



Office of
the Schools
Adjudicator

LOCAL AUTHORITY REPORT

TO

THE SCHOOLS ADJUDICATOR

FROM

Wokingham Borough Council Local Authority

30 JUNE 2015

Report Cleared by (Name): DRAFT

(Title):

Date submitted:

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Please email your completed report to: osa.team@osa.gsi.gov.uk

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 your report 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 2015.

| 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 | 1 | 1 | 0 |
| UTC | N/A | 0 | 0 |
| Studio School | N/A | 0 | 0 |

2. Admission Arrangements for Admissions in September 2015

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:

1. Any ways in which the each of the following groups of children have been especially well served; and
2. Any difficulties that have arisen for each group of children while allocating places for admission in September 2015.

(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.

Eleven children are allocated under this criterion to start school; one child is allocated under this criterion in the transfer to junior and thirteen children are currently allocated to transfer to secondary school in September 2015.

Twelve children have been allocated in-year for the academic year 2014/2015. Six in the primary phase and six in the secondary phase.

The school admissions team liases 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.

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

Tick as appropriate: Fully In part Not satisfactory

Comments:

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

Secondary:

Physical disabilities – preferred school – The Piggott CE School

Primary:

Complex needs – 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 was undertaken and implemented from September 2014. The review has identified a gap in the provision for young people of secondary age with ASD and the local authority is currently in discussion with schools to address this.

The authority has, as its second oversubscription criterion, a criterion pertaining to “children who have an exceptional medical or social needs”. 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. 9 (13 in 2014) children to start school and one (two in 2014) children due to start secondary school in September 2015 were allocated under this criterion. A number of own admission authority schools have chosen not to have this as a criterion.

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 (or an education health and care plan)?

Tick as appropriate: Fully In part Not satisfactory

Comments:

Sessions are held with parents with children with statements of special

educational needs or Education, Health and Care Plans (EHCP) 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 the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS), formerly known as the Parent Partnership Service, School Admissions and School Transport.

37 children with statements of special education needs or EHCP were allocated to Wokingham borough secondary schools.

All schools took children considered to be School Action Plus (SA+) or School Action (SA) or under the new heading of having SEN Support.

Four children with statements of special educational needs or EHCP were allocated as part of the transfer into year 3 of a junior school.

Four children with statements of special educational needs or EHCP were allocated in the entry to primary transfer group. Assessments are ongoing for this group of children.

(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:

The SEN Team supports school SENCOs through training and termly cluster meetings to disseminate information and to share good practice.

In some instances, children who have special needs but do not have a statement or plan 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 or with additional needs. It is expected that any school would be able to meet such a child's needs.

A system is in place for cluster moderation to access additional top-up funding to address these children'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 2015 in your local authority highlighting any particular strengths in the process and any problems.

Primary

- (a) How well has the second 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 helpful 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:

Co-ordination went relatively smoothly this year. However there are improvements that can be made as we reported last year, namely:

1. The setting of national dates for local authorities to complete coordination 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. There is no post on non-working days and there is unlikely to be any support available if the online system fails to work on a non-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 coordinated 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.

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

If **YES**, please explain how well the admissions process is working for these schools:

Reading UTC is situated just over the Wokingham borough's border. Coordination 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 2014 and 15 June 2015?

| For pupils up to age 11 | For pupils over age 11 | For Sixth Forms |
|-------------------------|------------------------|-----------------|
| 1,345 | 479 | Not Known |

(b) Does the local authority co-ordinate in-year admissions for any schools in its area?

Tick as appropriate: Yes No

If **YES**, for how many of which schools does it currently 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 | 0 | 0 | 0 |
| Academy | 2 | 3 | 1 |
| Free School | 1 | 1 | 0 |
| UTC | N/A | 0 | 0 |
| Studio School | N/A | 0 | 0 |

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

Comments:

Not applicable - in-year admissions is currently fully co-ordinated

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

Tick as appropriate: Very confident Confident Not confident

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

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

- (f) 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 as there are significant pressure on school places in some year groups across the Wokingham borough.

Central co-ordinating allows for a one-stop shop for parents providing advice and guidance; the requirement to complete only one application form (allowing four 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 that places are allocated in accordance with the Code and that parents are informed of their right of appeal if applicable.

In addition, it also 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 on ranking from some own admission authority schools and when clarifying school numbers.

Central co-ordination 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 services provided as part of the co-ordinated scheme..

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) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2014/15 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

(e) Have you any examples of particularly effective collaboration and working individual schools? 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

Comments:

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.

(f) 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:

The secondary schools have signed up for the Behaviour Leads to decide the most appropriate placement at the Fair Access Protocol Panel. All schools agreed to abide by the decision made at panel. In a few instances, despite having the Behaviour Lead has not felt empowered to make the decision without reference to the Headteacher leading to delays in the admission of children.

(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 | 4 | 12 | N/A | 0 | 3 | N/A |
| Voluntary Controlled | 5 | N/A | N/A | 0 | N/A | N/A |

| | | | | | | |
|------------------------|-----|-----|-----|-----|-----|-----|
| Voluntary Aided | 6 | N/A | N/A | 0 | N/A | N/A |
| Foundation | N/A | N/A | N/A | N/A | N/A | N/A |
| Academy | 0 | 4 | 0 | 0 | 1 | 0 |
| Free School | 0 | 1 | N/A | 0 | 0 | N/A |
| 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 | 1 | 0 |
| Voluntary Controlled | 0 | 0 | 0 |
| Voluntary Aided | 0 | 0 | 0 |
| 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.

Comments:

A refusal for a school was agreed by the Fair Access Panel as that school was undergoing a number of admittances under the Protocol and it was considered that the admittance of another child would be prejudicial to the success of those managed moves and reintegrations currently underway. An independent appeals panel also refused the appeal.

This was our first appeal for a child which the Fair Access Panel considered could not be placed at a preferred school (although it had places in the year group) however it would have been a significant concern if the independent appeals panel had allowed the appeal and potentially undermined the progress being made on the admission of children under the Protocol. It would be of assistance if the right of appeal did not apply when the local authority is acting in accordance with 3.9 and 3.12 of the Code.

5. Admission Appeals

The Code requires data to be collected about appeals. In order to meet this requirement the DfE will use the latest published Statistical First Release: admission appeals for maintained and academy primary and secondary schools in England.

Taking into account the comments reported in 2014 by some local authorities in response to the invitation to “*add any comments about the appeals process in your area*”, it would be helpful to be able to gather views across all local authorities on the extent to which schools that are their own admission authority continue to use local authority services for appeals.

- (a) Do any own admission authority schools use any of your services as part of the appeals process?

Tick as appropriate: Yes No

- (b) If yes, please indicate the number of schools that use at least some services

| 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 | 2 | 0 | 0 |
| Foundation | N/A | N/A | N/A |
| Academy | 2 | 3 | 1 |
| Free School | 1 | 1 | N/A |
| UTC | N/A | N/A | / |
| Studio School | N/A | N.A | N/A |

- (c) Please indicate the services that are used :

| Type of School | Schools for pupils up to age 11(Y/N) | Schools for pupils over age 11 (Y/N) | All- through schools (Y/N) |
|---|--------------------------------------|--------------------------------------|----------------------------|
| Full appeals process | Yes | Yes | Yes |
| Legal advice | As needed | As needed | N/A |
| Assistance in the preparation and presentation of case documentation | Yes | Yes | Yes |

- (d) Please add any other service related to appeals obtained from the local authority

Comment:

Administration and Clerking of School Admission Appeals
Administration and Clerking of School Exclusion Reviews

- (e) Please add comments about any other aspect of the appeals process in your area that works well or causes difficulties.

Comment:

Commissioning of services to own admission authority schools works well and ensures that communication between Academies and school admissions team is maintained, but can cause resourcing difficulties e.g. identifying the number of staff required to meet the fluctuating work demand, as the number and timing of appeals is ever-changing. This creates pressure on the ability of the local authority to meet work load commitments especially during the summer term with the increased demand for in-year admissions and continuing to react to changes of preferences etc. for the transfer groups.

6. Other Issues

A. 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 directly 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 | 5 | N/A | N/A |
| Foundation | N/A | N/A | N/A |
| Academy | 2 | 3 | 1 |
| Free School | 1 | 1 | N/A |
| 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 | 2 | 0 | 0 |
| Free School | 0 | 0 | N/A |
| UTC | N/A | N/A | N/A |
| Studio School | N/A | N/A | N/A |

B. 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 | 4 | 0 | N/A |
| Voluntary Controlled | 0 | N/A | N/A |
| Voluntary Aided | 0 | N/A | N/A |
| Foundation | N/A | N/A | N/A |
| Academy | 0 | 1 | 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:

Investigations are undertaken if anyone or a school alleges that a place may have been offered on the basis of misleading information provided by the parent. The parent is asked to provide additional information and where it is agreed by admissions panel that the child would not have been offered a place; the school place is withdrawn and the parent offered the right of appeal.

Council checks are undertaken prior to allocation to verify the information provided by parents and where addresses differ from that on our database or

where the council tax check indicates that there may be an issue with an address; the parent is asked for further clarification and evidence to enable the local authority to decide on the address to be used.

Evidence is also required where the family is moving during the allocation process e.g. signed rental agreements or exchange of contracts for the current and new property.

C. Summer born children

The DfE issued revised guidance in December 2014 “Advice on the admission on summer-born children” for local authorities, school admission authorities and parents ([Link to Guidance](#)). 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, 2.17A and 2.17B refer 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

(ii) For own admission authority schools: Yes No

If **YES**, please complete the table:

| Type of School | How many requests for admission to year R for a child who has reached the normal age for Year 1 | How many requests were subsequently agreed? |
|----------------------------------|---|---|
| Community & Voluntary Controlled | 4 | 2 |
| Own Admission Authority | Not known | Not known |

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

Comments:

Developmental or medical reasons

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

Comments:

Parents should be provided with realistic advice of the issues they face should their child be work out of their chronological year group.

Working out of normal year group is also an issue for children wishing to move in-year back to the state sector from the independent sector. It would be helpful if information was available to the independent sector to understand and share the difficulties that a parent may face if they subsequently decide to change to a maintained school.

D. Pupil, service and early years premium

The 2014 School Admissions Code enables all schools to give priority for admission in 2016 to children eligible for the pupil, service or early years premium (paragraphs 1.39A and 1.39B). If admission authorities wish to introduce such a priority they need to have consulted as required by the Code.

(a) Pupil and service premium

In respect of community and voluntary controlled schools:

| Type of School | Has the LA considered giving priority to pupil/service premium? (Y/N) | If YES, have you consulted on this? (Y/N) | In response to consultation has the priority be implemented? (Y/N) |
|---------------------------------------|--|--|---|
| Community Primary | N | N/A | N/A |
| Voluntary Controlled Primary | N | N/A | N/A |
| Community Secondary | N | N/A | N/A |
| Voluntary Controlled Secondary | N/A | N/A | N/A |

Comments:

To introduce priority for pupil and service premium would place an unrealistic burden on the school admissions team to assess and fairly apply this criterion. It would require parents to complete a SIF (in some instances, some of our more vulnerable families would find this difficult) as there are no systems in place to access the information required to fairly apply this criterion or use as a tiebreaker.

In respect of own admission authority schools:

| Type of School | Has the LA been consulted by any own admission authority of the type shown below on giving priority to pupil/service premium? (Y/N) | If YES in response to consultation, for how many schools has the priority been implemented? (number) |
|---------------------------|---|--|
| Voluntary Aided Primary | N | N/A |
| Foundation Primary | N/A | N/A |
| Academy Primary | N | N/A |
| Free School Primary | N | N/A |
| Voluntary Aided Secondary | N/A | N/A |
| Foundation Secondary | N/A | N/A |
| Academy Secondary | N | N/A |
| Free School Secondary | N | N/A |
| UTC | N/A | N/A |
| Studio School | N/A | N/A |

Comments:

(b) Early years pupil premium - nursery priority

In respect of community and voluntary controlled schools:

| Type of School | Has the LA considered giving priority to early years pupil premium? (Y/N) | If YES, have you consulted on this? (Y/N) | In response to consultation has the priority be implemented? (Y/N) |
|------------------------------|---|---|--|
| Community Primary | N | N/A | N/A |
| Voluntary Controlled Primary | N | N/A | N/A |

Comments:

Similar comments apply to community and voluntary controlled schools.

In respect of own admission authority schools:

| Type of School | Has the LA been consulted by any own admission authority of the type shown below on giving priority to early years pupil premium? (Y/N) | If YES in response to consultation, for how many schools has the priority been implemented? (number) |
|-------------------------|---|--|
| Voluntary Aided Primary | N | N/A |
| Foundation Primary | N | N/A |
| Academy Primary | N | N/A |
| Free School Primary | N | N/A |

Comments:

This is a decision for own admission authority schools to take.

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 2015?
- (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 2015, please give reasons why.

Comments:
Not applicable

F. Admission Forum

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

Tick as appropriate: Yes No

(b) Has this been continuous or re-instated?

Tick as appropriate: Continuous Re-instated

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

Comments:
Local authority representatives
Diocesan representative
Parent representative
Early Year's Forum representative
Arborfield Garrison representative
Community secondary school representative
Academy representative
Community primary school representative
Voluntary aided school representative

How often does this forum meet?

Comments: Four times per 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

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 2,045 an increase of 70 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

85% received an offer for their first preferred school with 96% receiving an offer for one of their preferred schools (84% and 94% in 2013). 71 applicants were allocated to an alternative school where preferred schools were full (45). 84% applied online (89.5% the previous year). 2,007 (1,997) children were allocated to a Wokingham Borough school and 32 (29) to schools outside the Borough.

On 16 April 2015, 53 places remained unfilled at All Saint's CE Aided Primary School – 5 places, Bearwood Primary School – 2 places, The Colleton Primary School - 13 places, Gorse Ride Infant School – 5 places, Oaklands Infant School - 2 places, Polehampton CE Infant School - 1 place; Sonning CE Aided Primary School - 2 places, St Dominic Savio Catholic Primary School – 2 places, St Sebastian's CE Aided Primary School – 11 places, Wheatfield Primary School – 4 places and Windmill Primary School – 6 places.

Parents could express up to four preferences. 448 expressed a single preference, 337 expressed two preferences, 491 expressed three preferences and 729 expressed four preferences.

The current place situation (at 3 June 2015) is as follows:

All Saint's CE Aided Primary – 7 places

The Colleton Primary – 13 places

Gorse Ride Infant – 10 places

Oaklands Infant - 4 places

Polehampton CE Infant - 1 place

St Dominic Savio Catholic Primary – 3 places

St Sebastian's CE Aided Primary – 11 places

Windmill Primary – 4 places

Winnersh Primary - 1 place

Total: 54 places (59 in 2014)

A total of 125 (70) late applications have been received by 3 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 2015.

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 coordination 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 551 (527) with 76% applying online (the same as last year). 95% (95%) received their first preferred school with 97% (97%) receiving an offer of one of their preferred schools. 7 (14) applications were received for higher ranked primary schools which will be considered as an in-year application shortly and 15 (13) 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 377 (333) expressed a single preference; 112 (110) expressed two preferences, 47 (70) expressed three preferences and 15 (14) expressed four preferences.

12 (21) junior school places currently remain unfilled – Emmbrook Junior has 7 places; Gorse Ride Junior has 1 places; Robert Piggott CE Junior has 4 places.

The governing body of Shinfield St Mary CE Aided Junior School agreed to admit a total of 90 children (27 above admission number) as part of a planned expansion of the school.

The council made offers to all 'on time' applicants by the national deadline of 16 April 2015.

Transfer to secondary school:

The total number of on-time Wokingham Borough applications numbered 1,849 (78 more than last year).

84% (84%) received an offer for their first preferred schools with 98% receiving an offer (97% last year) for one of their preferred schools. 34 (47) applicants were allocated to an alternative school where preferred schools were full. 77% (72%) applied online.

1,545 (1,510) applicants were allocated to a Wokingham Borough school and 294 (252) were allocated to schools outside the Borough.

On national offer day; 126 (62) places remained unfilled – The Bulmershe had 91 (39) places and Oakbank had 35 places.

Parents can express up to four preferences 417 (394) expressed a single preference; 397 (394) expressed two preferences; 511 (482) expressed three preferences and 524 (501) expressed four preferences.

The current place situation (at 3 June 2015) is as follows:

The Bulmershe School – 122 places available

The Emmbrook School – 11 places available

The Forest School - 1 place

Oakbank - 47 places

Waingels College - 6 places

Total: 187 (118) places available in the Wokingham Borough.

A new school, Maiden Erlegh in Reading, due to open in September 2016 was included in the co-ordinated admissions scheme this year (administrated by Reading Borough Council). Another new Free School, The WREN School, is also due to open in the Reading Borough Council area in September 2015. Applications for this school were made outside the co-ordinated scheme.

A total of 71 (100) late applications were received by 3 June 2015.

There were 22 (30) applications for Year 9 transfer (mostly to Reading School) and 12 (16) applications for UTC Reading for year 10.

The council made offers to all 'on time' applicants by the national deadline of 2 March 2015.

Thank you for completing this report

Please email your completed report to: osa.team@osa.gsi.gov.uk

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