1. Subsequent to the statutory annual consultation on Surrey’s Admission Arrangements for September 2009 the Executive is asked to consider the responses and make recommendations to the County Council on it’s Admission Arrangements for Community and Voluntary Controlled schools for September 2009. Some will now vary in order to:

   i) reflect the responses to the consultation;

   ii) to meet local need.

2. In November 2007 the following documents were circulated for consultation with a closing date for response of 31 January 2008:

   i) Surrey’s proposed admission criteria for September 2009 for the majority of Community and Voluntary Controlled schools (Annex 1 Section A)

   ii) Proposed admission criteria for the Borough of Waverley (Annex 1 Section B)

   iii) Proposed admission criteria for the Borough of Tandridge (Hamsey Green Schools – Annex 1 Section C)

   iv) Proposed admission criteria for the Borough of Tandridge (Warlingham School – Annex 1 Section C)

   v) Proposed admission criteria for the Borough of Tandridge (Oxted School – Annex 1 Section C)

   vi) Proposed admission criteria for the Borough of Guildford (Howard of Effingham School – Annex 1 Section D)

   vii) Primary and Secondary Voluntary Aided / Foundation schools giving priority to local applicants (Annex 2a and 2b))

   viii) Surrey’s Coordinated Schemes for primary and secondary schools (Annexes 3 and 4)
The proposed Published Admissions Numbers for 2009 for Community and Voluntary Controlled schools (Annex 5)

A summary of Surrey’s proposed admissions criteria for September 2009 are outlined below:

A. All Surrey schools will operate an Equal Preference System and give parents the opportunity to state 3 ranked school preferences.

B. The majority of Surrey’s Community and Voluntary Controlled schools will use the following criteria when a school is oversubscribed:

1. Looked After Children
2. Exceptional Arrangements
3. Siblings
4. Children for whom the school is the nearest
5. Any other applicant

6. **Home to School measurements:** For the majority of Community and Voluntary Controlled Schools, in the event of any category being oversubscribed, home to school distance will be measured by a straight line from the address point of the pupil’s house, as set by Ordnance Survey to the nearest school gate for pupils to use.

7. **Waiting Lists:** For all Community and Voluntary Controlled schools waiting lists will be held for the period of one academic year (September – July), except in subsequent years in the event of more than one request for places to the school and the appropriate year group is full. The waiting lists will be prioritised using the admissions criteria as appropriate to the school(s) concerned.

C. Local Admissions Arrangements for:

i) Named feeder schools in Waverley

ii) Fixed catchment areas in Tandridge for Oxted* and Warlingham Schools

*NB Oxted’s catchment area to be reduced to exclude Godstone, Lingfield and Dormansland. In the event of any category being oversubscribed places will be offered to those who live **furthest away from their nearest alternative school** as measured by a straight line from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate for pupils to use.

iii) **Please note:** For the Howard of Effingham School the proposal for September 2009 is to revert to Surrey’s countywide admissions policy as outlined in Section A of Annex 1, but with one exception as follows:

If the school is oversubscribed in any category places will be offered to those who live furthest away from their **nearest alternative school** as measured by a straight line from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate for pupils to use.

The consultation documents listed in paragraph 2 were sent to:

Headteachers, Chairs of Governors and Parent Governors of all Surrey Community, Voluntary Controlled, Voluntary Aided and Foundation Schools
Diocesan Boards of Education
5. By the closing date, 31 January 2008, in total 4,061 responses on the standardised response form had been received. Of these responses:

- Headteachers: 14
- Governors: 72
- Diocese: 9
- Surrey County Councillors: 1
- Early Years: 36
- Admission Forum Members: 0
- Parents: 1810*
- Neighbouring Local Authorities: 6
- Others (including children, other family members and those responding by letter and petition): 2113*

* The majority of these responses were from parents / other groups likely to be affected by the proposed changes to the admissions criteria for The Howard of Effingham and Oxted Schools.

A further breakdown by respondent groups to individual questions is attached in Annex 6.

NB Throughout this report where total numbers do not tally this will usually be because the respondents were able to give more than one answer, or in some cases did not answer every question on the standard response form.
6. A summary of the responses both on the standard form and by letter and petition can be seen in the tables below. The full files are available for Members of the Executive to see if they so wish.

<table>
<thead>
<tr>
<th>Summary of Responses to Admissions Consultation for September 2009: Standard Response Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>All groups</td>
</tr>
<tr>
<td>General Policy</td>
</tr>
<tr>
<td>Waverley</td>
</tr>
<tr>
<td>Tandridge (Hamsey Green Schools)</td>
</tr>
<tr>
<td>Tandridge (Warlingham)</td>
</tr>
<tr>
<td>Tandridge (Oxted)*</td>
</tr>
<tr>
<td>Guildford (Howard of Effingham School)*</td>
</tr>
<tr>
<td>General Voluntary Aided / Foundation schools</td>
</tr>
</tbody>
</table>

* A breakdown of the responses to Question 5 (Tandridge, Oxted) and Question 6 (Guildford, Howard of Effingham) by respondent group and postcode area are attached in Annexes 7a) and 7b)

<table>
<thead>
<tr>
<th>Responses by Letter / Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>No by letter</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Oxted</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Howard of Effingham</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Brockham</td>
</tr>
<tr>
<td>TOTALS</td>
</tr>
</tbody>
</table>

A further analysis of the above responses is included in paragraphs 7 – 17.

The majority of comments centred around issues in relation to fairness (advantage and disadvantage), openness, (complicated criteria not easily understood), affects on the environment, affects on local communities, students being unable to stay for ‘after-school’ activities and School Place Planning (lack of school places). A more detailed breakdown of the written comments received by both the standard response form and by letter /
petition are attached in Annex 8.

**Analysis of responses:**

7. Overall, 248 agreed that we should continue the admission arrangements for the majority of our schools as outlined in paragraph 3. 226 disagreed with these proposals and 3586 offered no opinion / comment.

8. A few comments were received proposing that The Hermitage Junior School is named as a partner school for The Oaktree Infant School. Both schools are in Woking and share the same site.

9. 41 agreed with the **local arrangement for Waverley schools**, 87 disagreed and 3933 offered no opinion / comment.

10. One group of schools (Ash in Guildford) bordering **Waverley Borough** of have requested that these schools become named partner schools to Ash Manor School in order to protect the traditional area of intake for this secondary school.

11. In **Tandridge** 41 agreed that local arrangements for **Hamsey Green Infant and Nursery School** continue, 49 disagreed and 3971 offered no opinion / comment

12. For **Warlingham School** in **Tandridge** 40 agreed that these local arrangements should continue whilst 51 disagreed and 3970 offered no opinion / comment. However the Headteacher and Governing Body thought the 2008 arrangements had worked well and expressed the view that they should continue for 2009.

13. For **Oxted School** in **Tandridge** 50 agreed that local arrangements should continue whilst 2232 disagreed and 1779 offered no opinion / comment. Two petitions were also received, one signed by 204 people.

14. For **The Howard of Effingham School** in Guildford 864 agreed with the proposals, 899 disagreed whilst 2298 offered no opinion / comment. It should be noted that the majority of those supporting the proposals were from Horsley. Those that disagreed were from the Bookham and Fetcham areas.

15. 48 agreed with the list of **Voluntary Aided / Foundation schools** that gave priority to local children, 53 disagreed whilst 3960 offered no opinion / comment.

16. Although we did not consult on any proposed changes to the admission arrangements for **The Brockham School in Mole Valley**, 205 (204 by petition) disagreed with maintaining the current arrangements for Brockham School. Members will recall that local arrangements giving priority to children living within the village were piloted for a period of three years (2003 – 2007). These local arrangements are attached in Annex 9, and, as they were only applied once, they were discontinued for the 2008 intake. Now, because local children are again being disadvantaged by out of area siblings getting places, the respondents (204) to the consultation are requesting that the discontinued local arrangements should now be reinstated for 2009.

17. Under miscellaneous one parent and the Royal Borough of Kingston have challenged Surrey’s practice of only allowing three preferences. The parent proposes that we increase the number of preferences to six to maximise his opportunity to apply to out-county grammar school places in our neighbouring Local Authorities.

18. Written comments regarding concerns either on the standard response form or by letter or petition are summarised overleaf and are available for Members to see if they so wish.
19. Finally the responses to the primary and secondary coordinated schemes and the proposed PANs were as follows:

<table>
<thead>
<tr>
<th>Numbers</th>
</tr>
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<tbody>
<tr>
<td><strong>Primary scheme</strong></td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td><strong>Secondary scheme</strong></td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td><strong>Published Admission Numbers (PANs)</strong></td>
</tr>
<tr>
<td>Tillingbourne 90</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
</tr>
<tr>
<td>The Hermitage and Oaktree Schools</td>
</tr>
<tr>
<td>Knowle Park Infant</td>
</tr>
<tr>
<td>Kingscroft Junior</td>
</tr>
<tr>
<td>Marshfields Infant and Christchurch Junior</td>
</tr>
</tbody>
</table>

**CONCLUSION**

20. From the responses, the majority (248) agreed to maintaining the status quo and keep the proposed admission arrangements outlined in paragraphs 3(A), (B) and (C(i)) for the majority of Surrey’s community and Voluntary Controlled schools, thus giving priority to:

1. Looked After Children
2. Exceptional Arrangements
3. Siblings
4. Children for whom the school is the nearest
5. Any other applicant

The tie-breaker distance measurement by straight line.

Responses to C(ii) and (iii) were varied and are detailed in paragraphs 21, 26, 27 and 28.

21. There was no significant response to the proposed local arrangements for Waverley. The majority of the respondents 3933 offered no opinion / comment.

22. A small group of respondents from the Ash area on the Waverley border proposed extending the partner school arrangements to become partner / feeder schools to Ash Manor Secondary School. In recent years Ash Manor has not been heavily oversubscribed. There is a tension between the circa 305 children in the partner / feeder schools and the schools Published Admission Number of 210. In view of this and the fact that the introduction of partner/feeder schools for another Guildford secondary school would introduce another complication into the admission arrangements for the borough, this suggested change is not a necessity at present. It is proposed to maintain the original policy for September 2009.

23. The response to the proposals to maintain a partner / feeder school arrangements for Hamsey Green Infant and Junior Schools with 41 agreeing and 49 not agreeing is not significant enough to warrant change. It is reasonable to maintain this arrangement and to monitor it over the forthcoming years.

24. One response proposed extending the partner / feeder school arrangement to The Hermitage Junior and The Oaktree Infant School in Woking. Given that, like Hamsey Green Infant and Junior Schools, both schools share the same site and the same PAN, this is a sensible request and we recommend that it is adopted.
25. On the issue of schools on the same site, Knowle Park Infant and Kingscroft Junior Schools (Spelthorne) and Marshfields Infant and Christchruch Junior Schools (Runnymede) wish to abandon ‘same site status’. Given that both sets of schools are physically separated by road and other developments, we recommend this change be made.

26. The response (40) to maintain the fixed catchment area for Warlingham School in Tandridge, although again not huge, the Local Authority would support its continuation.

27. For Oxted School, also in Tandridge, given the number of responses received with 2232 disagreeing with the proposed reduction in the catchment area to exclude Godstone, Lingfield and Dormansland, in the light of these responses we have had extensive discussions with local Headteachers, Governors and representatives of campaign groups and we now recommend that an alternative policy outlined in paragraph 37. (viii) 1. is adopted.

28. For The Howard of Effingham School in Guildford, again given the conflicting views of ‘The Horsley’ and ‘Bookham’ action groups 864 supporting and 899 against the proposals, we have re-examined these proposals and the new proposed policy is set out in paragraph 37. (viii) 2.

29. The reaction from local residents around the Brockham School resulted in 205 respondents objecting to maintaining the County policy. Given the strength of local opinion, it would seem reasonable to revert to the local admission arrangements used between 2003 – 2007, attached in Annex 9.

30. Published Admission Numbers and coordinated schemes: to increase the Published Admission Number for Tillingbourne School in the Guildford Borough from 90 to 120: last year the Schools’ Adjudicator ruled on this request that it should remain at 90. Currently in order to enable the Published Admission Number to increase to 120 there are insufficient funds to make this change at present. We recommend that the increase in Published Admission Number is not adopted at this present time.

31. Regarding the request to increase the number of school preferences from three to six, we have received Counsel’s advice. This is that the Council should consider whether the general policy should be amended to permit more than three preferences. If, having considered the matter, the Council decides that three preferences is the most appropriate policy, it must still be prepared to consider departing from that policy in exceptional circumstances. This is because it would be unlawful to have a blanket policy which fetters the Council’s discretion. What amounts to exceptional circumstances will be a matter for the Council. It is recommended that Surrey continues to allow three preferences because this is the most appropriate and manageable number given the size of the County. There is very little demand for more and where there is, it represents a very small section of Surrey. Where there is, we would look at individual and exceptional circumstances, although under the Equal Preference System this should not be necessary since parents can rank-order out-County grammar schools and Surrey comprehensive schools without prejudice to their rank-order.

32. Members of the Admission Forum have also considered the proposed Admissions Criteria for September 2009 at their meeting on 8 February 2008. Although a lot of discussion took place, because of uncertainty, particularly in relation to the proposed Howard of Effingham catchment area map, (which was not yet agreed) failed to formally reach any consensus.
33. The Schools and Learning Select Committee also considered the proposed admission arrangements for September 2009 and their recommendations are attached separately to this report. One of their recommendations for Oxted’s admission arrangements is to insert an additional criterion “Those children who live in the catchment area but do not attend one of the named partner/feeder schools” above or before “Any other applicants”.

34. The Executive may therefore wish to consider one or more of the following options before reaching a decision on Surrey’s Admission Arrangements for the September 2009 intake.

35. **OPTIONS**

The following options are available to address the issues outlined earlier:

36. **OPTION 1:** Keeping Surrey’s Admission Arrangements unchanged for September 2009 from those consulted on from 29 November 2007 – 31 January 2008. This would involve keeping all the arrangements outlined in paragraphs 3A – C on page 2 of this report and attached in Annex 1, Sections A-D.

**Benefits**

i) It would give the opportunity to consolidate the new admissions arrangements agreed in 2008 and no change would be less threatening to the stakeholder groups;

ii) Giving priority to those for whom it is the nearest school supports Surrey’s ‘green’ policy;

iii) It minimises disruption for parents and pupils since many already attend their nearest school if it is perceived as a successful / popular school.

**Risks**

i) Nearest school will include where appropriate giving some priority to out-county pupils whose nearest school is a Surrey school;

ii) The Local Authority will continue to be challenged about measurements by straight route to the nearest school, as some see this to be less fair than other arrangements

iii) There may be further challenge to this policy.

37. **OPTION 2:** Keep Surrey’s Admission Arrangements for 2009 unchanged as outlined in OPTION 1 except for the following:

i) Oxted

ii) The Howard of Effingham

iii) The Brockham
iv) Give partner / feeder school status to The Hermitage Junior and The Oaktree Infant Schools, who share the same site and Published Admission Number.

v) Discontinue ‘shared school status’ to Knowle Park Infant and Kingscroft Junior Schools, and Marshfields Infant and Christchurch Junior Schools.

vi) Maintain a Published Admissions Number of 90 at Tillingbourne Junior School.

vii) Maintain three school preferences.

viii) In response to the consultation:

1. For Oxted School revert to the extended catchment area to include Godstone, Lingfield and Dormansland and give joint priority status to those children living within the catchment area and attending a named partner / feeder school. Phase in a change to the sibling criterion from 2010 to ensure that local places are not jeopardised by siblings who move into / live outside the fixed catchment area. The September 2009 admissions criteria would therefore be:

   i) Looked after Children
   ii) Exceptional arrangements
   iii) Siblings
   iv) Those children who both live in the catchment area and who attend one of the following partner / feeder schools: Dormansland, Godstone, Holland, Lingfield, St Catherine’s, St John’s, St Mary’s, St Stephen’s, Tatsfield, Woodlea
   v) Any other applicant

   The tie-breaker within each criterion will be those who live furthest from the nearest alternative school as measured by a straight line.

   The proposed catchment area map is attached in Annex 10.

2. For The Howard of Effingham School change the criteria as follows:

   i) Looked after Children
   ii) Exceptional arrangements
   iii) Siblings
   iv) Applicants living within the catchment area *
   v) Any other applicant

   The tie-breaker within each criterion will be to give priority to those children living furthest away from their nearest alternative school as measured by a straight line.

   * The proposed catchment area map is attached in Annex 11 (to follow).

3. For The Brockham School to revert to the criteria as previously piloted. (See in Annex 9).
Benefits
i) Reflects the fact that Surrey County Council has responded positively to the views of respondents to the consultation.
ii) Would meet local need as appropriate.
iii) Would support Surrey County Council’s ‘green’ initiatives.
iv) Would enable more parents to assess more accurately their chances of being admitted to their preferred schools.

Risks
i) The ‘partner / feeder school’ criterion may result in more change to past admissions trends.
iii) The criterion (tie-breaker) children living furthest away from the nearest alternative school may be perceived as unfair by some.
iv) Further objections to the Schools’ Adjudicator resulting in more in-year variations.

EQUALITY IMPLICATIONS:

38. The Surrey County Council Equality Impact Assessment has been completed for the Admission Arrangements for September 2009 and is attached in Annex 12.

SECTION 151 OFFICER COMMENTARY:

39. The Section 151 Officer confirms that all material financial and business issues have been taken into account in this report.

RECOMMENDATIONS:

It is recommended that the Executive recommend to the County Council the following for the 2009 Admissions Arrangements for Surrey’s Community and Voluntary Controlled schools:

i) Option 2 outlined in paragraphs 37, (i) – (vii).
ii) The proposed new arrangements for Oxted School outlined in paragraph 37 (viii) 1. (i) – (v) but with the inclusion of the additional criterion “Those children who live in the catchment area but do not attend one of the partner/feeder schools named in (iv) above” before “Any other applicant”.
iii) The proposed, new arrangements for The Howard of Effingham School as outlined in paragraph 37 (viii) 2. (i) – (v).
iv) For The Brockham School to revert to the criteria as outlined in Annex 9.
REASONS FOR THE RECOMMENDATIONS:

Reasons for the recommendations agreeing the proposed changes to the Admission Arrangements for September 2009:

i) Would reflect the fact that Surrey County Council has listened to and considered the views of the respondents to the consultation.

ii) Reflects that Surrey County Council having listened and considered those responses, have reacted favourably to the majority of the views expressed.

iii) Would meet local need as appropriate.

iv) Would support Surrey County Council’s ‘green’ initiatives.

v) Would enable more parents to more accurately assess their chances of being admitted to popular schools.

WHAT HAPPENS NEXT?

i) The September 2009 admissions arrangements as agreed by the Executive will be ratified by the full County Council on 4 March 2009.

ii) The new arrangements for September 2009 will be circulated to all Surrey schools via a bulletin in the early Summer Term 2008.

iii) Schools will be advised of the wording of these arrangements so they can publish them in their school prospectus.

iv) These arrangements will be published in the primary and secondary Information on School Admissions and Transfers booklets in July-August 2008 and circulated to schools for distribution to parents in September 2008.

v) The Information on School Admissions and Transfers booklets will be circulated to the Contact Centre, Surrey County Council Libraries, The Choice Advisors and Early Years.

vi) The Information on School Admissions and Transfers booklets will also be published on Surrey County Council’s website in September 2008.

Lead/Contact Officer: Anne Macavoy, Principal Manager for Admissions and Transport (Strategy), tel: 01483-517689

Consulted: Headteachers, Chair of Governors, Parent Governors of all Surrey Community, Voluntary Controlled, Voluntary Aided and Foundation Schools, Diocesan Boards of Education, Neighbouring Authorities, Out of county voluntary Aided and Foundation Schools within 3/5 miles radius of the Surrey border, Surrey County Councillors, Parish councillors, Members of the Admissions Forum, Early Years establishments in Surrey, Local MPs, District Members responsible for children, General Public consultation via the website/ contact centre Nick Wilson, Head of Schools and Learning, Schools and Learning Select Committee, Andrew Webster, Strategic Director Families

Informed:

Sources/background papers: Refer to Annexes 1 - 5