored by the Fort Pitt Grammar School Trust. The Chair of the Interim Executive Board at Glencoe and the proposed Executive Principal have approached officers to propose that the bulge class currently at Greenvale should be admitted at the point of transfer through a local agreement without formally increasing the PAN. This approach is permitted in the code, and it is recommended therefore that the PAN at Glencoe should remain at 60.

In year admissions arrangements

- 5.45 For the secondary scheme the majority of respondents agreed with the retention of a co-ordinated in-year admissions scheme.
- 5.46 For the primary scheme the majority of respondents disagreed with the retention of a co-ordinated in-year admissions scheme, although this was based on a much lower response rate than for the secondary scheme.
- 5.47 It is important to note that only in-year applications for community and voluntary controlled schools, where the local authority are the admissions authority have to be centrally co-ordinated from September 2013. This means that if the local authority were to determine an admissions scheme that includes in-year co-ordination, that schools which are their own admissions authority (Academies, Foundation and Voluntary Aided Schools), would be able to opt out of co-ordination.

- 5.48 As all Medway secondary schools are own admissions authority schools, it is possible that all secondary schools could opt out of central co-ordination, even if these are the arrangements that are determined.
- 5.49 As the majority of Medway primary schools are either community or voluntary controlled schools, there would be less of an impact of own admissions authority schools opting out of central co-ordination, although as more Medway primary schools convert to Academy status, this balance may shift.
- 5.50 It is the view of Officers that centrally co-ordinated in-year admissions arrangements would be better for parents and families, who otherwise may have to contact many schools to secure a place, and will provide better safeguards for vulnerable children, particularly those missing education.
- 5.51 It is recommended therefore that the determined schemes should include local authority co-ordination for in year admissions, but that officers should seek to clarify the number of schools which intend to sign up to this scheme. Co-ordination would be operated only where the majority of schools in each phase sign up to a co-ordinated scheme.

New school admissions code

- 5.52 The new School Admissions Code came into force on 1 February 2012. Medway Council's final admission arrangements will reflect any relevant changes that are in the new Code.

Some of the key changes in the new School Admissions Code are:

- The definition of a Looked After Child is being expanded to include children who have been adopted who were previously looked after;
- The introduction of a national offer date for primary admissions from 2014 (therefore the admissions arrangements consulted on next year will reflect this change);
- Giving greater freedom to schools to increase the number of places they are able to offer to parents;
- Allowing schools to prioritise the children of staff employed there for two or more years, or who meet a skills shortage;
- Allowing infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel;
- Allowing academies to prioritise disadvantaged children who are eligible for the Pupil Premium;
- Allowing schools to take direct applications from parents.

6. Diversity Impact assessment

- 6.1 Should the Cabinet decide to introduce testing in own school for the Medway Test, then this would represent a significant change to the service. In addition the proposals to change the denominational criteria for voluntary controlled schools, also represent a change and a Diversity Impact Assessment is therefore attached as an appendix to this report. There are no other significant changes to the arrangements proposed.

7. Risk Management

- 7.1 The proposed co-ordinated admission schemes and arrangements for 2013 admissions ensure that Medway Council is compliant with the co-ordination regulations, thus reducing the risk of legal challenge.
- 7.2 The final admission arrangements and co-ordinated schemes presented as appendices to this report incorporate all the relevant changes introduced in the new School Admissions Code.
- 7.3 The consultation has been widely publicised, giving all interested parties the opportunity to submit their comments and views on the proposed arrangements thereby mitigating the risk of any challenge to the co-ordinated admission schemes and arrangements.
- 7.4 The removal of co-ordinated in-year admissions could pose risks in the areas of safeguarding and the assurance that children are in education. There are also concerns for parents having to contact and liaise with multiple agencies (schools and the Council) to apply for and obtain school places. This could lead to delays and confusion and may not be in the best interest of the child. The proposal for the council to continue to co-ordinate in-year admissions would ensure that the local authority would continue to have an overview of all pupils.
- 7.5 Expansion of the Academy programme in Medway means that more schools are now their own admission authorities and this presents a risk to the Council to act effectively as the commissioner of school places in the area. The council will work in partnership with existing and new providers to secure a wide range of educational options for parents and families, whilst ensuring that there are sufficient good school places.
- 7.6 There could be a risk of a shortage of places in primary education if the proposed Published Admission Number revisions are not implemented.
- 7.7 The table below highlights some of the risks relating to the Medway Test arrangements and the proposed changes. This table is taken from the report presented to Overview and Scrutiny Committee on 6 December 2011.

Risk	Description	Action to avoid or mitigate risk
Test centres not fit for purpose	<p>The appropriateness of the site, buildings and facilities for the children, staff and parents attending the site. This includes</p> <ul style="list-style-type: none"> <input type="checkbox"/> the suitability of reception areas (taking into account the possibility of adverse weather conditions), <input type="checkbox"/> suitability of waiting areas for children <input type="checkbox"/> on site facilities, including toilets <input type="checkbox"/> suitability of sites for disabled pupils or parents <input type="checkbox"/> refreshments <input type="checkbox"/> arrangements for directing parents 	<p>Clear minimum site specifications and Council controlled quality assurance arrangements for each test centre.</p> <p>Arrangements to be reported for sign off by the Director of C&A in consultation with the Portfolio Holder in advance of arrangements being finalised.</p>

	<p>and children including signage</p> <ul style="list-style-type: none"> □ location of test centre and other on site events □ staff at each centre <p>This applies to all test centres, including primary school sites.</p>	
Cost of test Arrangements	The cost of running tests in primary schools may be more expensive than the current arrangements.	Additional costs to be identified and presented to Cabinet as part of report on proposed admissions arrangements for September 2013.
Selection of invigilators	Risk that invigilators may not have the skills or knowledge to undertake the role effectively.	Clear criteria for selection of invigilators and lead invigilators with clear roles and responsibilities and compulsory training
Arrangements not consistent and fair for all children	There is a potential risk that with a larger number of test centres, with testing undertaken in primary schools that it could be more difficult to ensure consistency and fairness of arrangements.	<p>Compulsory training and clear guidance will be provided to all invigilation staff.</p> <p>Cross invigilation arrangements would be put in place to ensure fairness.</p> <p>The Council would quality assure the arrangements at all test centres.</p>

8. Implications for looked after children

- 8.1 Children in public care/Looked after Children are given the highest priority for places in all schools oversubscription criteria. This is a requirement of the School Admissions Code and all Medway schools adhere to this requirement. For grammar schools, a Looked After Child who has been assessed as grammar under the Medway Test will have the highest priority for a place.
- 8.2 The new School Admissions Code expands the definition of Looked After Children to include those that have been adopted who were previously looked after. Therefore our definition for the oversubscription criteria will be amended to reflect this.

9. Children and Young People Overview and Scrutiny Committee – 19 January 2011

- 9.1 The Head of School Organisation and Student Services introduced the report, and summarised the responses to the consultation.

- 9.2 Members then made comments and asked questions, which included: -
- Getting information to primary schools, on the number of preferences received, at the right time;
 - Why the Published Admission Number (PAN) for Delce Junior was being increased when last year it had been reported that there were surplus places in the school;
 - Whether primary schools could be forced to participate in holding the selection test at their schools.
 - Fair access panels – who sits on the panels and how frequent are they;
 - Confirmation as to whether parents could apply online without an email address.
- 9.3 In relation to Delce Juniors, officers explained that the surplus places were at the top end of the school and that the cohort coming into the school was now larger. Plus it was proposed to link St Peter's Infant School to the junior school along with Delce Infant School and therefore by increasing the PAN to 130 ensured that all children from both infant schools would have a place at the junior school if they wished.
- 9.4 Officers confirmed that the Council could not require primary schools to accommodate selection testing their schools and so pupils from primary schools that refused to participate would need to attend a test centre.
- 9.5 Officers explained that Fair Access Panels were held every two weeks and consisted of a Headteacher (four Headteachers covered the panels on a rota basis), the Student Services Manager, an Inclusion Team representative and a member of the attendance advisory service.
- 9.6 In addition, officers confirmed that applications could be made online without an email address.
- 9.7 A number of Members raised concern about the removal of the denomination criteria tick box from the admission form for voluntary controlled schools. Officers reiterated that the Schools Admission Code was clear that if the denomination preference criteria is used, evidence must be sought. Therefore, if schools wanted to use that criteria, they would need to seek an additional form from parents providing evidence that they do belong to the relevant faith, for example, Church of England, similar to what voluntary aided Roman Catholic schools require already.
- 9.8 Officers undertook to talk further with representatives of the Church of England Diocese of Rochester about the possibility of having a supplementary form for parents to provide evidence if they are choosing a school for denominational reasons. The outcome of this discussion is detailed within section 5 of this report.
- 9.9 The Headteacher representative gave her concerns about moving the selection testing back into primary schools as it would have high practical implications such as; less time for teachers and Headteachers to concentrate on areas of focus, such as key stage 2, higher risk of inconsistencies and unfairness in carrying out the test, teachers could

not be forced to invigilate so high expense of invigilators and higher cost of quality checking due to the vastly increased number of venues.

- 9.10 A number of Members, although understanding of the practical implications, were supportive of a move to option A, i.e. testing in primary schools. They considered that children were under a great amount of pressure when taking the Medway test and so would be more comfortable and more likely to perform at their usual standard if they sat the test in their own school.
- 9.11 Other Members were concerned that the additional practical implications that would be born from moving to testing in primary schools, plus the increased risk of inconsistencies and unfairness, outweighed the benefits of testing in primary schools and so considered that testing should remain as it is currently carried out, in test centres across Medway.
- 9.12 The committee agreed that more information was required for the Cabinet to be able to make a fully informed decision around the future of carrying out the Medway selection test. This information is provided within section 5 of this report.

10. Financial and legal implications

- 10.1 In accordance with the requirements of the Schools Standard and Framework Act 1998, local authorities (LA's) are required to consult each year with the governing bodies of the school for whom it is the admission authority (i.e. Community and Voluntary Controlled schools) about the proposed admission arrangements for the following year. In addition the LA is required to consult with other admission authority schools (Academies, Voluntary Aided and Foundation schools), other LA's and other relevant parties (e.g. diocesan boards). Similarly, own admission authority schools have a duty to consult on their proposed arrangements with the LA and other parties.
- 10.2 The Education Act 2002 and subsequent regulations place a duty on LA's to formulate co-ordinated admission schemes for primary and secondary admissions which cover all maintained schools in their area, to co-ordinate the admission processes.
- 10.3 The Education and Skills Act 2008 requires all admissions authorities to consult with all relevant parents (including parents and parent groups) for a minimum of 8 weeks on their proposed arrangements. All consultation must be completed by 1 March of the academic year prior to that being consulted on (i.e. 1 March 2012 for 2013 admissions).
- 10.4 Local authorities have an important role to monitor the arrangements of all schools for compliance with the School Admissions Code. Each local authority is required to report to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in our area. The Schools Adjudicator has a wider remit as the independent enforcer of fair access to schools.
- 10.5 The final admission arrangements for Community and Voluntary Controlled schools reflect the requirements of the new School

Admissions Code, which came into effect on 1 February 2012. We will also review own admission authority schools arrangements to ensure that they are reflecting these requirements.

- 10.6 The proposed arrangements require all schools to admit children with Statements of Special Educational Needs, which name that school.
- 10.7 The Council currently funds the Medway test and this costs around £114,000 each year. The additional cost of testing in own school has been estimated at up to £70,764, assuming the local authority meets all costs. The additional costs will need to be met from within existing budgets should the Council cover the costs of testing and a suitable virement of funding would need to be identified. The cost of additional management resource could be met from the existing Student Services Team staffing budget, with the remaining costs met from a non-ringfenced government grant to meet the costs of the extended rights to school transport.

11. Recommendations

Secondary arrangements

- 11.1 The Cabinet is asked to determine the Secondary Admissions co-ordinated scheme and admission arrangements, as set out in Appendix A to the report.
- 11.2 The Cabinet is asked to determine a preferred option for the future delivery of the Medway Test from the options set out in paragraph 3.1 of the report, having regard to the issues and representations set out in the report, in particular in paragraphs 5.3 to 5.36.
- 11.3 The Cabinet is asked to determine whether children attending independent Medway schools should be permitted to undertake testing in their own school, if option A is preferred, subject to officers putting in place suitably robust quality assurance arrangements.

Primary arrangements

- 11.4 The Cabinet is asked to determine the Primary Admissions co-ordinated scheme and admission arrangements, as set out in Appendix B to the report, including the amendments to Published Admission Numbers (as shown in section 3.2) and the introduction of a supplementary information form for Church of England voluntary controlled schools.

In year admissions

- 11.5 The Cabinet is asked to approve the continuation of in-year co-ordination from September 2013, subject to the majority of schools in each phase signing up to a co-ordinated scheme and to delegate authority to the Director of Children and Adults in consultation with the Portfolio Holder to approve the implementation of appropriate arrangements if required.

12. Suggested reasons for decision

- 12.1 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
- The School Admissions Code 2010
- School Admissions regulations 2008
- Education and Skills Act 2008
- Co-ordinated admission schemes and arrangements for Primary and Secondary admissions 2013 (copies attached)



Medway Council

Co-ordinated Scheme for

Secondary Admissions

Academic Year 2013/14

Incorporating Transfer to Year 7
and
Secondary In-Year Admissions
(for schools that opt in to the co-ordinated process)

Author: Simon Harrington
Student Services Manager
Date: February 2012
Version: 1.0

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Version	Date	Type	Author
1.0	1 February 2012	Draft – for Cabinet approval	Simon Harrington

Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions)
- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at www.medway.gov.uk and following the links under School Admissions.

Admissions Procedure

1. Parents/carers/carers can apply for a school either online at www.medway.gov.uk/onlineadmissions or by completing the standard paper application form which can be obtained from Medway primary/junior schools or from Medway Council. The national closing date for secondary application is Wednesday 31 October 2012.
2. Places will be offered according to the co-ordinated admission scheme.
3. Parents/carers/carers 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 the first term in October 2013 and children will be ranked in waiting lists according to the oversubscription criteria.
4. 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.
5. The Council has a responsibility to ensure that admission arrangements are correctly applied and that applications are correctly processed. To do this the Council carry out the following tasks (this list is not exhaustive):
 - a) completed ranking lists are checked for compliance with the published oversubscription criteria for all schools/academies (including those that are their own admission authority).
 - b) all applications are checked to ensure that all the required information has been provided by parents/carers/carers
 - c) throughout the process a series of data cleansing exercises are undertaken to ensure that the admission processes are being complied with.

Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in September 2013.

Year 7 applications are for children born between 1 September 2001 and 31 August 2002.

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper Medway Test registration forms to primary and junior schools	By Wednesday 6 June 2012
Online registration for the Medway test open - 9am	Wednesday 6 June 2012
Student Services admission presentations for Year 5 parents/carers/carers	Tuesday 12 – Thursday 14 Monday 18 – Wednesday 20 June 2012
Closing date for Medway Test registration	Friday 13 July 2012
Secondary application information (SCAFs, etc) to primary and junior schools	By Friday 7 September 2012
Secondary applications open online	Monday 10 September 2012
Medway Test Date <i>The Medway Test is for admission to Medway grammar schools only. For grammar schools in another local authority, children must sit that local authority's test.</i>	Option A – Tuesday 18 / Wednesday 19 September 2012 (in schools for children in Medway primary/junior schools) Saturday 22 September 2012 (in test centres for children not in Medway primary/junior schools) Option B – Saturday 22 September 2012 (in test centres for all children)
Assessment Decision Letters posted to parents/carers/carers (e-mails sent after 4pm to those that registered online)	Friday 5 October 2012
Deadline for Medway Test Review Requests	Friday 12 October 2012
Deadline for primary and junior schools to submit review work to the Council	Tuesday 16 October 2012 (10am)
Medway Test Reviews	Wednesday 17/Thursday 18 October 2012
Review decisions posted to parents/carers/carers	By Friday 26 October 2012
Closing date for applications (Online and SCAF) – National Closing Date	Wednesday 31 October 2012
First Inter-LA data exchange undertaken	By Tuesday 4 December 2012
Summary of applicant numbers sent to all Medway secondary schools (via S2S website)	By Friday 14 December 2012
Full applicant details sent to all Medway secondary schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)	By Monday 7 January 2013
Finalised ranked list returned to the Council by Foundation and VA schools (via the S2S website)	No later than Monday 21 January 2013

Ranked lists imported to the admissions database.	By Friday 25 January 2013
Council to run the algorithm to determine the allocation of places	By Monday 28 January 2013
Inter-LA data exchange undertaken for offers (if applicable)	Between 30 January and 11 February 2013
Details of pupils being offered sent to all Medway secondary (via S2S website)	By Monday 24 February 2013
Offer e-mails and letters sent to parents/carers/carers National Offer Day	Friday 1 March 2013
Schools send out welcome letters	Not before Wednesday 6 March 2013
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 15 April 2013
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	w/c Monday 22 April 2013

In addition this scheme allows for:

- Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (31 October 2012).
- Confirms that after 15 April 2013, the Council considers applicants through the normal waiting list / In-Year procedures.

The Council expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1.

Medway resident parents/carers/carers will have the opportunity to apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a standard paper form known as the Secondary Common Application Form (SCAF), which can be obtained from Medway primary/junior schools or from Medway Council.

The Council cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both.

If the Council receives multiples applications, they will contact the parent to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

Booklets and Medway Test Registration forms will be sent to schools by Wednesday 6 June 2012.

Secondary Common Application forms will be sent to schools by Friday 7 September 2012.

2.

The online application or SCAF will be used by Medway parents/carers/carers as a means of expressing between 1 and 6 preferences for their child to be admitted to a school inside or outside the Medway area (including Academies, Voluntary Aided (VA) and Foundation schools).

3.

Online applications, SCAFs and supporting publications will:

- (a) Invite parents/carers/carers to express **up to six** preferences in priority order. Preferences can be expressed for Medway and non-Medway schools. Parents/carers/carers **must** complete the application for their home Local Authority (e.g. Medway residents complete Medway applications, Kent residents complete Kent applications, etc)
- (b) Invite parents/carers/carers to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers/carers will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest ranked preference, for which they are eligible,
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper SCAFs must be returned to, in accordance with paragraph 8.

4.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents/carers/carers can use library and/or Internet café facilities.
- (b) The paper SCAFs are readily available on request from the Council, Medway maintained primary and junior schools and are also available on the Medway Council website to print, complete and return.
- (c) A composite prospectus of all Medway maintained secondary schools and written explanation of the co-ordinated admissions scheme is readily available on request from the Council, Medway maintained primary and junior schools and is also available on the Medway Council website to read/print.

5.

Only preferences expressed on a submitted online application, via www.medway.gov.uk/onlineadmissions, or on a paper SCAF are valid applications.

6.

An Academy, Foundation or Voluntary Aided school can ask parents/carers/carers, who wish to express it as a preference on their online application or SCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school or will be available via the Council's website as part of the schools published admission arrangements. SIF's must be returned to the school by the closing date for applications as defined within the Council co-ordinated admissions scheme.

All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

Where a school fails clearly to define its over-subscription criteria in its determined arrangements, the criteria definitions as laid out by the Council must be adopted.

7.

Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an online application or paper SCAF for their home Local Authority, and the school is named on said application.

Completion of a school's Supplementary Information Form only does not constitute a valid application.

8.

Completed applications must be submitted online and paper SCAFs returned to the Council or the child's Medway Primary School by the closing date (**Wednesday 31 October 2012** – this is the national closing date).

The Council will arrange collection of the paper forms from designated collection points on Thursday 1 November 2012.

NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.

9.

To help the Council ensure that everyone who needs to make an application has done so, primary schools may ask parents/carers/carers for a note of their online application reference, or – if they have concerns – may ask Student Services to check whether an online application has been submitted.

Student Services will provide primary and junior schools with details (via the S2S website) of which of their children have applied online at various points during the application process.

10.

The Council will act as a clearing house for the allocation of places and works in partnership with own admission authority schools/academies to determine which applicants are to be offered a place at their schools/academy.

The Council will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or SCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers/carers and the Council. The Council will look to offer a place at the highest named preference for which the child is eligible.

The Council will allocate places in accordance with paragraph 24.

Testing for admission to Medway grammar schools

11.

The Medway schools that require children to sit the Medway Test are listed below:

Chatham Grammar School for Boys	Rainham Mark Grammar School
Chatham Grammar School for Girls	Sir Joseph Williamson's Mathematical School
Fort Pitt Grammar School	The Rochester Grammar School

In addition to these, The Howard School will also provide places for children assessed as suitable to admission to a Medway grammar school and children will be placed into the grammar stream after places have been allocated.

12.

Registration for the Medway Test **opens 6 June 2012**. Parents/carers/carers wishing their children to sit the Medway Test are required to register with the Council (either online or using a paper registration form). Registration **closes on 13 July 2012**.

The date of the Medway Test is:

- **Option A:**
Tuesday 18 (Extended Writing) and Wednesday 19 (Maths and Verbal Reasoning) September 2012 (in schools for children in Medway primary/junior schools). Where Medway primary/junior school has opted not to undertake testing in their school, pupils may be given the opportunity to be tested at a neighbouring primary/junior school.
Saturday 22 September 2012 (in test centres for children not in Medway primary/junior schools (e.g. Out of area schools, independent schools) and children attending Medway primary/junior schools where their school has opted not to test in own school and the pupils have not been tested in a neighbouring school.
- **Option B:**
Saturday 22 September 2012 (in test centre for all children)

NB: The Medway Test is for admission to Medway grammar schools only and the Kent Test is for admission to Kent grammar schools only. The results of either test are not transferable between authorities

Process note for Option A

If it is determined that testing return to primary school on the dates specified above, a full process document will be published prior to testing taking place.

Initial processes are:

1. Primary and junior schools may be 'paired' to allow 'cross invigilation'. This means that the heads of each school will oversee the invigilation at their paired school
2. Each school will be responsible for ensuring that appropriate staff are use to administer and invigilation the Medway test (this may be TA's, teachers, office staff, etc).
3. Full administration instruction, pro-formas, registration lists, reports, etc will be provided to each school ahead of the test dates.
4. Requests for special arrangements will still be considered and additional invigilation resource provided if required.

13.

Late registrations to sit the Medway Test on the determined test date(s) will only be allowed in exceptional circumstances or for 'good reason' * (e.g. serious illness, bereavement, late move to the area, etc). Any late registration request must be accompanied by a letter explaining the reasons for the late registration.

Late registrations for 'good reason' will be accepted up until 31 July 2012.

Late registrations for families who have just moved into the area will be accepted up until 17 August 2012.

*The decision on whether a reason for late registration is acceptable will be at the discretion of the Student Services Management Team.

Any late registrations received after the above dates will not be able to be tested until after the allocation of places on 1 March 2013.

14.

The Medway Test comprises of three papers. These are:

- English (extended writing task)
- Mathematics (multiple choice paper)
- Verbal Reasoning (multiple choice paper)

15.

Children unable to sit the Medway Test on the determined test date(s) due to illness should provide a medical certificate to Student Services and these will be offered an alternative date to sit the test prior to allocation.

16.

Once all three papers have been marked, the raw scores are converted by locally standardised scores. These standardised scores will be weighted to reflect the child's age when they sat the test. The English and Mathematics scores are doubled and the added to the Verbal Reasoning scores to provide a total weighted score.

The minimum total weighted score to be assessed as suitable for admission to a Medway grammar school is set each year.

This minimum score is set at the 23rd percentile of the Medway cohort (i.e. Year 6 children resident in Medway and attending a Medway maintained school).

Pupils from out of area who achieve the minimum score will also be assessed as suitable for admission to a Medway grammar school.

17.

Medway Test assessment decisions will be sent to parents/carers/carers by letter on **5 October 2012**. Parents/carers/carers who registered online for the test will also be sent an e-mail advising basic detail of their child's assessment decision after 4pm on this date.

18.
Where a child does not achieve the minimum score required, parents/carers/carers can ask for the assessment decision to be reviewed.

For each review case, samples of work from the last two terms of Year 5 and the first term of Year 6 will be requested from the child's current 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 Medway cohort) who will then be assessed as suitable for admission to a Medway grammar school.

19.
Parents/carers/carers must submit any request for review by **12 October 2012**.

Schools will be requested to submit review work by 10am on 16 October 2012 and the reviews will take place on 17/18 October 2011.

20.
Review decisions will be sent to parents/carers/carers by letter by **26 October 2012**.

21.
By 14 December 2012 – The Council will advise all Medway secondary schools of the number of preferences expressed for them. Where there are preferences expressed for non-Medway schools, or where a non-Medway resident has expressed a preference for a Medway school, the Council will have also completed any data exchange with other local authorities by this date.

The Council will only advise the number of 1st, 2nd, 3rd, 4th, 5th and 6th preferences received. The Council will not provide any information about which children named a school as which preference.

Also by this date the Council will provide primary schools with a list of their pupils who have applied for Year 7 places.

22.
By 7 January 2013 – The Council will advise all Medway secondary schools of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to consider against their over-subscription criteria. The Council will undertake distancing for all applicants to all schools. Any issues arising from these checks must be reported to the Council no later than 21 January 2013.

Only children who appear on the Council list will be considered for places on the relevant offer day. No other child can be added by the school.

23.

No later than 21 January 2013 – Academies, Foundation and Voluntary Aided schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the Council for consideration in the allocation process.

Any school that offers governors places or operates banding must clearly identify and rank eligible applicants in the appropriate column on the ranking list.

24.

By 28 January 2013 - The Council will import all ranked lists to the admissions database and run the algorithm to determine the allocation of places.

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

25.

By 24 February 2013 - The Council will inform schools of the pupils to be offered places at their school.

By this date Medway Council will have completed any data exchange with other local authorities to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

26.

On national offer day, **1 March 2013** – The Council will:

- (a) send an offer e-mail after 4pm to those parents/carers who have applied online and provided an e-mail address.
- (b) send **all Medway parents/carers** school offer letters. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the SCAF as a higher preference than the school offered.
 - Information about the right of appeal against the decision to refuse places at other named schools.
 - Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters **no earlier than Wednesday 6 March 2013**.

27.

By 15 April 2013 –

- (a) Parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail to the school (parents/carers will be provided with a pro-forma to complete and return to the school offered).

The Council will request details of all refusals received by schools to be sent via e-mail by close of business on Tuesday 16 April 2013.

- (b) Parents/carers must submit requests to be included on a school's waiting list by this date. Request must be submitted to the Council and parents/carers can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form)
- (c) Parents/carers must submit any appeal request by this date. At this stage parents/carers can only appeal for schools that they originally named on their application form (to ensure that the process is made easier for parents/carers, a standard pro-forma to appeal for any school they named will be included with the offer letter).

Appeal requests for Community schools must be returned to the Council and appeal requests for Academies, Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school/academy.

28.

Week commencing **22 April 2013** – The Council will re-allocate any places that have become available since offer day to children who have requested to be placed on the waiting list, according to the individual schools' over-subscription criteria.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

Waiting Lists

29.

Parents/carers/carers may ask for their child's name to be kept on a waiting list should places become available after 22 April 2013. Applicants will be ranked in the same order as the published oversubscription criteria.

If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.

In accordance with the School Admissions Code, waiting lists will be held by the relevant admissions authority at least until the end of the first term in the academic year 2013/14 (October break).

After this time parents/carers must re-apply for places under the Casual (In-Year) admission procedures.

- Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child's name has been on the list.
- Any place that becomes available must be offered to the child at the top of the waiting list.

30.

Crown Servants – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the SA Code, paragraph 3.27) confirming the posting, future address and date of posting.

Late Applications

The closing date for applications in the normal admissions round (as above) is 31 October 2012.

Please note – late applications cannot be made online. All late applicants must complete a paper SCAF and return it direct to the Council.

31.

For parents/carers resident in Medway on or before the closing date (31 October 2012) –

- As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the Council **before Friday 17 November 2012**.
- Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason) can be considered by the Student Services Management Team. If it is decided that the reason for late submission do not constitute good reason, the application will be held until after allocation on 1 March 2013 and will be considered at re-allocation.
- Exceptional circumstances or ‘good reason’* may include serious illness, bereavement, late move to the area, etc.

*The decision on whether a reason for late registration is acceptable will be at the discretion of the Student Services Management Team.

32.

For parents/carers who have moved to Medway after the closing date and by 17 November 2012 –

- Any application received from a new Medway resident after the closing date and by 17 November 2012 will be included in the normal allocation of places on 1 March 2013.
- Such applications must be accompanied by proof of the Medway address and the date of the move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

33.

Any application received after 17 November 2012 -

Applications received after 17 November 2012 (for whatever reason) will not be considered for places on 1 March 2013, but will be included in the re-allocation of places after 8 April 2013 as defined above and after consultation with the relevant admission authority for the named schools.

The child’s name will automatically be placed on the waiting list for any schools named that are unable to offer a place.

Section 2 – Over-subscription Criteria of Community Schools.

The following oversubscription criteria apply to Greenacre School only.

All other Medway secondary schools are Academies, Foundation or Voluntary Aided schools.

For entry to Year 7

The over-subscription criteria for Greenacre School are:

1. **Children in public care** - (see note 1)
2. **Sibling** (a brother/sister attending the named school(s) at the time of application and who will still be attending in September 2013) – (see note 2)
3. **Child's health reasons** – (see note 3)
4. **Residence in the Greenacre School access area**
5. **Nearness of children's home** – (see note 4)

Tiebreaker – in the event of a tie within any criterion, places will be allocated to those living closest to the school measured by the short available walking route.

Definitions and Notes:

1.

Sometimes referred to as Looked After Children, these are children for whom the council provides a home by agreement with their parents/carers or who are subject to a Care Order under Part IV of the Children Act 1989. This also includes children who were previously looked after and have since been adopted.

2.

We give priority to children who have a sibling at the named school. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings.

Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling must be attending the named school at the time of application and at the time the younger child would start (September 2013).

3.

Medical evidence must be provided to the Student Services-Admissions Team. This evidence must demonstrate a specific link between the child's medical condition and needs and how the named school can meet these needs.

4.

The distance calculated is the shortest available safe walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by Student Services – Admissions within the Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (the seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point – A pre defined centre point of the road adjacent to the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available safe walking route known to the Medway GIS using the centre point of streets and other available safe walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS, an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as a safe walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

For entry to Year 12

The over-subscription criteria for all Community and Voluntary Controlled secondary schools are:

1. **Students in public care** - (see note 1 above)
2. **Sibling** (a brother/sister attending the named school(s) at the time of application and who will still be attending in September 2012) – (see note 2 above)
3. **Students attending Year 11 in one of the other schools in the consortium.**
4. **Nearness of children's home** – (see note 4 above)

Tiebreaker – in the event of a tie within any criterion, places will be allocated to those living closest to the school measured by the short available walking route.

Published Admission Numbers for Community Schools.

Every school must have an admission number for each 'relevant age group' (this is defined in law as 'an age group in which pupils are normally admitted'). The proposed Published Admission Numbers (PANs) are show below:

Entry to Year 7

School Name	Indicated Admission Number (IAN)	Proposed PAN 2013
Greenacre School	166	160

Entry to Year 12

School Name	Number of additional places available for students being admitted to the school for the first time 2013
Greenacre School (Joint mixed sixth form with Walderslade Girls School)	15

Minimum entry requirements for Year 12:

Level 3 – 5 GCSEs at grades A*-C with some subject specific requirements

Section 4 – Details of the Co-ordinated Scheme for Secondary In-Year Admissions

By September 2013, all Medway secondary schools and academies will be their own admissions authority and can process their own in-year (casual) admissions directly.

The following arrangements and information only applies to in-year (casual) admissions for any Medway secondary school or academy that has agreed to be part of a centrally co-ordinated in-year admissions process.

Details of which schools are part of the co-ordinated process will be finalised in due course.

Definition:

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. 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.

General principles:

Application is made on either the 'Casual Admissions Form' or 'Change of Medway School Form' available from all schools or on-line and returned to the Council.

If an application is received for a child with a statement of special educational needs the application will be passed to the Special Education Needs Team 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).

The Student Services Management Team will determine whether or not a child has a history of challenging behaviour based on the information received from parents/carers and previous schools.

Where parental preference cannot be met the right of appeal will be offered (unless the pupil has previously been excluded twice before).

Monitoring of service:

Termly monitoring of the number of applications received and the time taken to place a child will be undertaken by the Student Services Management Team. A report will be produced and distributed to relevant parties.

Monitoring will look at the time taken to place children, school uptake of Casual admissions and a profile of those going through the system.

Local authorities have a duty to report compliance with the code, including casual admissions arrangements to the Schools Adjudicator.

Year group numbers:

Each school will be required to provide their up to date roll numbers for each year group every week or upon request. This is to ensure that vacant places can be offered as quickly as possible.

Applications Forms and process for in –year admissions:

Appendix 1 provides a flowchart for the In-Year admission process for secondary schools.

Medway resident parents/carers must complete the Medway form, but can name schools outside of Medway. Parents/carers resident outside of Medway must complete their home local authority form, but can name Medway schools.

1. Parents/carers can name up to four preferences.
 - Preferences will be considered in the order they are listed on the form and in accordance with the named schools' over-subscription criteria.
 - If a parent wishes to apply for a Medway grammar school, they need to name the school on the application form and the Council will make the necessary testing arrangements, Testing will take place prior to any place being sought.
2. If a preferred school also requires a Supplementary Information Form, parents/carers must obtain these from and return them to the relevant school directly.
3. The Council will approach all schools named, in order, to ascertain if a place can be offered.
4. Once approached, schools must confirm back to the Council within 48 hours whether a place can be offered or not. If a school feels unable to offer a place they must advise the Council of the reasons for refusal. If a school requires additional time to make a decision, in exceptional circumstances only (for example, if they believe the child has a history of challenging behaviour), they must obtain the prior agreement of the Council to more time, but the additional time should not exceed 10 school/working days.
5. Where a non-Medway school is named as a preference, Medway will exchange the application details with the relevant Council to seek confirmation of a place. The relevant Council must then confirm whether an offer can be made and Medway will advise the parent of the outcome. This process will be reversed if Medway received details of an application for a Medway school from another Council.
6. If none of the preferred schools can offer a place (due to over-subscription), then the Council will look to offer a place at the nearest appropriate school with a vacancy to the child's home if the child does not currently have a Medway school place and they will be advised of their right of appeal to the named schools.

If the child is currently on roll at a Medway school, the parent will be offered the right of appeal only and invited to name alternative preferences.

This school will be contacted prior to the offer being made. This will also be the process where no preferences are named on the application form.

7. Once a school offer has been agreed, the Council will send the parents/carers a formal offer letter. No offer letters can be sent from schools directly.
8. The offer letter will advise parents/carers of their right of appeal for any school they named that has not been able to offer a place.

9. Any offer made will be confirmed to the relevant school and they will contact the parent to arrange a suitable start date/admissions meeting. Any meeting should be arranged within 2 school/working days and a start date with 5 school/working days wherever possible. Schools must confirm agreed start dates with the Council.

Admission meetings cannot be undertaken by schools/academies prior to an offer being made by the Council.

10. Parents/carers are required to confirm acceptance or refusal of a place offered, directly to the school within 10 school days. If the Council has not received confirmation of a start date in this time, a reminder will be sent, providing an additional 7 days for a response. Schools must inform the Council if a child fails to appear, and take up the place offered. If it becomes apparent that a child is missing education, a referral can be made to the Attendance Advisory Service (formerly Education Welfare).
11. Should a school refuse entry on any grounds that do not comply with the School Admissions Code or the agreed Fair Access Protocols, and then the process relating to a 'direction' may be followed (SA Code, paragraph 3.34-3.40).
12. Where the Council receives more applications in a year group for a school than there are places available, then the Council will apply the relevant school's over-subscription criteria to determine who can be offered a place.
13. Children with a history of challenging behaviour will be considered in accordance with the Fair Access Protocol detailed in Appendix 2.
14. For families moving into the area, the process for securing a place cannot be started until the Council have proof of the new address and moving date (e.g. a copy of a signed tenancy agreement or exchange of contracts).

15. Change of Medway School requests:

Where a parent wishes to transfer their child from one Medway school to another they must complete the Change of Medway School Application Form.

- Parents/carers complete the first section of the form.
- They should then have a meeting with their child's current school to discuss the request and the current school complete the second section of the form.
- The Council will contact the current school to discuss the application, if the second section is not completed.
- Once the Council are satisfied that the application is complete, it will follow the standard procedures as defined above for casual admissions.
- If a place can't be offered at the preferred school(s), the parent will be advised of their right of appeal
- In most circumstances no alternative school will be offered and the pupil must not be taken off roll of their current school until a new school place has been confirmed by the Council. The circumstance whereby a child can be removed from roll 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 removal from roll may result in the Education Welfare Service taking unnecessary action .

16. Consideration of Looked after Children.

When considering casual admissions applications for Looked after Children or previously looked after children, the following will be considered:

- Carers preferences
- Proximity from home to school and ease of access
- Places available
- Social networks
- 'Sibling' placements
- Virtual Head recommendation

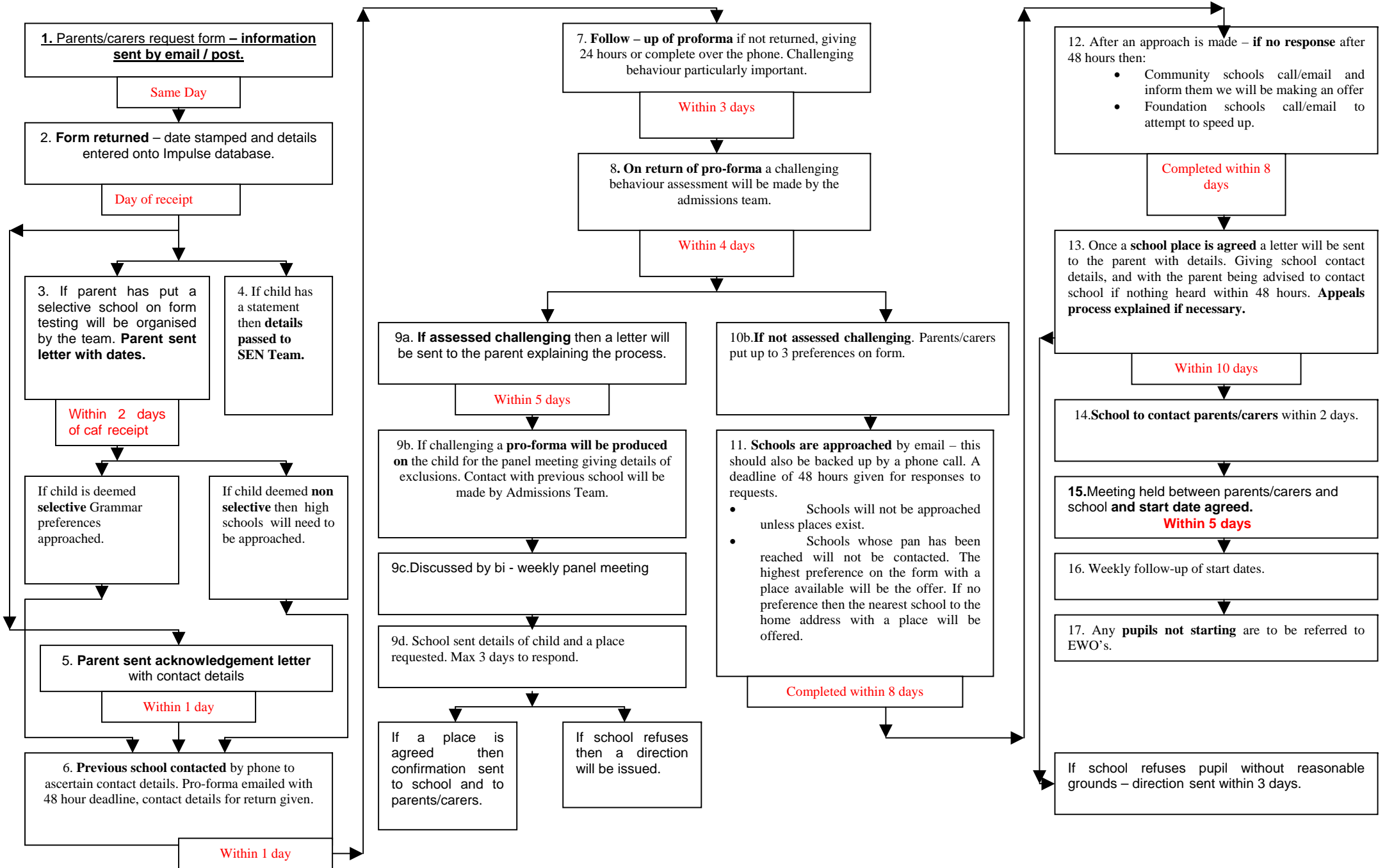
The School Admissions Code allows the placing of Looked after Children or previously looked after children above PAN (published admission number) if it is believed that this is in the best interests of the child.

The virtual head for Looked after Children will be informed of all applications from Looked after Children and advice sought re. placement if the first preference cannot be met.

17. **Crown Servants** – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by a letter from the commanding officer confirm the posting, future address and date of posting.
18. It is anticipated that the majority of children will be placed in line with these processes. However if a child remains unplaced after 15 school/working days following receipt of the application, which may include children with a history of challenging behaviour or one of the groups listed in appendix 3 of the School Admissions Code, then the child's placement will be considered by the local Hard to Place Panel in accordance with the Fair Access Protocols detailed in Appendix 2.
19. **Children who have been permanently excluded** from school or twice excluded will be handled by the Inclusions Team and do not go through the above processes.
20. **Children from overseas** will follow the above procedures, but previous school information may not always be available. The advisor for EAL will be notified of applicants entering the system who have come directly from overseas.
21. **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 an application form 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.

Appendix 1

IN-YEAR ADMISSIONS PROCESS FOR SECONDARY SCHOOLS



Appendix 2:

Medway Fair Access Protocols – effective September 2011

- a) All Medway schools/academies, including those that are full (i.e. have already admitted up to their PAN) will take their fair share of children who fall under the Fair Access Protocols. The school/academy should be an appropriate placement and this will include selective schools/academies where the child is deemed to be of this ability through the assessment processes.
- b) The placing of children who fall under the Fair Access Protocols will take place at the bi weekly meeting of the Fair Access Panel to ensure places are allocated as quickly as possible. The panel will decide on the school/academy to recommend, based upon the factors below and any extenuating circumstances put forward by schools/academies, parents/carers/carers or others involved with the individual being placed.
- c) Placement of children in this group will be considered according to the following (this list is not exhaustive):
 - a. Parental / carer preferences
 - b. Geographically nearest / ease of travel
 - c. Number of children taken by the school/academy with challenging behaviour through either the placement meeting or through a managed transfer
 - d. If a child has previously attended a Medway school/academy
 - e. If a school/academy meets the requirements within the code to refuse (paragraph 3.32 of the School Admissions Code)
 - f. Religious affiliation
- d) Examples of a child who could be considered hard to place:
 - a. Children unplaced after 15 school working days (+^)
 - b. Those with attendance at the previous school/academy or provision of less than 70% (unless this is for a known reason such as illness) (+)
 - c. a permanently excluded child (*#)
 - d. a child who has previously been twice-excluded (*#)
 - e. a child with a number of fixed term exclusions over the last two academic years for disruptive behaviour (these must total a minimum of 3 days) (#)
 - f. a child previously attending a Pupil Referral Unit (PRU) or similar provision for behavioural/social or emotional reasons (#)
 - g. school refusers (#)
 - h. a child returning from school after a criminal sentence has been served and YOT involved (#)

- + These children are not considered as having challenging behaviour
- * Inclusions will bring these children to the panel meeting
- # These children will be considered as having challenging behaviour.
- ^ 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

Point 8 of Appendix 3 of the School Admissions Code covers a more extensive group.

- e) The Fair Access Panel will consist of a minimum of 7 voting representatives at each meeting.
Voting Membership will be composed of:
 - a. 4 representatives from secondary schools/academies membership for schools/academies will be on a rota basis of 2 terms and will encompass both selective and non selective, Foundation, Academy, VA, VC and Community Schools.
 - b. Student Services Manager (chair)
 - c. Inclusions Team representative
 - d. Attendance Advisory Service representative

Should a child be known to another service (e.g. YOT) then a representative will be invited to represent them and provide additional information to the Fair Access Panel.

Social Services and the Virtual Head will be informed of any LAC (Looked After Child) 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.

The panel will recommend a school place and the school/academy informed. The panel may also recommend a second choice school/academy in the event that the first choice school/academy provides acceptable 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 paragraph 3.32 of School Admissions Code are met.

Schools will be 'directed' should they refuse unlawfully. This 'direction' will be issued within 3 school working days of the refusal. In the case of an academy, a referral will be made to the YPLA.

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/academy allocated, will include details of the support that will be provided.

Where parents/carers/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/academy, will be kept and made available for schools/academies to view. These will also be presented to the Admissions Forum at each meeting.



Medway Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2013/14

**Incorporating Entry to Year R,
Transfer from Infant School to Junior School
(Year 3)
and
Primary In-Year Admissions**

Author: Simon Harrington
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Date: February 2012
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1.0	1 February 2012	Draft – for cabinet approval	Simon Harrington

Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools) and also for all year groups throughout the academic year (In-Year Admissions)
- The over-subscription criteria / arrangements for entry to those schools for whom the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at www.medway.gov.uk and following the links under School Admissions.

Admissions Procedure

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.
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/carers 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.
3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents/carers 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/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1 April to 31 August 2009) may ask to start their child in Year 1 in September 2014 but the reception place will not be saved. Parents/carers will have to re-apply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.
4. The Council has a responsibility to ensure that admission arrangements are correctly applied and that applications are correctly processed. To do this the Council carry out the following tasks (this list is not exhaustive):
 - a) completed ranking lists are checked for compliance with the published oversubscription criteria for all schools/academies (including those that are their own admission authority).
 - b) all applications are checked to ensure that all the required information has been provided by parents/carers
 - c) throughout the process a series of data cleansing exercises are undertaken to ensure that the admission processes are being complied with.

Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 3)

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 3) in September 2013.

- Year R applications are for children born between 1 September 2008 and 31 August 2009.
- Year 3 applications are for children born between 1 September 2005 and 31 August 2006.

The Key Scheme dates are:

Key Action	Scheme Date
Booklets and paper applications forms delivered to schools, nurseries, etc	By Wednesday 12 September 2012
Online applications open - 9am	Monday 17 September 2012
Closing date for applications (Online and RCAF/JCAF) –National Closing Date	Tuesday 15 January 2013
Inter-LA data exchange undertaken for applications (If applicable)	Between 30 January and 4 February 2013
Summary of applicant numbers sent to all Medway primary, infant and junior schools (via S2S website)	Wednesday 6 February 2013
Full applicant details sent to all Medway primary, infant and junior schools for consideration against their over-subscription criteria and to carry out necessary checks, etc (via S2S website)	Monday 11 February 2013
Finalised ranked list return to the Council by Foundation and VA schools (via the S2S website)	No later Monday 4 March 2013
Ranked lists imported to the admissions database.	By Friday 8 March 2013
Council to run the algorithm to determine the allocation of places	By Friday 15 March 2013
Inter-LA data exchange undertaken for offers (if applicable)	Between 18 and 20 March 2013
Details of pupils being offered sent to all Medway primary, infant and junior schools (via S2S website)	By Wednesday 27 March 2013
Offer e-mails and letters sent to parents/carers	Friday 12 April 2013
Schools send out welcome letters	Not before Wednesday 17 April 2013

Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Monday 13 May 2013
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	w/c Monday 20 May 2013

In addition this scheme allows for:

- Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (15 January 2013).
- Confirms that after 13 May 2013, the Council considers applicants through the normal waiting list / In-Year procedures.

The Council expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1.

Medway resident parents/carers will have the opportunity to apply for their child's school place either online at www.medway.gov.uk/onlineadmissions or using a standard paper form known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF).

The Council cannot accept multiple applications for the same child. A parent must use either of the above methods, but not both.

If the Council receives multiples applications, they will contact the parent to ascertain which application is to be used. Until such verification is received none of the applications for that child can be processed.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools only (as listed below).

Online applications cover both of the above.

Juniors schools: Balfour Junior School, Bligh Junior School, Cuxton Community Junior School, Delce Junior School, Featherby Junior School, Glencoe Junior School, Gordon Junior School, Hempstead Junior School, Horsted Junior School, Luton Junior School, Parkwood Junior School, Sherwin Knight Junior School, Spinnens Acre Junior School and St Margaret's CE VC Junior School

3.

The online application or RCAF/JCAF will be used by Medway parents/carers as a means of expressing between 1 and 4 preferences for their child to be admitted to a school inside or outside the Medway area (including Academies, Voluntary Aided (VA) and Foundation schools).

4.

Online applications, RCAF/JCAF and supporting publications will:

- (a) Invite parents/carers to express up to four preferences in priority order. Preferences can be expressed for Medway and non-Medway schools. Parents/carers **must** complete the application for their home Local Authority (e.g. Medway residents complete Medway applications, Kent residents complete Kent applications, etc) even if they wish to name schools in another local authority.
- (b) Invite parents/carers to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents/carers will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest ranked preference for which they are eligible,
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 9.

5.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method. To this end it is not mandatory for an applicant to have an e-mail address to apply, therefore parents/carers can use library and/or Internet café facilities.
- (b) The paper RCAF/JCAF are readily available on request from the Council, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to print, complete and return either to the Council (the address will be provided on the form) or to any Medway primary, infant or junior school.
- (c) A prospectus of all Medway maintained primary, infant and junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from the Council, Medway maintained primary, infant and junior schools and is also available on the Medway Council website to read/print.

6.

Only preferences expressed on a submitted online application, via www.medway.gov.uk/onlineadmissions, or on a paper RCAF/JCAF are valid applications.

7.

A Foundation, Voluntary Aided or Voluntary Controlled Church school can ask parents/carers, who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school or will be available via the Council's website as part of the schools published admission arrangements. SIF's must be returned to the school by the closing date for applications as defined within the Council co-ordinated admissions scheme.

All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

Where a school fails clearly to define its over-subscription criteria in its determined arrangements, the criteria definitions as laid out by the Council will be adopted.

8.

Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has also completed an online application or paper RCAF/JCAF for their home Local Authority, and the school is named on the application.

Completion of a schools' Supplementary Information Form only does not constitute a valid application.

9.

Completed applications must be submitted online and paper RCAFs/JCAFs returned to the Council or any Medway Primary School by the closing date (**Tuesday 15 January 2013**). Paper applications must be returned to the Council (the address will be provided on the form) or to any Medway primary, infant or junior school.

The Council will arrange collection of the paper forms from designated collection points on Wednesday 16 January 2013.

10.

The Council will act as a clearing house for the allocation of places.

The Council will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Medway operate an '**Equal Preference**' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers and the Council. The Council will look to offer a place at the highest named preference for which the child is eligible.

The Council will allocate places in accordance with paragraph 14.

11.

By 6 February 2013 – The Council will advise all Medway primary, infant and junior schools of the number of preferences expressed for them.

The Council will only advise the number of 1st, 2nd, 3rd and 4th preferences received. The Council will not provide any information about which children named a school as which preference.

Where there are preferences expressed for non-Medway schools by Medway residents, or where a non-Medway resident has expressed a preference for a Medway school, the Council will have completed any data exchange with other local authorities concerned by this date.

12.

By 11 February 2013 – The Council will advise all Medway primary, infant and junior schools of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc) and to consider against their over-subscription criteria. The Council will undertake distancing for all applicants to all schools.

Only children who appear on the Council list will be considered for places on the relevant offer day. No other child can be added by the school.

13.

By 4 March 2013 – All schools **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to the Council for consideration in the allocation process.

14.

By 8 March 2013 - The Council will import all ranked lists to the admissions database and run the algorithm* to determine the allocation of places based on the rank order of pupils against each schools oversubscription criteria, as described above.

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

The Council will only offer up to the number of places available at each school/academy as determined by the published admission number. Places are offered based on the rank order of pupils against the published oversubscription criteria.

*an algorithm is a mathematical formula that calculates the allocation of places using a set of pre-defined rules.

15.

By 27 March 2013 - The Council will inform schools of the pupils to be offered places at their school.

By this date Medway Council will have completed any data exchange with other local authorities to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

16.

On offer day, **Friday 12 April 2013** – The Council will:

- (a) send an offer e-mail after 4pm to those parents/carers who have applied online and provided an e-mail address.
- (b) send ALL Medway parents/carers decision letters. The letter will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
 - Information about the right of appeal against the decision to refuse places at other named schools.
 - Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters no earlier than Wednesday 17 April 2013.

17.

By 13 May 2013 –

- (a) Parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day. Acceptance/refusals must be made in writing or via e-mail to the school.

The Council will request details of all refusals received by schools to be sent via e-mail by close of business on Monday 13 May 2013 to admissions@medway.gov.uk.

If the school receives no response, all parties will assume the place has been accepted at this stage.

- (b) Parents/carers must submit requests to be included on a school's waiting list by 13 May 2013. Requests must be submitted to the Council and parents/carers can ask to be considered on the waiting list for any Medway school (it is not limited to those originally named on the application form)
- (c) Parents/carers must submit any appeal request by 13 May 2013. At this stage parents/carers can only appeal for schools that they originally named on their application form.

Appeal requests for Community and VC schools must be returned to the Council and appeal requests for Academies, Foundation and VA schools must be lodged with the Clerk of the Governors at the relevant school.

18.

Week commencing **20 May 2013** – The Council will re-allocate any places that have become available since offer day to children who have requested to be placed on the waiting list, according to the individual schools' over-subscription criteria.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

Waiting Lists

19.

Parents/carers may ask for their child's name to be kept on a waiting list should places become available after 20 May 2013. Applicants will be ranked in the same order as the published oversubscription criteria.

If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.

In accordance with the School Admissions Code, waiting lists will be held by the relevant admissions authority at least until the end of the first term in the academic year 2013/14 (October break).

After this time parents/carers must re-apply for places under the Casual (In-Year) admission procedures.

- Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child's name has been on the list.
- Any place that becomes available must be offered to the child at the top of the waiting list.

20.

Crown Servants – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by an official government letter (as defined in the SA Code, paragraph 3.27) confirming the posting, future address and date of posting.

Late Applications

The closing date for applications in the normal admissions round (as above) is 15 January 2013.

Please note – late applications cannot be made online. All late applicants must complete a paper RCAF/JCAF and return it direct to the Council.

21.

For parents/carers resident in Medway on or before the closing date (15 January 2013) –

- As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by the Council **before Tuesday 29 January 2013**.
- Such applications must be accompanied by a written explanation of the reasons for late submission. The Student Services Management Team can only consider

exceptional circumstances/good reason (e.g. serious illness bereavements, etc). If it is decided that the reason for late submission do not constitute good reason, the application will be held until after allocation on 12 April 2013 and will be considered at re-allocation.

22.

For parents/carers who have moved to Medway after the closing date and by 29 January 2013 –

- Any application received from a new Medway resident after the closing date and by 29 January 2013 will be included in the normal allocation of places on 12 April 2013.
- Such applications must be accompanied by proof of the Medway address and the date of the move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

23.

Any application received after 29 January 2013 –

Applications received after 29 January 2013 (for whatever reason) will not be considered for places on 12 April 2013, but will be included in the re-allocation of places after 20 May 2013 as defined above and after consultation with the relevant admission authority for the named schools.

The child's name will automatically be placed on the waiting list for any schools named that are unable to offer a place.

The waiting list / re-allocation processes will continue until the end of the first term in the academic year 2013/14 (October break).

Section 2 – Over-subscription Criteria of Community and Voluntary Controlled Schools.

The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

1. **Children in public care** - (see note 1)
2. **Attendance at a paired infant school** - (see note 2)
3. **Sibling** (a brother or sister attending the named schools at the time of application and who will still be attending in September 2012) – (see note 3)
4. **Denominational preference** (for Voluntary Controlled church schools only) – A supplementary information form is also required (see note 4)
5. **Child's health reasons** – (see note 5)
6. **Nearness of children's home and ease of access to the school** (for Halling Primary School only) (see note 6)

Please note for children of multiple birth –

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 birth, the Council will give multiple birth applications a higher priority for place than other applications with the exception of children in public care. Parents/carers must tick the appropriate box on the application to indicate the children are of multiple birth.

Tiebreaker –

in the event of a tie within any criterion 1-5 (i.e if two or more children have the same priority in any criterion), places will be allocated to those living closest to the school measured by the shortest available walking route.

Definitions and Notes:

1.

Sometimes referred to as Looked After Children, these are children for whom the council provides a home by agreement with their parents or who are subject to a Care Order under Part IV of the Children Act 1989. This also includes children who were previously looked after and have since been adopted.

2.

This criterion applies to applications for Year 3 in junior schools only where a paired school is named in this co-ordinated scheme and the admission booklet.

3.

We give priority to children who have a sibling at the named school. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling link also applies across 'paired' schools. This means if parents/carers are applying for Year R in the infant school and have an older sibling in the 'paired' junior school the sibling link will be considered and also if the parent is applying for Year 3 in the junior school and has a younger sibling in the 'paired' infant school the sibling link will apply.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

4.

If a Voluntary Controlled church school is named on the application, parents/carers must ensure that they have also completed the supplementary information form (SIF) for Medway Voluntary Controlled church schools.

The SIF is available from and returnable to any Medway Voluntary Controlled church school (as listed below) and is also available on the Council's website (www.medway.gov.uk).

The SIF does not constitute an application for the school and parents/carers must complete the Council application as well (either online or paper). The SIF on its own will not be processed unless there is also a valid application for the school.

The SIF must be returned to the school by the closing date for applications (15 January 2013).

Medway Voluntary Controlled church schools

All Saints CE Primary School	St Helen's CE Primary School
St John's CE Infant School	St Margaret's at Troy Town CE VC Primary School
St Margaret's CE Junior School	St Nicholas CE Infant School
The Pilgrim CE Primary School	

5.

Medical evidence must be provided to the Student Services Admissions Team. This evidence must demonstrate a specific link between the child's medical condition and needs and how the named school can meet these needs. The evidence provided must be in writing from a medical practitioner (GP/Consultant).

6.

The distance calculated is the shortest available safe walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point -A pre defined centre point of the road adjacent the school site or a pre defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available safe walking route known to the Medway GIS using the centre point of streets and other available safe walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road the

distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as a safe walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Halling Primary School only –

This school will use the ease of access part of criterion 6, which means:

- places are first offered to children living in Upper Halling (as defined in the hatched area on a map which is available at the school), which includes Ladds Farm, and Clements farm areas.
- secondly places are offered to those children living in Halling (as defined in the checkered area on a map which is 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.

Section 3 – Published Admission Numbers for Community and Voluntary Controlled Schools.

Every school must have an admission number for each ‘relevant age group’ (this is defined in law as ‘an age group in which pupils are normally admitted’). The proposed Published Admission Numbers (PANs) for Community and Voluntary Controlled Schools are show below:

School Name	Indicated Admission Number (IAN)	Proposed PAN 2012
All Faiths' Children's Community School*	25	30
All Saints CE Primary School*	42	45
Allhallows Primary School	30	30
Balfour Infant School (paired with Balfour Junior School)	90	90
Balfour Junior School (paired with Balfour Infant School & St John's CE VC Infant School)	120	120
Barnsole Primary School (name subject to change)*	89	90
Bligh Infant School (paired with Bligh Junior School)	60	60
Bligh Junior School (paired with Bligh Infant School)	60	60
Brompton Westbrook Community Primary School	45	45
Burnt Oak Primary School	60	60
Byron Primary School	75	75
Chattenden Primary School	30	30
Cuxton Community Infant School (paired with Cuxton Community Junior School)	50	50
Cuxton Community Junior School ** (paired with Cuxton Community Infant School)	45	50
Deanwood Primary School	30	30
Delce Infant and Nursery School (paired with Delce Junior School)	90	90
Delce Junior School (paired with Delce Infant and Nursery School and St Peter's Infant School)**	120	130
Elaine Primary School	50	50
Fairview Primary School	90	90
Featherby Infant School (paired with Featherby Junior School)	90	90
Featherby Junior School (paired with Featherby Infant School)	90	90
Glencoe Junior School (paired with Greenvale Infant and Nursery School)	76	60
Gordon Infant School *** (paired with Gordon Junior School)	63	60
Gordon Junior School (paired with Gordon Infant School)	100	100
Greenvale Infant and Nursery School (paired with Glencoe Junior School)	60	60
Halling Primary School	40	40
Hempstead Infant School (paired with Hempstead Junior School)	90	90
Hempstead Junior School (paired with Hempstead Infant School)	90	90
Hilltop Primary School	60	60
Hoo St Werburgh Primary School and Marlborough Centre	60	60
Horsted Infant School (paired with Horsted Junior School)	60	60
Horsted Junior School (paired with Horsted Infant School)	60	60
Kingfisher Primary School and Children's Centre	30	30
Lordswood School	60	60
Luton Infant School * (paired with Luton Junior School)	87	90
Luton Junior School *** (paired with Luton Infant School)	98	90
Maundene Primary School	60	60
Miers Court Primary School *	58	60
Napier Community Primary School *	77	90
New Road Primary School and Nursery Unit *	40	45

Oaklands School *	50	60
Parkwood Infant School (paired with Parkwood Junior School)	90	90
Parkwood Junior School ** (paired with Parkwood Infant School)	89	90
Riverside Primary School	30	25
Saxon Way Primary School ***	34	30
Sherwin Knight Community Infant School * (paired with Sherwin Knight Junior School)	70	75
Sherwin Knight Junior School *** (paired with Sherwin Knight Community Infant School)	81	75
Skinner Street Primary School *	58	60
Spinnens Acre Junior School (paired with Swingate Infant and Nursery School)	90	90
St Helen's CE Primary School	30	30
St John's CE VC Infant School (paired with Balfour Junior School)	30	30
St Margaret's Infant School (paired with St Margaret's CE VC Junior School)	90	90
St Margaret's CE VC Junior School (paired with St Margaret's Infant School)	90	90
St Margaret's at Troy Town CE VC Primary School	30	30
St Nicholas CE VC Infant School	40	40
St Peter's Infant School	40	40
Stoke Community Primary School *	17	20
Swingate Infant and Nursery School (paired with Spinnens Acre Junior School)	90	90
Temple Mill Primary School	30	30
The Pilgrim School	30	30
Thames View Primary School (name subject to change)	60	60
Twydall Primary School, Nursery and Children's Centre	75	75
Wainscott Primary School	30	45 #
Walderslade Primary School	30	30
Wayfield Community Primary School	30	30
Woodlands Primary School *	46	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/carers.

subject to approval to expand the physical site of the school following consultation planned for Spring 2012.

Section 4 – Details of the Co-ordinated Scheme for Primary In-Year Admissions

The following arrangements and information applies to in-year (casual) admissions for all Medway Community and Voluntary Controlled schools for whom Medway Council is the admissions authority.

These arrangements will also apply to any own admission authority school (Academy, Foundation and Voluntary Aided schools) that agrees to be part of the co-ordinated in year admissions process.

Definition:

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. The primary In-Year admission scheme covers entry in to Reception and year groups 1 to 6 during the academic year and outside of the transfer process.

In accordance with legislation the Council must process all Community and Voluntary Controlled school applications and only the Council can communicate the offer of a place to parents/carers. School that are their own admission authority schools can agree to be part of the co-ordinated in year admissions process. If an own admission authority school is not part of the co-ordinated process parents/carers must apply direct to the school.

Aim:

To place children within 10 school/working days.

General principles:

Application is made on either the 'Casual Admissions Form' or 'Change of Medway School Form' available from all schools or the Medway Council website (www.medway.gov.uk). Forms need to be completed and returned directly to the Council.

If an application is received 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.

Monitoring of service:

Termly monitoring of the number of applications received and the time take to place child as a result of these applications will be undertaken by the Student Services Management Team. A report will be produced and distributed to relevant parties.

Monitoring will look at the time taken to place children, school uptake of Casual admissions and a profile of those going through the system.

Local authorities have a duty to report compliance with the code, including casual admissions arrangements to the Schools Adjudicator.

Year group numbers:

Each school will be required to provided their up to date roll numbers for each year group every week or upon request. This is to ensure that vacant places can be offered as quickly as possible.

These numbers are to be sent to casualadmissions@medway.gov.uk

Applications Forms and process for in-year admissions:

Medway resident parents/carers should complete the Medway form, but can name schools outside of Medway. Parents/carers resident outside of Medway must complete their home local authority form, but can name Medway schools.

1. Parents/carers can name up to four preferences on the Medway form. Preferences will be considered in the order they are listed on the form and in accordance with the named schools' over-subscription criteria.
2. If a preferred school also requires a Supplementary Information Form, parents/carers must obtain these from and return them to the relevant school directly.
3. The Council will approach all schools named, in order, to ascertain if a place can be offered.
4. Once approached, schools must confirm back to the Council within 48 hours whether a place can be offered or not. If a school feels unable to offer a place they must advise the Council of the reasons for refusal. If a school requires additional time to make a decision, in exceptional circumstances only, they must obtain the prior agreement of the Council to more time, but the additional time should not exceed 5 school/working days.
5. Where a non-Medway school is named as a preference, Medway will exchange the application details with the relevant local authority to seek confirmation of a place. The relevant local authority must then confirm whether an offer can be made and Medway will advise the parent of the outcome. This process will be reversed if Medway received details of an application for a Medway school from another local authority.
6. If none of the preferred schools can offer a place (due to over-subscription), then the Council will look to offer a place at the nearest appropriate school with a vacancy to the child's home. This school will be contacted prior to the offer being made. This will also be the process where no preferences are named on the application form.

The nearest school with a vacancy will be allocated in cases where the child does not have a school place and the parents/carers will be advised of their right of appeal to the named schools.

If the child is currently on roll at a Medway school, the parents/carers will be offered the right of appeal only and invited to name alternative preferences.

7. Once a school offer has been agreed, the Council will send the parents/carers a formal offer letter. No offer letters can be sent from schools directly.
8. The offer letter will advise parents/carers of their right of appeal for any school they named that has not been able to offer a place.
9. Any offer made will be confirmed to the relevant school and they will contact the parent to arrange a suitable start date/admissions meeting. Any meeting should be arranged within 2 school/working days and a start dated within 5 school/working days wherever possible. Schools must confirm agreed start dates with the Council.

Admission meetings cannot be undertaken by schools/academies prior to an offer being made.

10. Parents/carers are required to confirm acceptance or refusal of a place offered, directly to the school within 10 school days. If the Council has not received confirmation of a start date in this time, a reminder will be sent, providing an additional 7 days for a response. Schools must inform the Council if a child fails to appear, and take up the place offered. If it becomes apparent that a child is missing education, a referral can be made to the Education Welfare Service.

11. If a parent approaches a school that is part of the co-ordinated process directly for a place, the following steps must be adopted.

If the school has no places available:

- The school must provide the parent with the application form to be completed and return to the Council.
- Parents/carers must not be discouraged from naming a school even if it is full.
- All schools must advise parents/carers that they can still name the school even if there are no places available. This will enable the Council to allow parents/carers their statutory right of appeal.
- The Council will undertake 'spot checks' from time to time to ensure that parents/carers are receiving the appropriate information when approaching schools.

If the relevant school feels that they do have places available:

- The school must contact the Council to confirm roll numbers for the year group and whether there are any outstanding applications.
- If there are no pending applications or there are more places available than applications outstanding, the Council will confirm to the school that they may advise the parent that a place can be offered.
 - The school must then ensure that the parent completes the application form in their presence and that this is returned to the Council (via e-mail or fax by the school). Once this is received the Council will log the details and send a formal offer letter retrospectively.
 - The school must confirm the start date of the child with the Council.
- If there are more pending applications than there are places available, the school must advise the parent that they need to complete the application form and return it to the Council before any decision can be made regarding an offer. The Council will then consider all pending applications in the normal process as defined above.

12. For families moving into the area, the process for securing a place cannot be started until the Council have proof of the new address and moving date (e.g. a copy of a signed tenancy agreement or exchange of contracts).

13. Change of Medway School requests:

Where a parent wishes to transfer their child from one Medway school to another they must complete the Change of Medway School Application Form.

- Parents/carers complete the first section of the form.
- They should then have a meeting with their child's current school to discuss the request and the current school complete the second section of the form.
- The Council will contact the current school to discuss the application, if the second section is not completed.
- Once the Council are satisfied that the application is complete, it will follow the standard procedures as defined above for casual admissions.

- If a place can't be offered at the preferred school(s), the parent will be advised of their right of appeal
- In most circumstances no alternative school will be offered and the pupil must not be taken off roll of their current school until a new school place has been confirmed by the Council. The circumstance whereby a child can be removed from roll 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 removal from roll may result in the Education Welfare Service taking unnecessary action .

14. **Consideration of Looked after Children.**

When considering casual admissions applications for Looked after Children or previously looked after children, the following will be considered:

- Carers preferences
- Proximity from home to school and ease of access
- Places available
- Social networks
- 'Sibling' placements
- Virtual Head recommendation

The School Admissions Code allows the placing of Looked after Children and previously looked after children above PAN if it is believed that this is in the best interests of the child.

The virtual head for Looked after Children will be informed of all applications from Looked after Children and advice sought re. placement if the first preference cannot be met.

15. **Crown Servants** – for children of crown service personnel the usual protocols will apply, but a future address will be accepted and a place sought in advance of residency as long as the application is accompanied by a letter from the commanding officer confirm the posting, future address and date of posting.

16. It is expected that a large majority of children will be successfully placed in accordance with this scheme. However, where it has not been possible to secure a place for a child within 15 school/working days of receiving the application, which may include children with a history of challenging behaviour or one of the groups listed in Appendix 3 of the School Admissions Code, then a placement will be considered by the local Hard to Place Panel in line with the agreed Fair Access Protocols.

Appendix C - Diversity Impact Assessment: Screening Form

Directorate Children & Adults Services	Name of Consultation Admissions arrangements and schemes 2013-2014		
Officer responsible for assessment Chris McKenzie	Date of assessment 14 February 2012	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?	Concerns about the impact of proposed changes to faith based oversubscription criteria for Church of England Voluntary Controlled Schools were raised during the consultation period. The proposals have been changed to reflect the views of respondents to the consultation and the Church of England Diocese of Rochester. This means that faith based criteria will be retained, but	

	strengthened, to ensure that priority is given to applicants where evidence of that faith can be demonstrated.	
12. Are there concerns there <u>could</u> be a differential impact due to people's age?		
	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?	There is a risk that the removal of the requirement for local authorities to co-ordinate in-year admissions, could disadvantage hard to place children, such as those with challenging behaviour. The proposals for the local authority to continue to co-ordinate arrangements would ensure that the local authority would continue to have an overview of all pupils.	
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	February 2012
Chris McKenzie		
Signed (service manager/Assistant Director)	Date	February 2012
Sally Morris		

Relevant Documents held:

- (a) The coordinated scheme for secondary admissions 2013-20124
- (b) The arrangements for admission in 2013 for community and voluntary controlled secondary schools
- (c) The coordinated scheme for primary admissions 2013-2014
- (d) The arrangements for admission in 2013 to for community and voluntary controlled primary schools