

TITLE Local Authority Annual Report to the Office of the Schools Adjudicator

FOR CONSIDERATION BY Admissions Forum on 24 June 2014

REPORT PREPARED BY Sue Riddick, Lead Admissions Officer

SUMMARY

The purpose of this report is to present the Annual Report to the Office of the School's Adjudicator which will be forwarded by the deadline of 30 June 2014.

RECOMMENDATIONS

Members of the Forum to note the information provided which includes information regarding the 2014/2015 admission rounds together with information relating to 2013/2014 In-year admissions.

SUPPORTING INFORMATION

The local authority is required to submit an Annual Report to the Office of the School's Adjudicator (OSA) by 30 June each year in accordance with changes made to the law made by the Education & Skills Act (ESA) 2008 and regulations, in particular Statutory Instrument 2008 No 3091. The OSA has produced a template for use by local authorities. Although there is no requirement to use the template, its completion assists the Chief Adjudicator in her analysis of the information requested to make her report to the Secretary of State for Education.

There is a requirement for the report to be published by the local authority by the same date and the final report will be published to the School Admissions part of the council's website.

List of Background Papers

Relevant regulations	
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Date 6 June 2014	Version No. 1



Office of
the Schools
Adjudicator

LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM
WOKINGHAM BOROUGH COUNCIL

30 JUNE 2014

Report Cleared by: Alan Stubbersfield

Head of Learning & Achievement, Children's Services

Date submitted: (draft)

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Introduction

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. There are other matters concerning admissions, some suggested by local authorities, about which it would be useful to have a view. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in reports such as this to the adjudicator.

Completing the Template

This template is designed to be completed electronically - boxes will expand as necessary.

Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11. For schools that have children of primary and secondary age and are not designated as a middle school please record them as all-through schools.

Where a type of school is given, foundation covers foundation schools and foundation schools with a foundation (trust schools). Academy schools should be recorded by the individual type of academy school, namely, academy, free school, UTC or studio school.

1. Local Authority school numbers

Please give the total number of schools by type within your local authority as at 30 June 2014.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	32	4	0
Voluntary Controlled	9	0	0
Voluntary Aided	9	0	0
Foundation	0	0	0
Academy	2	3	1
Free School	0 (1 pending)	1	0
UTC	N/A	0	0
Studio School	N/A	0	0

2. Admission Arrangements for Admissions in September 2014

The Code at paragraph 3.23 requires that each local authority must report on how well the admission arrangements for state-funded schools (of all types) in its local authority area serve the interests of the groups of children listed below.

Please include details of any problems that have arisen for these children while allocating places for admissions in September 2014, for example any admission arrangements for own admission authority schools that could be interpreted as implying the school has some discretion over the admission of children who have a statement that names the school or looked after children and previously looked after children other than the permitted exceptions.

(a) How well are the interests of **looked after children** served?

Tick as appropriate: Fully In part Not satisfactorily

Comments:

Looked after children and children who were previously looked after are prioritised as required by the School Admissions Code and admitted to schools. Information is sought from the local authority with responsibility for the child to support applications made under this criterion.

18 children are allocated under this criterion to start school; 2 children are allocated under this criterion in the transfer to junior and 8 children are currently allocated to transfer to secondary school in September 2014.

Ten children have been allocated in-year for the academic year 2013/14. Six in the primary phase and four in the secondary phase.

The school admissions team is liaising with the virtual Headteacher for Looked after Children when applications are received to ensure appropriate placement.

(b) How well are the interests of **previously looked after children** served?

Tick as appropriate: Fully In part Not satisfactorily

Comments:

We have determined a number of children meeting this part of criterion A and allocated to the parent's preferred schools based on the current legal framework. However the number cannot be provided as the division between looked after children and previously looked after children cannot be determined from the Capita ONE system used by this authority.

Whilst the Department for Education has recently issued guidance on the inclusion of all previously looked after children this has not been enacted through a variation to the law. We take the view that we cannot vary our determined arrangements as these are Code compliant and any change would be a substantive change that would require consultation. The next opportunity will be when consulting on the 2016/17 admission arrangements. We will then consult on changing criterion A to be more generic and inclusive (as originally suggested by respondents when it was consulted on by the DFE) or we will implement any legally prescribed change when received.

(c) How well are the interests of **children with disabilities** served?

Tick as appropriate: Fully In part Not satisfactorily

Comments:

The authority makes provision for children with disabilities through individual Statements of Special Education Need and has resources to meet specific needs as follows:

Secondary:

Physical disabilities – preferred school – The Piggott CE School
Dyslexia – resource at The Bulmershe School

Primary:

Physical disabilities – resource at All Saint’s Church of England Aided Primary School and Lambs Lane Primary School
Hearing impairment – designated schools – Emmbrook Infant and Junior Schools and Ambleside Nursery School
Speech and Language – resource at Highwood Primary School
Autistic Spectrum Disorder (ASD) – resource at Wescott Infant and Westende Junior Schools.

A review of resource places has recently concluded which will impact on resource availability from September 2014.

The authority has, as its second oversubscription criterion, a criterion pertaining to “children who have serious medical, physical, psychological or social needs as the grounds for their admission to a particular school”. This criterion enables parents to apply where their child has a specific need that can only be met by the preferred school provided evidence is submitted from a professional person involved with the family to support their preference for consideration by an Admissions Panel. 13 (11 in 2013) children to start school and two (two in 2013) children due to start secondary school in September 2014 were allocated under this criterion.

Two of the Academy converter schools – Maiden Erlegh and The Piggott have removed this criterion from their oversubscription criteria following consultation.

Schools are required to make provision within their policies and procedures to meet the needs of children with disabilities. There is a process for schools to bid for capital funding to improve accommodation or to make specific provision where appropriate.

(d) How well served are **children who have special educational needs and who have a statement of special needs** that names a school?

Tick as appropriate: Fully In part Not satisfactorily

Comments:

Sessions are held with parents with children with statements of special educational needs in year 5 who may be considering a school place in mainstream schools to help to explain the process and to provide help in advising parents about what to look for when visiting schools. These sessions are led by the SEN Team Manager supported by representatives from Parent Partnership, School Admissions and School Transport.

37 children with statements of special education needs were allocated to Wokingham borough schools: Bulmershe – 4; Emmbrook – 4; Forest – 2; Holt – 1; Maiden Erlegh – 12, Piggott – 4; St Crispin's – 7 and Waingels College – 3. Oakbank School was not approached to admit a child a statement.

Two children living in the Wokingham borough with statements of special educational needs were successful in gaining places at mainstream schools outside the borough.

All schools took children considered to be School Action Plus (SA+) or School Action (SA) and the following figures exclude children who may have special educational needs living outside the borough or who applied from independent schools as our systems do not access this information.

The Bulmershe – 8 SA+, 14 SA; Emmbrook – 14 SA+, 21 SA; Forest – 3 SA+, 9 SA; Holt – 1 SA+, 14 SA; Maiden Erlegh – 11 SA+, 22 SA; Oakbank – 11 SA+, 10 SA; Piggott – 2 SA+, 15 SA; St Crispin's – 14 SA+, 20 SA and Waingels College – 7 SA+ and 32 SA.

Six children with statements of special educational needs were allocated as part of the transfer into year 3 of a junior school – 1 child was allocated to Emmbrook Junior, Polehampton CE Junior and St Paul's CE Junior with three children allocated to the resource at Westende Junior School.

Nine children with statements of special educational needs were allocated in the entry to primary transfer group. All Saint's CE Aided Primary – 2, Emmbrook Infant – 2, Lambs Lane Primary – 1 and Wescott Infant – 1 (these schools have resource units) with the remaining children allocated to Bearwood Primary, The Colleton Primary and Radstock Primary.

- (e) How well served are those **children who have special needs, but do not have a statement?**

Tick as appropriate: Fully In part Not satisfactorily

Comments:

In some instances, children who have special needs but do not have a statement may have had their application considered under the medical and social needs criterion (criterion B) if sufficient evidence from a professional is provided to support that a particular school is the most suitable school to meet the child's needs above another. However there is no criterion that specifically identifies and prioritises children who are identified as school action or school action plus. It is expected that any school would be able to meet such a child's needs.

3. Co-ordination of admissions

A) During the normal admissions round

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2014 in your local authority highlighting any particular strengths in the process and any problems.

Primary

- (a) How well has the first year of operating the national offer day for primary places worked compared with when there was no specified national offer day?

Tick as appropriate: Better The same Less well

- i) Any strengths of the new procedure?

Comments:

It is most useful to have a national closing date for applications and national offer dates. The benefits are that local authorities, schools and parents are working with a clear timetable. As this does apply across England, it would be helpful if the government were to run a central advertisement campaign to highlight the dates to parents whilst we will continue to advertise through our early years' providers and local media. This will help to minimise late applications from parents who have opted for their children to attend early years' provision outside the borough who may miss the local advertising campaign as these children are not known to the council.

- ii) Any problems encountered this year?

Comments:

The School Admissions Code is clear, if the national offer date falls on a non-working day, then the date to be set is the next working date. The secondary national offer day should have been 3 March 2014, however some of our neighbouring local authorities opted to advise on 1 March 2014 and send emails or letters earlier. This creates a degree of unfairness and confusion for parents especially living close to borders of neighbouring authorities.

Further improvements would be:

1. The setting of national dates for local authorities to complete co-ordination of applications for other local authority schools for validation and ranking purposes and also for completing the offer process. Wokingham Borough Council sets a date to send applications to its own admission authority schools for consideration and schools set their meetings to rank based on this information. Frequently, files come in from other local authorities after that date necessitating extra work to ensure that schools have the appropriate information and in some instances schools have had to re-arrange their meetings to consider these applications.
2. To make clear in the regulations that if the national closing date for applications falls on a non-working day that the date set is the next working day.
3. This authority does not run additional rounds after the national offer day. It considers late applications and changes of preference on a weekly basis adding to waiting lists where necessary. Some local authorities handle their late applications and changes of preference on a phased basis which means that receipt of applications for schools in this borough or indeed offer of places in other local authority schools can be delayed resulting in undue anxiety for parents. It would be helpful if a single approach could be adopted notified through the Code.
4. Whilst it is appreciated that Free Schools and Academies can operate their own admissions during the first year and recent guidance has been issued on Free School admissions; it has been our experience that the proposed schools have wanted to be included in the co-ordinated schemes and the opening of these schools has been critical in the planning of the provision of school places. It would be helpful if project officers working on the opening of Free Schools and Academies had a clear understanding of the key dates of the co-ordinated schemes to ensure, wherever possible, that Funding Agreements are signed by end March (primary) and mid-February (secondary) to enable local authorities and proposed schools to take decisions on the inclusion or exclusion of the schools when making offers. Wokingham Borough Council and the proposers of Evendons Primary School have been given every assurance that Evendons Primary School is to open in September 2014 and the decision has been made on the basis of that assurance to make offers on behalf of the school within the scheme. To date the Department for Education is still to sign off the school. The current Code does not give any advice or guidance in this matter.

Secondary

(b) How well has the operation of national offer day worked for secondary admissions this year?

Tick as appropriate: Better than last year
The same
Less well than last year

i) Any strengths?

Comments:

Previous comments for primary apply.

ii) Any problems?

Comments:

Previous comments for primary apply.

(c) If you have any UTCs or studio schools in your area, do you co-ordinate admissions for entry at the relevant year group of entry to these schools?

Tick as appropriate: Yes No N/A

Reading UTC is situated just over the Wokingham borough's border. Co-ordination of applications is held with Reading Borough Council on the same timelines as for secondary transfer.

If **NO** do you have any evidence about how well the admission process is working for individual UTCs or studio schools?

Tick as appropriate: Yes No

If **YES**, please comment

B) In-year admissions

From September 2013 in-year admissions have not had to be co-ordinated by

the local authority.

- (a) How many **pupils** have needed a school place because they do not have one or parents have applied for a place as an in-year admission for any other reason between 1 September 2013 and 15 June 2014?

For pupils up to age 11	For pupils over age 11	For Sixth Forms
1,188	481	Not known

- (b) Did you discuss with community and voluntary controlled schools the option of continuing to co-ordinate in-year admissions?

Tick as appropriate: Yes No

Comments:

As the admissions authority for community and voluntary controlled schools and due to the shortage of school places in the borough; the decision was made to continue to co-ordinate in-year admissions to ensure a cohesive service to families. This process has been in place since 2006 prior to the requirement to co-ordinate. No specific discussion has been held but the arrangements are subject to annual consultation and no school has responded to the effect that they would wish to undertake their own in-year admissions.

- (c) Did you discuss with own admission authority schools the option of continuing to co-ordinate in-year admissions?

Tick as appropriate: Yes No

Comments:

The council's co-ordinated in-year scheme is the subject of consultation as with all our admission arrangements and it allows for own admission authority schools to be included if they wish.

Currently, all own admission authority schools in the borough are included in the in-year co-ordinated admissions scheme and according to determined admission arrangements, this will continue in 2014 and 2015.

- (d) Will the local authority continue to co-ordinate in-year admissions for any schools?

Tick as appropriate: Yes No

If **YES**, for which schools will it co-ordinate in-year admissions?:

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	32	4	0
Voluntary Controlled	9	0	0
Voluntary Aided	9	0	0
Foundation	N/A	N/A	N/A
Academy	2	3	1
Free School	0	1	0
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(e) If you have any information about how many schools parents approach before obtaining a place, please comment?

Comments:

Not applicable as this local authority fully co-ordinates at present.

(f) How confident are you that the requirements of the Code at paragraph 2.22 for schools to keep the local authority informed about applications and the outcomes are being met?

Tick as appropriate: Very confident confident not confident

(g) Across your local authority area how well has in-year admissions worked this year?

Tick as appropriate: Better than last year
The same as last year
Less well than last year

(h) Please comment on the effectiveness overall of in-year admission arrangements across all types of schools in your local authority.

Comments:

A central co-ordinated in-year admission scheme is crucial especially in areas where there is a shortage of school places. It allows for a one-stop shop for parents providing advice and guidance; the requirement to complete only one application form (allowing 4 preferences); minimises delay which would be experienced by parents who would otherwise be required to approach schools individually; ensures only one school place is allocated and ensures that places are allocated in accordance with the Code and that parents are informed of their right of appeal as required. In addition, it allows for the smooth operation of school waiting lists (also held for own admission authority schools if agreed). Any delay in the process is when waiting on a decision from some own admission authority schools and when clarifying school numbers.

Central co-ordination also ensures that CME (children missing education) are identified and reported promptly and helps to ensure that applications are considered appropriately if they require consideration under the locally agreed Fair Access Protocol.

There is no additional charge to voluntary aided schools, but Academies and Free Schools are charged for this service.

4. Fair Access Protocol

The Code at paragraph 3.9 requires each local authority to have a Fair Access Protocol agreed with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

- a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate: Yes No

If **NO**, please explain:

- b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so. Please state how many schools have not agreed the Fair Access Protocol.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	N/A
Voluntary Controlled	0	0	N/A
Voluntary Aided	0	0	N/A
Foundation	N/A	N/A	N/A
Academy	0	0	0
Free School	0	0	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

- c) Where schools did not agree the Fair Access Protocol; please say why they did not agree.

Comments:

The Fair Access Protocol was adopted following formal consultation with schools in February 2014 – there were no objections.

d) Have you reviewed your Fair Access Protocol since the School Admissions Code 2012 was introduced?

Tick as appropriate: Yes No

e) If **NO**, do you plan to do so in 2014/15?

Tick as appropriate: Yes No

If **NO** please say why not:

f) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2013/14 in placing children without a school place in schools in a timely manner.

Tick as appropriate: Very well Mostly well Some difficulties

(ii) What is your general assessment of the working of the protocol compared with last year?

Tick as appropriate: More effective as effective less effective

(iii) How frequently has the protocol been used to place a child compared with last year?

Tick as appropriate: More frequently same frequency less frequently

i) Have you had any specific problems in allocating a place through the protocol? For example, where a school has been reluctant to accept a child.

Tick as appropriate: Yes No

Comments:

There are occasional issues with admission through the protocol but a locally agreed solution is usually found. Specifically this relates with trying to match parental preference especially where there is a predominance of children with specific issues already at the school. We have had one instance of an admissions panel admitting to a preferred school whilst a managed move to another was being undertaken.

A Fair Access Protocol Panel is now in place for secondary schools which meets half-termly which has helped to alleviate any issues in allocating young people in accordance with the Protocol.

There is still work to be carried out in finding a framework for primary schools to meet to consider children under the Fair Access Protocol but there are fewer children to be considered under the Protocol in the primary phase.

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- ii) Have you any examples of particularly effective collaboration and working? For example, placing children in year 6 of a primary school or years 10 and 11 of a secondary school.

Tick as appropriate: Yes No

<p>Comments:</p> <p>This is usually agreed following discussion. Young people in year 11 are usually difficult to place especially if they come in during the year. Year 6 is only an issue during the summer term.</p>

- g) How many children have been admitted to each type of school in the area under the protocol? How many children have been refused admission to a school?

Type of School	Number of children admitted			Number of children refused admission		
	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools
Community	10	13	N/A	1	0	N/A
Voluntary Controlled	2	N/A	N/A	N/A	N/A	N/A
Voluntary Aided	2	N/A	N/A	2	N/A	N/A
Foundation	N/A	N/A	N/A	N/A	N/A	N/A
Academy	0	6	2	0	0	0
Free School	0	0	0	0	0	0
UTC	N/A	N/A	N/A	N/A	N/A	N/A
Studio School	N/A	N/A	N/A	N/A	N/A	N/A

- h) If children have not been placed successfully in a school through the protocol, have you used the direction process to provide a place for a child?

Tick as appropriate: Yes No N/A

- i) If **YES**, how many children have been placed and in which type of school as a result of a direction, including a direction via the EFA on behalf of the Secretary of State or after a referral to the Adjudicator?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	N/A

Voluntary Controlled	0	0	N/A
Voluntary Aided	0	0	N/A
Foundation	N/A	N/A	N/A
Academy	0	0	0
Free School	0	0	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

- j) Please add any other relevant information you wish to include in this section concerning Fair Access Protocols, for example, have you used the guidance issued by the Department for Education in November 2012 ([Link to advice](#)) and has it proved useful?

Comments:

The guidance was issued to own admission authority schools and also provided to the Virtual Head for Looked After Children. It has been used to persuade one Academy to admit a child without applying to direct.

5. Admission Appeals

- a) Please provide details about the number of appeals lodged for admissions in September 2014

	Lodged	Settled (offered a place through a waiting list or other means - not continuing with appeal)	Withdrawn (no place offered, but not proceeding with appeal)	Appeals Heard	Appeals Upheld (a place offered as a result of the appeal)	Appeals Not Upheld (appeal failed, no place offered)
Pupils up to age 11	76	13	1	0	0	0

Pupils age 11-16	114	18	6	31	0	31
Pupils over age 16	0	0	0	0	0	0
Date up to which this information applies	11/6/14	11/6/14	11/6/14	11/6/14	11/6/14	11/6/14

Please note there will be an opportunity to update this data up until 31 August 2014 - the update form is attached as an appendix so that you can return it separately if you wish at the end of August.

b) Please add any comments about the appeals process in your area.

Comments:

The local authority is commissioned by the majority of Academies in the borough to hear and present appeals on the school's behalf. One Academy and Church of England voluntary aided schools uses the Diocese of Oxford to hear their appeals.

6. Other Issues

A. Publication of the local authority's report

Paragraph 3.23 of the Code requires each local authority to publish a copy of its report locally by 30 June.

a) Please indicate where or how a copy of the report can be obtained by a member of the public:

Tick as appropriate: Local authority website Hard copy Other

If **OTHER** please state how:

A hard copy will be available on request.

If the report is not published by 30 June please provide details of when and where the report will be published:

Comments:

It is expected that this report will go onto the website by 30 June.

B. Objections to admission arrangements

Paragraph 3.2 says “local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful”.

- a) How many sets of admission arrangements of schools were queried by the local authority with schools that are their own admission authority because they were considered not to comply with the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	3	0	N/A
Foundation	N/A	N/A	N/A
Academy	0	3	1
Free School	0	1	0
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

- b) How confident are you that all community, voluntary controlled and own admission authority admission arrangements are now fully compliant with the Code?

Tick as appropriate: very confident confident not confident

- c) How many schools did not send the local authority a copy of their full admission arrangements, including the supplementary information form (or the form by any other name, for example religious inquiry form) if one is used, by 1 May, as specified in paragraph 1.47 of the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	N/A	N/A
Foundation	N/A	N/A	N/A
Academy	0	0	0
Free School	N/A	1	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

C. Fraudulent applications

- (a) Is there any concern in your local authority about fraudulent applications?

Tick as appropriate: Yes No

- (b) Did the local authority make any offers on national offer days that were subsequently withdrawn as a result of a fraudulent application?

Tick as appropriate: Yes No

(c) If YES, how many for each type of school?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	N/A
Voluntary Controlled	0	0	N/A
Voluntary Aided	0	0	N/A
Foundation	N/A	N/A	N/A
Academy	0	0	0
Free School	0	0	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(d) What action is the LA taking to prevent fraudulent applications?

Comment:

A series of checks, including requests for additional information and council tax checks is carried out both before and after national offer day. Where it is considered that a fraudulent (or more likely misleading) application is made measures will be taken to withdraw the school place before the child starts school and the parent offered right of appeal. We have revised the wording used in our Parent's Guides to help parents to understand the importance of keeping the school admissions team informed of changes in circumstances.

D. Summer born children

The DfE issued guidance in July 2013 "Advice on the admission of summer born children" for local authorities, school admission authorities and parents ([Link to advice](#)). The School Admissions Code at paragraph 2.16 deals with deferred entry and/or part-time attendance for children in the year they reach compulsory school age. Paragraph 2.17 refers to the admission of children outside their normal age group.

(a) Do you keep data for any schools on the number of requests from parents who ask that their child is admitted to a class outside their normal age group?

Tick as appropriate: Yes No

(i) For community and voluntary controlled schools: Yes No

If YES, how many requests did you receive for admission to a Reception class for a child who had reached the normal age for Year 1?

Number:

As fewer than five were received in the past year; it would be inappropriate to provide exact numbers and details

How many were subsequently agreed?

Number:

See above

(ii) For own admission authority schools: Yes No

If **YES**, how many requests were received for admission to the Reception Year for a child who had reached the normal age for Year 1?

Number:

As fewer than five were received in the past year; it would be inappropriate to provide exact numbers and details.

How many were subsequently agreed?

Number:

See above

(b) What reasons, if known, were given for seeking to delay the admission to reception of the child for a full school year?

Comments:

See above

(c) Any other comments the local authority has on the matter of admission of summer born children.

Comments:

The Code requires admission authorities to have a section in their policies relating to how the admission of children outside their normal age group will be considered. The list of suggested reasons for working out of year group in the guidance was helpful but otherwise it was not particularly helpful especially in terms of the publicity surrounding it which seemed to indicate that it was a parental right to decide which year group their child would go into.

The previous Code was more prescriptive regarding a parent's right to defer within the academic year applied for and the "right to defer" has been

removed. It would be helpful if this was reinstated to ensure that schools comply with parental wishes.

E. Composite prospectus – admission to sixth form

The School Information (England) Regulations 2008, regulation 5 requires the local authority to publish no later than 12 September in the offer year a composite prospectus for primary and secondary schools. Regulation 6 deals with the manner of the publication of the prospectuses and schedule 2 to the regulations details the information to be included in a prospectus.

Schedule 2, paragraph 14 says of what is to be included: *“The determined admission arrangements for the school in relation to each relevant age group at the school (including ages above and below the compulsory school age) and, where the arrangements include a supplementary information form a copy of that form.”*

(a) How were the admission arrangements for admission to the sixth form of schools that admit students new to the school to year 12 included in a composite prospectus for admissions in September 2014?

(i) With the admission arrangements for each school admission to the earlier relevant age group (for example Year 7) for admission?

Tick as appropriate: Yes ✓ No

or

(ii) In a separate composite prospectus for the sixth form?

Tick as appropriate: Yes No ✓

or

(iii) Other, please describe how the requirements of the regulations are met.

Comments:

Policies are also available on the council's website on a webpage dedicated to sixth form admissions.

(b) If the requirements of the regulations were not met for admissions in 2014, how will they be met for admissions in 2015?

Comments:

It is considered that the local authority complied with the requirements to publish.

F. Admission Forum

(a) Does your local authority still have an admission forum?

Tick as appropriate: Yes No

If **YES**, which groups, (types of schools and other bodies) are represented on the Admission Forum?

Comments:

The admissions forum includes representatives from the following sectors:
Church of England Diocese
Schools – community, voluntary aided, academy
Early Year's Forum
Parents
Local garrison
Elected Members

How often does this forum meet?

Comments:

Four times a year

What do you see as the key benefits arising from this forum?

Comments:

It is helpful to have an advisory forum from a wide sector of the borough to give advice and guidance on school admission and place planning matters in the borough.

G. Local Authority Issues

(a) Please provide details of any other issues that you would like to raise and comment on that are not already covered in this report.

Comments:

As this report is published on the council's website, we would like to provide transfer group statistics similar to those provided last year for information purposes.

Primary: Starting School (Reception)

Numbers in brackets provide last year's information included for comparison purposes

The total number of on-time Wokingham Borough applications numbered 2,027 an increase of 102 from the previous year. 45 places were created within the Borough to ensure sufficient places to allocate a place to all those Wokingham Borough applicants who applied by the deadline as a result of planned expansions of the schools, as follows:

Shinfield Infant & Nursery – 30 places
Grazeley Parochial CE Aided Primary – 15 places

In addition, the following schools were included for the first time within the co-ordinated scheme:

Windmill Primary – 30 places
Wheatfield Primary – 30 places
Piggott Primary – 30 places
Ewendons Primary – 50 places

The first three schools had signed Funding Agreements and the local authority received assurance from the Department for Education that Ewendons Primary School will open in September 2014.

85% received an offer for their first preferred school with 98% receiving an offer for one of their preferred schools (83% and 95% in 2013). 45 applicants were allocated to an alternative school where preferred schools were full (88). 89.5% applied online (75% the previous year). 1,997 (1,889) were allocated to a Wokingham Borough school and 29 (34) to schools outside the Borough. On 16 April 2014, 56 places remained unfilled at All Saint's CE Aided Primary School – 8 places, Crazies Hill CE Primary School – 2 places, Emmbrook Infant School – 1 place, Ewendons Primary School – 6 places, Gorse Ride Infant School – 6 places, St Dominic Savio Catholic Primary School – 5 places, St Sebastian's CE Aided Primary School – 7 places, Wheatfield Primary School – 13 places and Windmill Primary School – 10 places.

Parents could express up to four preferences. 451 (337) expressed a single preference, 332 (373) expressed two preferences, 515 (485) expressed three preferences and 729 (738) expressed four preferences.

The current place situation (at 6 June 2014) is as follows:

All Saint's CE Aided Primary – 8 places
Crazies Hill CE Primary – 3 places
Earley St Peter's CE Aided Primary – 2 places
Emmbrook Infant – 3 places
Ewendons Primary – 1 place
Gorse Ride Infant – 11 places
Highwood Primary – 1 place

Nine Mile Ride Primary – 4 places
St Dominic Savio Catholic Primary – 5 places
St Sebastian's CE Aided Primary – 9 places
Wheatfield Primary - 2 places
Windmill Primary – 10 places
Total: 59 places (60 in 2013)

A total of 70 (58) late applications have been received by 6 June and parents have been allocated to preferred schools where a place became available from the waiting list. The council made offers to all 'on time' applicants by the national deadline of 16 April 2014.

There were some delays in receiving the initial applications from other local authorities which meant that the own admission authority schools received those applications after the date set by the local authority for consideration. As mentioned previously in this report, it would be helpful to set national co-ordination dates to ensure that the increasing number of own admission authority schools can be assured of receiving information for ranking and to enable local authorities to set realistic dates for own admission authority schools to complete ranking.

Transfer to year 3 (junior schools)

The total number of on-time Wokingham Borough applications numbered 527 (482) with 76% applying online (the same as last year). 95% (97%) received their first preferred school with 97% (98%) receiving an offer of one of their preferred schools. 14 (5) applications were received for higher ranked primary schools which will be considered as an in-year application shortly and 13 (19) applications have been received late.

Parents could express up to four preferences but as expected the take-up of this was low as parents mainly expect their children to move to the linked junior school, as a result 333 (310) expressed a single preference; 110 (117) expressed two preferences, 70 (38) expressed three preferences and 14 (19) expressed four preferences.

21 (49) junior school places currently remain unfilled – Emmbrook Junior has 3 places; Gorse Ride Junior has 3 places; Polehampton CE Junior has 1 place; Robert Piggott CE Junior has 2 places; Shinfield St Mary's CE Aided Junior School has 11 places and Willow Bank Junior School has one place.

The council made offers to all 'on time' applicants by the national deadline of 16 April 2014.

Transfer to secondary school:

The total number of on-time Wokingham Borough applications numbered 1,771 (1,713 last year).

84% (86%) received an offer for their first preferred schools with 97%

receiving an offer (98% last year) for one of their preferred schools. 47 (39) applicants were allocated to an alternative school where preferred schools were full. 72% (69%) applied online. 1,510 (1,450) applicants were allocated to a Wokingham Borough school and 252 (259) were allocated to schools outside the Borough. On national offer day; 62 (143) places remained unfilled – The Bulmershe had 39 (72) places and The Emmbrook had 23 (5) places. Oakbank was oversubscribed for the first time and St Crispin's was heavily oversubscribed compared to last year with 54 in the designated area not allocated.

Parents can express up to four preferences 394 (384) expressed a single preference; 394 (389) expressed two preferences; 482 (479) expressed three preferences and 501(461) expressed four preferences.

The current place situation (at 6 June 2014) is as follows:

The Bulmershe School – 71 places available

The Emmbrook School – 47 places available

Total: 118 (196) places available in the Wokingham Borough.

A total of 100 (74) late applications were received by 6 June 2014.

There were 30 applications for Year 9 transfer (mostly to Reading School) and 16 applications for UTC Reading for year 10.

The council made offers to all 'on time' applicants by the national deadline of 3 March 2014.

Thank you for completing this report

Please email your completed report to: OSA.TEAM@OSA.GSI.GOV.UK