

**MINUTES OF A MEETING OF THE
SCHOOL ADMISSIONS FORUM
HELD ON TUESDAY 14 JUNE 2011 FROM 7.03PM TO 8.52PM**

Present:-

Local Education Authority Representatives:

Beth Rowland

Diocesan Representatives

David Babb (Chairman)

Representatives from the Local Community

Patricia Cuss – *Early Years Forum*

Captain Rob Gisby - *Arborfield Garrison*

– *Other Faith Groups*

Schools Representatives

Hilary Winter – *The Piggott CE Aided Secondary School (Vice Chairman)*

Jean Bateman – *Grazeley CE Aided Primary School*

Also present:-

Rob Stanton, Executive Member for Education Services

David Armstrong, Policy and Schools Access Officer

Piers Brunning, Service Manager Children's Services Infrastructure Development

Sue Riddick, Lead Admissions Officer

Tricia Harcourt – Principal Democratic Services Officer

Charles Yankiah – Senior Democratic Services Officer

92. MINUTES

The Minutes of the meeting of the Forum held on 15 March 2011 were confirmed as a correct record and signed by the Chairman.

93. APOLOGIES

Apologies for absence were submitted from Colonel Derek McAvoy, Arborfield Garrison (Capt Rob Gisby attended in his place), Elaine Stewart, Aldryngton Primary School, Paula Montie, Polehampton CE Junior School, Phiala Mehring, Parent Representative, Councillor Pauline Helliar Symons and Rachael Wardell, Head of Children's Services Strategy and Partnerships.

94. DECLARATIONS OF INTEREST

None were submitted.

**95. LOCAL AUTHORITY DRAFT 2011 ANNUAL REPORT TO SCHOOLS
ADJUDICATOR**

Sue Riddick, presented the Draft Annual Report 2011 set out on Agenda pages 5 to 23 and informed the Forum that this was the 3rd production of an Annual Report and that a template had been provided by the School's Adjudicator that needed to be completed. She then explained the following sections of the Draft Annual Report 2011 –

Section 1 – Academic Year 2010-2011

- Fair Access Protocol

- Infant Class Sizes
- Admission Appeals

Section 2 – Academic Year 2011-2012

- Children in Care
- Children with Disabilities
- Children with Special Educational Needs
- Service Children
- Co-ordinating Admissions

Section 3 – Admission Arrangements

- all admission arrangements have been considered and are fully compliant

Section 4 – Other Matters

- Admission Forum
- Free School Meals

Section 5 – Other Issues

- Choice Advice
- Targeted Support
- Transport

Section 6 – Other Issues requested this year by the Department

- 6th Forms
- Aptitude

The Chairman requested that the information regarding the Diocese from Oxford not confirming that the appeals panel for Church of England Aided Schools complied with the requirement of the Appeals code, be updated as he could confirm on behalf of the Diocese that appropriate training had been undertaken.

Sue Riddick informed the Board that the appropriate changes would be made to the Draft Annual Report 2011.

The Forum commented on the Draft Annual Report as follows –

- if the new code is approved then service children will be given priority within infant class sizes
- this presents some difficulty as the forces move around frequently and moves to the borough are mainly made in the summer
- free school meals does not form part of the oversubscription criteria
- the draft code makes no mention of choice advisors

Sue Riddick, informed the Board that the reason there may have been no mention of Choice Advisors in the draft code is mainly because the funding had been withdrawn.

RESOLVED That:

- 1) the Draft Annual Report 2011 be noted by the Forum;
- 2) the proposed amendments and corrections be made to the report; and

- 3) Sue Riddick and her team be thanked for the quality and detail of the Draft Annual Report 2011.

96. UPDATE ON 2010-11 IN YEAR ADMISSIONS

Sue Riddick, presented the Update on 2010/11 Admissions set out on Agenda pages 24 to 28 and informed the Forum regarding the numbers in schools by year groups and in-year admissions.

She also informed the Forum of the following, that –

- figures quoted for transfers includes children moving schools that either do not require a house move or require a local house move within the Borough;
- figures quoted for moves to the area include children moving to the Wokingham Borough including moves from abroad and service families;
- co-ordination between local authorities was introduced for applications from September 2010 requiring parents to apply to their home local authorities, prior to this date parents applied to the school or local authority in which the school is situated; and
- where a parent can provide evidence of a move to the Borough, an application can be made direct to Wokingham Borough Council in accordance with the in-year co-ordinated admissions scheme.

RESOLVED That:

- 1) the Update on 2010/11 Admissions be noted by the Forum;
- 2) the proposed corrections be made; and
- 3) the additional information requested regarding the Admission Numbers being inserted in the future be noted.

97. TRANSFER GROUP UPDATE 2011/12

Sue Riddick, presented the Transfer Group Update on 2011/12 set out on Agenda pages 29 to 36 and informed the Forum of the following –

Entry to Primary

- there are challenges due to increasing numbers
- Winnersh Primary – 26 extra places made available
- Hawkedon Primary – 20 extra places made available
- Shinfield Infant – 26 extra places made available
- significant effort went into contacting the early years providers prior to the closing date regarding those parents who had not yet applied with children of their settings to successfully minimise late applications.

Patricia Cuss, Early Years Forum representative commented that the efforts were greatly appreciated and useful as the responses were higher than normal.

Jean Bateman, Grazeley CE Aided Secondary School enquired if the late applications were mainly from young parents with young children entering into infant education.

Sue Riddick informed the Forum that the late applications were mainly from parents with children with siblings in some schools who assumed that those children would be automatically placed or did not attend a Wokingham Borough setting.

Infants to Junior

- the lower number this year meant there were sufficient places in the Borough at the time of allocation
- only 1 child was not allocated their preference

Primary to Secondary

- there was an increase in online applications from 48% to 69%
- it was challenging to process the increase in online applications
- those requesting grammar only preferences were not allocated to an alternative school and parents were advised what schools still had places should one be required
- 10 places were still available after allocation and the relevant parents were written to with the appropriate information, however, parents rarely respond as children remain in independent education

RESOLVED That:

- 1) the Transfer Group Update on 2011/12 be noted by the Forum; and
- 2) Sue Riddick and her team be thanked

98. DRAFT SCHOOL ADMISSIONS CODE 2011

Sue Riddick, presented the Draft School Admissions Code 2011 as set out in the Agenda, page 37 and in the supplementary information circulated to the Forum.

Sue Riddick presented the Forum with a summary paper (see attached as Appendix 1 to these minutes) highlighting some of the proposed changes in the Draft Admissions Code and the initial comments in relation to the proposed changes.

Hilary Winter enquired if there was any mention of teacher's children having any preference.

Sue Riddick referred the Forum to section 1.33 of the Draft Admissions Code which clearly stated that "admission authorities could decide to give priority to children of staff, but they must set out clearly in their admission arrangements how they will define 'staff' and on what basis children of staff will be prioritised."

The Chairman commented that a lot of problems will develop if schools are allowed to increase their admission numbers in year which does not take into account the burden of capacity and resources.

Piers Brunning informed the Forum that if there is an increase above the physical capacity then there could be a challenge on the safety of pupils within the school.

RESOLVED That:

- 1) Sue Riddick be thanked for producing the summary on the Draft Admissions Code 2011; and
- 2) Sue Riddick arranges an additional meeting for Forum members to discuss any issues or views that could be incorporated into the local authority response.

99. PUPIL NUMBER PROJECTIONS

Piers Brunning presented the Pupil Number Projections report that provided detailed information regarding Primary and Secondary Schools based upon the January 2011 pupil census.

He also informed the Forum of the following -

- Wokingham is now experiencing a rise in births
- It is too early to tell if this rise in births has already peaked and may decrease or may continue upward
- Wokingham is also gaining children through an inward migration which means historic relationships between births and reception data are no longer a reliable base for roll projections
- This is the first attempt at school projections, taking account of future changes to admission arrangements and they need to be refined a bit more
- though the demand for secondary school places is projected to increase, there are currently sufficient places available for Wokingham residents.
- Data sources include the figures from reception to primary school and primary to secondary schools, however, there seemed to be a gap in the figures between birth and reception are mainly to parents moving around and into the area.
- GP data would be more reliable as a basis for projections, but there are no permissions for that data to be used yet.

Beth Rowland commented that WBC needed to plan for the future in its delivery for the additional housing in the Wokingham area so as to manage the pupil generation and population better in the future.

RESOLVED: That the Pupil Number Projections report be noted by the Forum.

100. NEXT MEETING

It was noted that the next meeting be held on 23 November 2011 at 7.00pm in the Civic Offices, Shute End.

These are the Minutes of a meeting of the School Admissions Forum

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TITLE	CONSULTATION ON 2013/2014 ADMISSION ARRANGEMENTS FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS AND CO-ORDINATED ADMISSIONS SCHEMES
FOR CONSIDERATION BY	Admissions Forum on 23 November 2011
REPORT PREPARED BY	Sue Riddick

SUMMARY

The School Admissions Forum is consulted annually, prior to consultation with the local authority's relevant area for a minimum eight week period to conclude by 1 March 2012, on the proposed admission arrangements for 2013/14. The consultation will include any proposals to change the co-ordinated in-year, primary and secondary school admission schemes and the school admission arrangements for community and voluntary controlled schools.

This report sets out those proposals on which the views of the Forum are sought, highlighting where changes are as a result of the draft School Admissions Code and therefore subject to its process through Parliament later in the year.

RECOMMENDATIONS

That the Forum:

- a) comments on the proposed items to be consulted upon and
- b) advises the local authority of any other issues which it feels should be addressed within the consultation on admission arrangements for the 2013/2014 admission year

SUPPORTING INFORMATION

Items that the local authority proposes to consult upon are set out in this report. A number of changes follow consultation and subsequent late issue of the draft School Admissions Code and School Admissions Appeal Code; where changes are made as a result of proposed changes to the statutory framework for admissions, this will be highlighted.

The Forum is invited to advise upon these matters prior to the consultation being extended to schools, admission authorities within the relevant area, adjoining local authorities, the Diocesan authorities, parents of children between the ages of two and eighteen and any other persons within the relevant area who in the opinion of the admissions authority have an interest in the proposed arrangements. This paper covers the following:

- 1 Admission arrangements for community and controlled schools, including -
 - 1.1 Admission numbers

- 1.2 Oversubscription criteria
- 1.3 Designated areas
- 2 Co-ordinated schemes for entry to:
 - Infant and primary schools
 - Junior schools
 - Secondary schools
 - In-year Admissions
- 3 Nursery (F1) Admissions Model Policy
- 4 Fair Access Protocol including proposed admission arrangements to Foundry College
- 5 Sixth Form Admissions Model Policy

1 **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

1.1 **ADMISSION NUMBERS**

In determining admission numbers, the Admissions Code and regulations require admission authorities to have regard to -

the admissions number indicated by the current net capacity calculation for the school,

setting an admission number for each 'relevant age group' (year group) in which children normally enter the school

the responsibility to implement the statutory infant class size limit,

the duty to take account of parental preference, so far as it is compatible with effective education and efficient use of resources, and

the duty to secure fair access to educational opportunities.

Should an admission number be determined which is **below** the current indicated admission number for the school (derived from the school's net capacity assessment), public notices would be published with a right for parents to object.

Whilst the draft Code states that there is no longer a requirement for own admission authorities to consult on any increases in their published admission number (PAN) and that local authorities must consult at least the governing bodies of schools where it proposes either an increase or no change to the PAN; it is proposed to obtain views on the PANs for all community and voluntary controlled schools including any proposals to increase admission numbers where it is known at this stage.

It is proposed to make changes to the following PANs:

Bearwood Primary School decrease from 41 to 40*
The Colleton Primary School increase from 35 to 60**
Winnersh Primary School increase from 60 to 90**
Hawkedon Primary School increase from 70 to 90**

*This decrease in number is proposed to regularise the admission number for this school to enable the school to meet infant class size legislation. There are proposals to move and increase to a two form entry school, should the development of Hatch Farm Dairy proceed.

**In consulting on an increase in admission numbers for these schools, it should be clear that the proposals are associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with the admissions consultation. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number will be determined, on condition that this may be amended at a later stage (as a permitted variation) to implement the school expansion proposals, if approved.

The Forum's views are invited on the proposed amendments to published admission numbers.

1.2 OVERSUBSCRIPTION CRITERIA

The draft Code requires that the highest priority must be given to:

Criterion A (applicable to all local authority arrangements)

'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).

The proposed definition is taken from the draft Code:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

The following is the proposed supplementary information required to support applications made under this criterion:

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (i) adoption order
 - (ii) residence order
 - (iii) special guardianship order

The Forum's views are invited on the proposed supporting information required to identify children that qualify under this criterion

Criterion B (applicable to all local authority arrangements)

An adjudication has been made against Bracknell Forest Borough Council regarding the use of 'only school' in its medical and social criterion. This authority uses similar wording and although the draft code uses less prescriptive text (1.16); it is proposed to revise the wording used for this criterion. It is not proposed to take family medical needs into account unless this is a requirement in the regulations.

Children who have medical, physical or psychological grounds for admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.

When submitting applications under category B (serious medical, physical or psychological grounds for admission) your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January, will if agreed by panel, affect the position on the waiting list.

The Forum's views are invited on the proposed amended wording*

Criterion C (applicable to all local authority arrangements)

A representation has been made by a parent to ask the Forum to consider an amendment to the clause relating to criteria C and E (siblings resident in designated area and outside designated area) to permit priority for siblings of children who, having applied originally for the designated area school, were subsequently allocated to another preferred school due to pressure of places at the designated area school. This would alleviate the anxiety of those parents for subsequent siblings who would, under current arrangements, be considered category E (sibling outside designated area) and therefore at increased risk of not being allocated to the same school as the sibling after having made an appropriate original application for their local school.

The amended clause would read:

'Where a parent previously expressed a preference for their designated area school for an older child but the local authority, unable to meet this preference, allocated **a place at a lower ranked (non-designated area) preferred school** or the closest available school with places; the parent may have a preference for the child's younger sibling to attend the same school. In such cases, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.'

The Forum's views on this are invited on this proposed change

Criterion F (applicable to secondary local authority arrangements)

It is proposed that the single sex criterion (Criterion G) is removed applicable to The Forest School.

This criterion has limited value in real terms. The increase in the size of the designated area means that more children will qualify for entry under higher criteria and inclusion of this criterion can disadvantage families who do not indicate that they prefer single sex education and are therefore considered in the lower criterion.

It would be fairer and more transparent to apply the final criterion (any other applicants) to those living outside the designated area or having siblings at the school and allocate on the basis of radial distance to the school.

The Forums views are invited on this proposal.

1.3 DESIGNATED AREAS

Comments are invited on school designated area arrangements, arising from issues arising from an internal review of primary school designated areas. The following specific changes are being put forward for consideration:

(a) Highwood and Beechwood Primary Schools

To create a shared designated area to accommodate any children living in the area identified in Annexe A which currently has no school designated area allocated to it.

Both schools have been invited to comment on this proposal and are in agreement.

(b) The Colleton Primary and Polehampton CE Infant and Junior Schools

Allied with the proposal to increase the PAN for The Colleton School subject to the proposed enlargement of the school; it is proposed to remove the shared designated area on the left-hand side of the Twyford Road as the school will be better able to accommodate pupils living in this area. (See Annexe B)

The Colleton Primary has agreed to this proposal. Polehampton CE Infant and Junior Schools are yet to comment.

(c) The Colleton Primary and St Nicholas CE Primary Schools

Allied with the proposal to increase the PAN for The Colleton Primary School subject to the proposed enlargement of the school; it is proposed to increase the school's designated area to the river boundary (no properties) and incorporate the few properties just outside of its current southern boundary. (See Annexe B)

The Colleton Primary School has agreed to this proposal. The governing body at St Nicholas CE Primary School would like more time to discuss this prior to taking a view.

Applicable to (b) and (c). In consulting on an amendment to the designated area of The Colleton Primary School, it should be clear that the proposals are associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with the admissions consultation. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original designated area will be determined, on condition that this may be amended at a later stage (as a permitted variation) to implement the school expansion proposals, if approved.

(d) Farley Hill Primary School

To re-designate the area shared with The Coombes CE Primary School as a second priority designated area. This means that the area which is currently Farley Hill's single designated area will be considered as the first priority designated area and places will be allocated to children living in the first designated area based on radial distance before allocating to those children living in the second designated area based on radial distance. This proposal is to address potential disadvantage to rural communities such as Swallowfield that live further away on radial distance than the shared area, which has access to another local school. (See Annexe C)

A clause will be written into the oversubscription criteria D to alert parents that this arrangement would apply. Criteria C (sibling within designated area) would remain unaffected as a sibling living in either priority area would qualify as sibling living within designated area. The proposed clause will read:

'The designated area for Farley Hill Primary School has been revised to include a first priority designated area (currently the single designated area) and a second priority designated area (the shared designated area with The Coombes CE Primary School). Applicants from the first priority area will be allocated places before those living in the second priority area, the tiebreaker will be applied to each priority area to determine who is allocated a place should there be more applicants than places in either or both priority areas.'

The governing body will be meeting to discuss this proposal at the end of November, 2011.

The Forum's views are invited on the proposed changes to school designated areas.

2 CO-ORDINATED SCHEMES FOR PRIMARY, SECONDARY, AND IN-YEAR ADMISSIONS 2013/2014

Changes to the schemes for consultation are:

- **Operational dates**

Operational dates are to be updated, in consultation with neighbouring local authorities and other admission authorities. Where the dates are imposed in the draft School Admissions Codes, (subject to Parliamentary approval), these are shown in bold italics.

Draft Timetables for both schemes are as follows:

DRAFT TIMETABLE CO-ORDINATED ADMISSIONS SCHEMES 2013/2014	
Date	Action
13 July 2012	Maintained schools to provide school information to enable composite prospectus to be compiled (<i>current code requirement is that Governing Bodies must provide admission arrangements information to the local authority to allow them to complete the composite prospectus by 8 August, the proposed date is to ensure information is provided prior to the end of the academic year</i>)
12 September 2012	Composite prospectus published on council's website
By 11 September 2012	Application packs for secondary transfer to be distributed via primary schools and on request
12 September 2012	Online admissions open for applications for transfer to secondary school
31 October 2012	Closing date for secondary transfer applications (<i>national closing date</i>)
23 November 2012	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2012	Application packs to be posted for entry to primary to parents who are either attending Wokingham Borough early years' settings or who have registered with the School Admissions Team or who are transferring to junior school to be distributed via infant schools or on request,
12 November 2012	Online admissions open for applications for entry to primary and transfer to junior school
15 January 2013	Closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school

15 January 2013	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
15 January 2013	Closing date for entry to primary and transfer to junior school applications, together with aided schools' supplementary information forms, if applicable. (<i>national closing date</i>)
15 February 2013	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school (<i>SEN Code statutory date</i>)
8 February 2013	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration

28 February 2013	Appeals timetable published to website (own admission authority schools will publish details on the school's website) (<i>national date requirement, if still prescribed by the regulations</i>)
2 March 2013	Secondary offer day – letters posted by first class post (<i>national offer day</i>)

15 March 2013	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
22 March 2013	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
29 March 2013	Final co-ordination with other local authorities for entry to primary and junior school transfer
15 April 2013	Closing date for notification of a secondary appeal to be heard together (<i>new - at least 20 school days from date of notification</i>)
16 April 2013	Starting school and transfer to junior school offer day – letters posted by first class post (<i>new national offer day from 2014 but propose to adopt earlier</i>)
30 April 2013	Entry to primary and Junior Transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
16 May 2013	Closing date for notification of a entry to primary or junior transfer appeal to be heard together (<i>new – at least 20 school days from notification</i>)
End May/early June 2013	LOCAL AUTHORITY to advise schools of final allocation details

May/June 2013	Secondary appeals to be heard in accordance with published timetable
June/July 2013	Entry to primary and junior school transfer appeals to be heard in accordance with published timetable

The Forum's views are invited on the proposed timetable

- **In-year co-ordinated admissions scheme**

The draft School Admissions Code states that 'there is no requirement for local authorities to co-ordinate in-year applications for the offer year 2013/14 and all subsequent years but they must provide in the composite prospectus how in-year applicants can be made and will be dealt with. Local authorities must, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school.

Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal the refusal of a place.'

It is clear that co-ordination with other local authorities has been removed and that own admission authority schools can handle their own applications albeit with a statutory requirement to keep the local authority informed on the receipt of an application and its outcome. A decision is required on how in-year admissions are to be treated within the Wokingham Borough, options include:

- a) co-ordinate in-year admissions for community and voluntary controlled schools together with own admissions authority schools (where there is an agreement to do so). This would be a similar scheme to that which was in place before the changes made to the previous Code.
- b) co-ordinate in-year admissions for community and voluntary controlled schools only and provide the over-seeing role required by the draft Code for own admission authority schools
- c) delegate in-year admissions to community and voluntary controlled schools together with waiting lists and responsibility to present the school's own appeals and provide the over-seeing role required by the draft Code for all schools in its area, providing model letters to ensure parents right to appeal and referral mechanism for parents who have not been successful in obtaining a place at any preferred school.

Consideration within any scheme should include:

- a mechanism for parents to be referred to the local authority should they be unsuccessful in gaining a school place
- how the Fair Access Protocol can be implemented
- recognition that a parent could hold more than one school place and how that can be mitigated against

- the requirement for a parent to make a formal application and not an informal expression of interest in order that a parent's right to appeal, if refused, is given

The Forum's views are invited on what level of co-ordination is recommended in the Borough prior to setting a scheme for handling in-year applications

- **Number of preferences**

It is proposed to increase the maximum number of preferences for in-year applications to four to mirror those for the transfer groups subject to the views on in-year. Applicable to options (a) and (b) above.

The Forum's views are invited on this proposed change

- **Junior transfer**

The draft Code (1.51) states that composite prospectuses must be published online with hard copies available for those who do not have access to the internet. It is proposed not to issue hard copies of the Parent's Guide to those parents whose children will be transferring to junior school. For the majority; parents will wish to apply to the linked junior school and may not require a full guide to assist them in the completion of their application forms.

It is proposed to issue parents with an application form; school information; the timetable and procedure map together with a letter explaining where the guide, which will include the oversubscription criteria, can be viewed or downloaded and contact details should parents require a hard copy.

Consideration will be given in subsequent years to extending this to the other transfer groups.

The Forum's views are invited on this proposed change.

- **Residential requirements**

It is proposed to amend the residential requirements to show that evidence of a move can be provided by 15 January (applicable to all co-ordinated admissions schemes) and to remove reference to child benefit payments which may no longer be applicable to a number of families. The opportunity has also been taken to clarify the wording under this heading.

It is also proposed to amend the wording as follows:

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and disposal of their current property. The latest date for submission of evidence to support a move is 15 January 2013. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary address cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

If an applicant owns a property which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school; the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for applications.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by 15 January 2013. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel (and other Crown Servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use Hazebrouck Barracks as the postal address to determine distance to a preferred school. A letter from the Commanding Officer will be required confirming the living arrangements for families who are being housed at Arborfield Garrison but are assigned to another base.

The Forum's views are invited on the proposed changes to residence requirements

- **Changes of preference**

The draft code states 'any parent can apply for a place for their child at any time to any school'. The current section relating to changes of preference will be removed from the schemes subject to a further check which will be made of the draft regulations to see if there are any qualifications to this statement when they are issued.

The Forum is invited to note this proposed change

- **Multiple birth or children with birth dates in the same academic year in the family policy**

The draft Code indicates that 'twins and children from multiple births when one of the siblings is the 30th child admitted' will be considered as an exception to infant class size legislation for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. It does not include children with birth dates in the same academic year in the family; therefore subject to further checking of the draft regulations when issued, it is proposed to amend the wording as follows:

'Where the application of oversubscription criteria results in splitting children with the same birth dates in the same academic year from the same family; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in splitting children with dates of birth in the same academic year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services

staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an *alternative school after allocation*.

The Forum is invited to note this proposal.

- **Waiting lists**

It is proposed not to hold waiting lists beyond 30 September of year 10. It is considered that encouragement to move schools during year 10 and 11 is not in a young person's best interest. Currently if a place can be allocated from the waiting list; there is no guarantee that courses can be offered or matched and where courses can be matched, schools complete modules at different times to one another.

The Forum is invited to comment on this proposal.

3 NURSERY / FOUNDATION STAGE ADMISSION POLICY

A draft revised policy will be produced but discussions are still taking place with primary Headteachers of community or voluntary controlled nurseries or foundation stage units, primarily around the timing of applications and offers to reflect the impact of the single point of entry. The draft policy will be published alongside the policies for admission to statutory education. The previous version was considered by the Forum; this version was updated to reflect the current early years care and learning framework, and in particular the free entitlement offer and funding requirements.

The Code requires that any separate criteria for nursery admissions are included in the admissions consultation. The revisions to the policy do not make any proposed *changes to the oversubscription criteria*.

4 FAIR ACCESS PROTOCOLS

Fair access protocols were originally agreed by the Forum in 2006. It is proposed that these are reviewed in consultation with schools, and brought back to the Forum for consideration.

The draft code states 'each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.'

A number of changes in the draft Code require the categories of vulnerable children under the Fair Access Protocol to be revised and the setting up of Foundry College (previously VCES and PRU) has necessitated in admission arrangements to be drawn up to provide fairness and transparency in accessing this facility including re-integration into mainstream schools. The referral arrangements for Foundry College will be not available for this meeting.

Admission authorities are still expected under the draft Code to vary their already determined admission arrangements where necessary in order to accommodate the Fair Access Protocol.

As the Admissions Forum will no longer be a statutory body; it is proposed that the Fair Access Protocols will be included with the prescribed arrangements for consulting and determining admissions matters, but the intention is that they are reissued for consultation and published alongside the admissions arrangements and schemes.

5 SIXTH FORM ADMISSIONS MODEL POLICY

The current policy has been issued to community school secondary Headteachers for comment or amendment. No changes to the policy are proposed (other than those prescribed in the draft Code) but the policy will be reissued for consultation and publication alongside the admissions arrangements and schemes.

List of Background Papers	
Current School Admissions Code and Regulations Draft School Admissions Code and School Admissions Appeals Code Approved coordinated admissions schemes for previous years.	
Held by Sue Riddick	Service Children's Services
Telephone No 974 6134	Email sue.riddick@wokingham.gov.uk
Date 10 November 2011	Version No. 1

Full PRIMARY oversubscription criteria list 2012/13 (if proposed changes were adopted)

Children with statements of special educational needs which name a school are required to be admitted to that named school. The governing body does not have the right to refuse admission.

- A 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).¹

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- B Children who have medical, physical or psychological grounds for admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.²

- C In the case of a junior school, children who have attended an infant school with close links with the school.

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Oaklands Junior School	Oaklands Infant School
Polehampton CE Junior School	Polehampton CE Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School
Westende Junior School	Wescott Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness. Governing body's admissions policy applies.

- D Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{3, 4, 5}
- E Children whose permanent home address is in the schools' designated area.³
- F Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{4, 5}
- G Children whose parents choose the school on denominational grounds (this applies to voluntary controlled schools only)⁶
- H Any other application

¹ Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (iv) adoption order
 - (v) residence order
 - (vi) special guardianship order

²When submitting applications under category B (serious medical, physical or psychological grounds for admission) Your application cannot be considered if you do not declare that you are applying under this criterion and you provide written independent professional evidence. All supporting documentation must be received by 15 January for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January, will if agreed by panel, affect the position on the waiting list.

³ For schools where changes to designated areas were made from 2010-11, children who will have siblings attending the school in September 2010, but resided in what was the former designated area (or former shared area) when these places were allocated, will be treated as living within the school's designated area (Criterion D). This clause will no longer be allied after 31 August 2015.

The designated area for Farley Hill Primary School has been revised to include a first priority designated area (currently the single designated area) and a second priority designated area (the shared designated area with The Coombes CE Primary School). Applicants from the first priority area will be allocated places

before those living in the second priority area, the tiebreaker will be applied to each priority area to determine who is allocated a place should there be more applicants than places in either or both priority areas.

⁴ In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's brother or sister (or step-brother or sister) will be at either of the two schools at the time the child would enter the school.

⁵ Where a parent previously expressed a preference for their designated area school for an older child but the local authority, unable to meet this preference, allocated a place at a lower ranked (non-designated area) preferred school or the closest available school with places; the parent may have a preference for the child's younger sibling to attend the same school. In such cases, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

⁶ If parents are applying on denominational grounds (Category G) for places at voluntary controlled schools, Children's Services will expect that at least one parent, or guardian, frequently attends for worship or has a significant involvement with a church within the Christian faith that is a member of Churches Together in Britain over the previous year. 'Frequent' is defined as at least twice a month for at least 8 months of the year and such attendance will need to be confirmed by the local clergy.

Voluntary controlled schools are: The Coombes Church of England Primary; Crazies Hill Church of England Primary; Polehampton Church of England Infant and Polehampton Church of England Junior; Robert Piggott Church of England Infant and Robert Piggott Church of England Junior; St Nicholas Church of England Primary; St Paul's Church of England Junior; Woodley Church of England Primary;

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using a computerized mapping system and the distance will be measured as a straight line between the Land & Property Gazetteer address points for the respective home address and school. Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building), and

there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Full SECONDARY oversubscription criteria list for 2010-11 (if proposed changes were adopted)

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

The following over-subscription criteria in order of priority have been agreed for applications when a community secondary school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** Priority will be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).¹
- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- B** Children who have medical, physical or psychological grounds for admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.²
- C** Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{3 4 5}
- D** Children whose permanent home address is in the schools' designated area.³
- E** Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{4 5}
- F** Any other applicant

¹ Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (vii) adoption order
 - (viii) residence order
 - (ix) special guardianship order

² When submitting applications under category B (serious medical, physical or psychological grounds for admission) your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after January 15, will if agreed by panel, affect the position on the waiting list.

³ Where a parent previously expressed a preference for their designated area school for an older child but the local authority, unable to meet this preference, allocated a place at a lower ranked (non-designated area) preferred school or the closest available school with places; the parent may have a preference for the child's younger sibling to attend the same school. In such cases, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

⁴ Siblings of older children at the school, who resided at an address in the previous designated area of The Forest School on September 1, 2011 and continue to live at that address, will be treated as living in the school's designated area (criterion C). This clause will no longer be applied after June 30, 2018 and parents must declare on their application form if this applies.

⁵ Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criterion the application meets, a criterion the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

For The Forest School only, within criteria C and D, priority will be given to the applicant whose permanent home address is the shortest combined radial distance with The Holt School.

Combined distance is calculated as (distance from home to The Forest School) **plus** (distance from home to The Holt School), measuring both distances as stated.

For all other schools, within criteria **C** and **D**, priority will be given to the applicants whose permanent home address is nearest to the preferred school in terms of radial distance.

Subject to the exceptions above, priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance.

Distances in all cases will be measured consistently, using a computerised mapping system and the distance will be measured as a straight line between the Land & Property Gazetteer address points for the respective home address and school. Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.