

**SURREY COUNTY COUNCIL****CABINET MEMBER FOR SCHOOLS, SKILLS AND  
EDUCATIONAL ACHIEVEMENT****DATE: 8 OCTOBER 2015****LEAD OFFICER: JULIE FISHER, INTERIM DIRECTOR CHILDREN, SCHOOLS  
AND FAMILIES****SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR  
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS  
AND COORDINATED SCHEMES FOR SEPTEMBER 2017****SUMMARY OF ISSUE:**

The Local Authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2017. Consultation must run for at least six weeks between 1 October 2015 and 31 January 2016 and admission arrangements for 2017 must be determined by 28 February 2016.

This report seeks authorisation to proceed to consultation on the following:

- Chennestone Junior School - introduction of a feeder link from Beauclerc Infant Schools (page 2)
- Publishing a later start date for the primary admissions round (Reception and Year 3) (page 3)
- Reduction in Published Admission Numbers (PAN) for Ewell Grove Infant School (due to become an all through primary school in September 2017) from 70 to 60 (page 4)
- Reduction in PAN for West Ewell Infant School (due to become an all through primary school in September 2017) from 120 to 60 (page 4)

In addition, page 4 of this report provides a summary of other proposed changes to PAN in 2017 which are not subject to consultation.

**RECOMMENDATIONS:**

That the Cabinet Member authorises the Principal Manager Admissions and Transport (Strategy) to go out to statutory consultation on the proposed changes to admission arrangements for community and voluntary controlled schools for September 2017.

**REASON FOR RECOMMENDATIONS:**

There is a statutory requirement to consult on admission arrangements every seven years, or sooner if there is a proposal to change any part of a school's admission arrangements. The Local Authority is proposing some changes to the admission arrangements for community and voluntary controlled schools and, as such, there is a statutory duty to consult on these changes.

## **DETAILS:**

1. The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2014 require all admission authorities to consult on their admission arrangements every seven years, unless they are proposing any changes to their arrangements, in which case they must consult each year they are proposing a change.
2. Consultation must take place for a minimum of six weeks, between 1 October and 31 January and all admission authorities must then determine their arrangements by 28 February, whether or not they have been subject to consultation.
3. Surrey County Council (SCC) is proposing some changes to its admission arrangements for community and voluntary controlled schools and as such is intending to consult on those changes between 21 October and 1 December 2015.

### **Changes proposed to the admission criteria for community and voluntary controlled schools for 2017**

#### **Chennestone Primary – Spelthorne**

4. Chennestone Primary School currently admits 30 children in to Reception and a further 40 children in to Year 3. It is federated with Beauclerc Infant School which has a Reception PAN of 40.
5. The majority of children at Beauclerc Infant School currently transfer to Chennestone Primary School and this number has been on the increase over the past three years:

2015	32 pupils (80%)
2014	29 pupils (72.5%)
2013	25 pupils (63%)
2012	21 pupils (52.5%)
6. As a result, the governing body of Chennestone Primary School wrote to SCC to request that it consider introducing a feeder link to Chennestone from Beauclerc Infant.
7. The next highest feeder school to Chennestone is Hawkedale Infant School, which has a Reception PAN of 30. Over the past three years the following number of pupils have transferred from Hawkedale Infants to Chennestone Primary at Year 3:

2015	7 pupils (23%)
2014	7 pupils (23%)
2013	11 pupils (37%)
2012	9 pupils (30%)
8. Many of the children from Hawkedale Infant who do not transfer to Chennestone are offered a place at Springfield Primary School which has a Reception PAN of 30 and a Year 3 PAN of 30.
9. However, it has been agreed for Hawkedale Infant School to become an all through primary school from September 2017 and to expand Springfield Primary to two Forms of Entry (FE) and to remove its Junior PAN. In this way, with the

exception of children attending Beauclerc, all children in the area will be attending all through primary schools, making the feeder link to Chennestone reasonable.

10. It is therefore proposed to introduce a feeder link for Chennestone Primary School for children at Beauclerc Infant School so that the admission arrangements would be as follows:
  - a. Looked after and previously looked after children
  - b. Exceptional social/medical need
  - c. Siblings
  - d. Children attending Beauclerc Infant School
  - e. Children for whom the school is the nearest to their home address
  - f. Any other children
11. This proposal is supported by the Headteacher of Hawkedale Infant School on the basis that Hawkedale will be expanding to an all through primary school from September 2017.

### **Start date to primary admissions round**

12. For 2017 admission, it is proposed to publish a later start date for the primary admissions round (Reception and Year 3). Instead of inviting applicants to apply from 1 September 2016 it is proposed to publicise a later date of 31 October 2016, which is the week after the October half term.
13. It has been identified that publishing a later start date would have the following benefits:
  - It would reduce the number of applications where parents make changes after they have submitted their application.
  - It would enable support to be targeted to primary applicants after the secondary closing date (31 October).
  - More would be known of school expansions and bulge classes so parents would be in a better position to make informed decisions.
  - It would relieve some of the pressure from primary schools at the start of the autumn term and enable them to focus support in the second half of the term.
  - It might reduce the pressure on parents in feeling they have to apply early, even though the closing date isn't until 15 January.
  - It would give parents more time to familiarise themselves with the process.
  - It would give parents more time to visit schools and consider admission criteria before they have to submit their applications. This might especially benefit parents with summer born children who may not have considered school places as much as others.
14. This proposal was considered by Surrey's Admissions Forum on 26 September 2014 and it received general support.
15. It is not anticipated that this proposal would have any detrimental effect on parents who would still have nearly 11 weeks to complete their application by 15 January (the statutory closing date for primary applications). This timeframe is more in line with that allowed for secondary applicants who are given nearly nine weeks to complete their application by 31 October (the statutory closing date for secondary applications).
16. Although the majority of London local authorities open their primary admissions round at the beginning of September, there are a number of other local

authorities which have published a later start to their primary admissions round for 2016:

Buckinghamshire	4 November 2015
Essex	9 November 2015
Hampshire	1 November 2015
Hertfordshire	9 November 2015
Kent	10 November 2015
West Sussex	5 October 2015

17. Whilst this proposal was included in the consultation for 2016 it received only a small number of responses from which it was clear that there was a misunderstanding of what was being proposed. As a result it was agreed not to proceed with this change for 2016 admission.
18. It is intended that this year the consultation on this matter will be clearer and that all schools will be asked their view to ensure a more comprehensive response on this matter.

### **Changes proposed to the Published Admission Numbers (PAN) for schools**

19. Admission authorities are not required to consult on proposed increases to PANs but are required to consult on any decrease to PAN. Appendix 1 of Enclosure 1 sets out the proposed admission numbers for all community and voluntary controlled schools for 2017 admission. Changes are highlighted in bold.
20. Surrey is proposing to consult on a decrease in PAN for the following schools in September 2017:  
**Epsom & Ewell**  
Ewell Grove Infant – decrease in Reception PAN from 70 to 60  
West Ewell Infant - decrease in Reception PAN from 120 to 60
21. These schools are due to become all through primary schools in September 2017 but without this reduction in PAN, the schools would be unable to accommodate the number of children in their Foundation and Key Stage 1 classes, alongside accommodating Key Stage 2 provision as they grow.
22. For information, the Local Authority intends to increase the PAN for the following schools in September 2017, but these changes are not required to go through consultation:  
**Surrey Heath**  
Cross Farm Infant - increase in Reception PAN from 50 to 52  
**Waverley**  
Beacon Hill – introduction of Year 3 PAN of 2  
Cranleigh CofE Primary – reintroduction of Year 3 PAN of 30  
Godalming Junior - increase in Year 3 PAN from 58 to 60  
**Woking**  
West Byfleet Junior - increase in Reception PAN from 60 to 90
23. For information, the following increases in PAN have been approved following consultation through statutory proposals and do not need to go through further consultation:

### **Reigate & Banstead**

Dovers Green Infant - increase in Reception PAN from 56 to 90

24. For information, the following changes in PAN are currently being consulted on through statutory proposals. The PANs have not yet been updated in Appendix 1 of Enclosure 1 but will be updated as decisions are made:

### **Reigate & Banstead**

The Warwick - increase in Year 7 PAN from 180 to 210

### **Tandridge**

Downs Way School – increase in Reception PAN from 45 to 60

## **CONSULTATION:**

25. A paper setting out the proposed changes was passed to the School Admissions Forum on 25 September 2015.
26. The Interim Director for Children, Schools and Families and the Assistant Director for Schools and Learning have been made aware of the proposed changes.
27. The School Commissioning team has been involved in considering the proposals for change.
28. All schools directly affected by the proposed changes have been consulted.
29. Parents, schools and other stakeholders will have the opportunity to comment on the proposed admission arrangements, including any changes being proposed, throughout the eight week consultation.
30. Education and Skills Board members will be given the opportunity to respond to the proposals prior to recommendations being put to Cabinet.

## **RISK MANAGEMENT AND IMPLICATIONS:**

31. The risks of consulting on these changes are low. There may be some local opposition to some of the proposals from those cohorts or groups that may be disadvantaged by the proposals but it is important to identify those concerns as part of the consultation.

## **Financial and Value for Money Implications**

32. The admission criteria for the majority of community and voluntary controlled schools in Surrey conform to Surrey's standard criteria. The more schools that have the same admission criteria, the more the processes can be streamlined and thus present better value for money. However, where required, the admission criteria for some schools vary from Surrey's standard but these can currently be managed within existing resources.

## **Section 151 Officer Commentary**

33. The Section 151 Officer confirms that the proposed changes to admission arrangements need to be met within existing resources.

### **Legal Implications – Monitoring Officer**

34. The proposed admission arrangements comply with Admissions legislation and the requirements of the School Admissions Code. Section 13 of the Education Act 1996 places a general duty on the Council to secure that sufficient primary and secondary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.
35. The Local Authority will carry out a consultation on all changes for a period of six weeks between 21 October and 1 December 2015, which is in accordance with statutory requirements.
36. The consultation will be carried out with all persons required under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014.
37. The Local Authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
38. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report and in the attached equalities impact assessment (EIA).

### **Equalities and Diversity**

39. An Equality Impact Assessment (EIA) is attached as ENCLOSURE 3. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy as it relates to community and voluntary controlled schools does not discriminate by age, gender, ethnicity, faith, disability or sexual orientation.
40. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the Special Educational Needs (SEN) process and the Fair Access Protocol. In addition, a right of appeal exists for all applicants who are refused a place at a particular school.

### **Corporate Parenting/Looked After Children implications**

41. As required by the School Admissions Code, the proposed admission arrangements give top priority to children who are Looked After by a local authority and to those children who have left care through adoption, a child arrangements order or a special guardianship order.

### **Safeguarding responsibilities for vulnerable children and adults implications**

42. The efficient and timely administration of the schools admission process coupled with the equitable distribution of school places in accordance with the School Admission Code and parental preference contribute to the County Council's priority for safeguarding vulnerable children.

### **Climate change/carbon emissions implications**

43. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.

44. The admission arrangements enable the majority of pupils to attend their nearest school and in doing so reduces travel and supports policies on cutting carbon emissions and tackling climate change.

### **WHAT HAPPENS NEXT:**

- If approval is given to consult, the Local Authority will consult on the proposed admission arrangements for six weeks between 21 October and 1 December 2015.
- Details will be distributed to:
  - all schools in the county including a notice to display to parents at each school
  - out of County schools which are close to the border of Surrey
  - each of Surrey's neighbouring local authorities
  - each Diocesan Body representing schools in the county
  - all SCC Members asking them to share the details with local community and resident groups as appropriate
  - Education and Skills Board members for comment.
- A paper summarising the outcome of the consultation and making recommendations will then be passed to Cabinet on 2 February 2016 for decision and then to Full Council on 9 February 2016 to ratify the decision so that the admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes can be determined before the statutory deadline of 28 February 2016.
- The admission arrangements for September 2017 will then be published by 15 March 2016 on Surrey's website and a notice will be sent to all those consulted.

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#### **Contact Officer:**

Claire Potier – Principal Manager Admissions and Transport – 01483 517689.

#### **Consulted:**

School Admission Forum  
School Commissioning Team  
Schools affected by the proposals

#### **Annexes:**

ENCLOSURE 1      Draft admission arrangements for community and VC schools  
APPENDIX 1      Draft published admission numbers

APPENDIX 2	Draft schools to be considered as on adjoining/shared sites
APPENDIX 3	Draft schools to be considered to admit local children
APPENDIX 4	Catchment map for Southfield Park
APPENDIX 5	Catchment map for Woodmansterne Primary
APPENDIX 6	Catchment map for Tatsfield
APPENDIX 7	Catchment map for St Andrew's CofE Controlled Infant School
ENCLOSURE 2	Draft coordinated schemes
ENCLOSURE 3	Equality Impact Assessment

**Sources/background papers:**

- School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2014
- School Admissions and Framework Act 1998
- Education Act 2002
- School Admissions Code