

Report Title:	School Admission Arrangements 2019/20 and Co-ordinated Admissions Scheme 2019/20
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Lead Member for Children Services
Meeting and Date:	23 November 2017
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

## REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools. The School Admissions Code 2014 ("the Code") requires the borough to consult on the arrangements where significant changes are proposed and determine the arrangements for 2019/20 by 28 February 2018.
2. The admissions authority is proposing one significant change requiring consultation: reduction in the Published Admission Number (PAN) for Alwyn Infant School from 101 to 90.
3. This report seeks approval to consult on the Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools, see Appendix 1, including the proposed change. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the public consultation.
4. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2018. There are no changes to the co-ordinated admissions scheme which require consultation, however this report outlines a change to the way the school place offer will be communicated for online applications.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) Approves public consultation on the RBWM Admission Arrangements set out at Appendix 1.
- ii) Delegates authority to the Lead Member and Director for Children's Services to approve and thereby determine the revised admissions arrangements by the 28 February 2018 deadline.

- iii) **Approves, and thereby determines, the RBWM Co-ordinated Admissions scheme for 2019/20 set out at Appendix 2 by the 1 January 2018 statutory deadline.**

## **2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED**

### **Admission arrangements 2019/20**

- 2.1 The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2019/20 by 28 February 2018.
- 2.2 The School Admissions Code 2014 requires that the local authority must publicly consult on any proposed reduction to the existing PAN for a school where they are the admitting authority. Consultation on proposed changes must take place for a minimum of six weeks between 1 October and 31 January in the determination year.
- 2.3 The current PAN for Alwyn Infant School is 101 pupils in each of three year groups. Each of those year groups has to comply with Infant Class Size legislation which requires at least one qualified teacher per 30 pupils. The additional 11 spaces beyond three class groups in each year have been generating significant financial pressure for the school. The school now has less than 90 pupils in two of three year groups so reducing the PAN to the round number of 90 will give the school financial stability.
- 2.4 In discussion with the Headteacher and Governors of Alwyn Infant School, it is proposed to reduce the published admission number for the school from 101 to 90 from the September 2019 intake year and to seek an immediate variation of the same with the Office of the School adjudicator.
- 2.5 Section 1.42 of the Code allows the PAN to be increased again to meet any future school place demand when necessary without the need for further consultation or building changes.
- 2.6 No other significant changes are proposed to the 2019 admission arrangements.

### **Co-ordinated admissions scheme**

- 2.7 Although academies, voluntary aided and free schools are their own admitting authority, the Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.8 From 2018 there will be a slight change to the process. Under the current scheme, all applicants who are resident in the borough receive a letter providing details of their offer, sent via first class post on the respective National Offer Day for primary and secondary applications. In future all applicants who make

an online application will receive an email in place of the letter. Applicants who make an application using the paper common application form will continue to receive a letter via first class post. There is no requirement to consult on this change.

- 2.9 The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2018.

**Table 1: Options for consideration**

Option	Comments
<p>Approve the recommendations to consult on the Admission Arrangements, see Appendix 1 including the proposed change, delegate authority to the Lead Member and Strategic Director of Children's Services to approve the revised arrangements arising from the public consultation, and approve, and thereby determine, the Co-ordinated Admissions scheme, Appendix 2.</p> <p><b>Recommended</b></p>	<p>The admission arrangements and co-ordinated admissions scheme will be consulted on as necessary, and determined within the statutory framework.</p>
<p>Do not approve the recommendation to consult on the admission arrangements, delegate authority to determine the revised arrangements, nor determine the Co-ordinated Admissions scheme</p> <p><b>This is not recommended</b></p>	<p>The local authority will be in breach of the statutory framework set out in the Code.</p>

### 3. KEY IMPLICATIONS

**Table 2: Outcomes and measures**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
The admission arrangements for 2019/20 are determined on time.	Not determined by 28 February 2018.	Determined by 28 February 2018.	N/A	N/A	28 February 2018.
The co-ordinated admissions scheme for 2019/20 is determined on time.	Not determined by 1 January 2018.	Determined by 1 January 2018.	N/A	N/A	1 January 2018.

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The change to the application response will slightly reducing operating costs through the cost of printing and first class postage for approximately 4000 applications per year.

### 5. LEGAL IMPLICATIONS

- 5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.
- 5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

### 6. RISK MANAGEMENT

- 6.1 None

### 7. POTENTIAL IMPACTS

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

## 8. CONSULTATION

- 8.1 The borough is not required to consult on the co-ordinated admissions scheme where changes are made in line with the provisions of the Code and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2015 to January 2016. Parents or carers currently applying online in the normal admissions round for a place for the 2018/19 academic year have been given the option to receive their offer by email only, and this has been taken up by over 90% of the applicants to date.
- 8.2 The borough is required to consult on the admission arrangements where there is a significant change from the previous year. The proposed PAN amendment is considered a significant change.
- 8.3 There has been consultation with the Headteacher and Governing Body of Alwyn Infant School, and all other primary schools within a two mile radius. This paper will be considered by Children's Services Overview and Scrutiny on a date to be determined, and any comments will be presented verbally at the Cabinet meeting.
- 8.4 As required by sections 1.43 – 1.45 of the Code, public consultation will take place for six weeks between 6 December 2017 and 17 January 2018. The consultation must include:
- parents of children between the ages of two and eighteen;
  - all other admission authorities within the borough;
  - all adjoining neighbouring local authorities.

The full proposed admission arrangements will be published on the Royal Borough of Windsor and Maidenhead website with details of where comments should be sent and the areas on which comments are not sought.

## 9. TIMETABLE FOR IMPLEMENTATION

**Table 3: Timetable for implementation**

Date	Details
1 January 2018	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2019/20.
6 December 2017 to 17 January 2018	The Code requires a minimum of six weeks of public consultation on the proposed RBWM admission arrangements.
January to February 2018	Consideration of the views received following public consultation.
28 February 2018	The statutory deadline for determining the admission arrangements for 2019/20.

- 9.2 Implementation date if not called in: Immediately

## **10. APPENDICES**

### **10.1 There are two appendices (available electronically):**

- Appendix 1: Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools
- Appendix 2: Co-ordinated Admissions scheme for Royal Borough of Windsor and Maidenhead maintained schools

## **11. BACKGROUND DOCUMENTS**

### **11.1 Legislation and Guidance**

- School Admissions Code, DfE December 2014
- School Standards and Framework Act 1998
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Infant Class Sizes) (England) Regulations 2012

## 12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Airey	Lead Member for Children's Services	20/10/17	23/10/17
Alison Alexander	Managing Director	20/10/17	22/10/17
Russell O'Keefe	Strategic Director	20/10/17	
Andy Jeffs	Strategic Director	20/10/17	
Rob Stubbs	Section 151 Officer	20/10/17	

### REPORT HISTORY

<b>Decision type:</b> Non key decision	<b>Urgency item?</b> No
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550	