

**SURREY COUNTY COUNCIL****CABINET****DATE: 2 FEBRUARY 2016****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE AND STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: ADMISSION ARRANGEMENTS FOR SURREY'S COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND THE COORDINATED SCHEMES THAT WILL APPLY TO ALL SCHOOLS FOR SEPTEMBER 2017****SUMMARY OF ISSUE:**

Following statutory consultation on Surrey's admission arrangements for September 2017, Cabinet is asked to consider the responses set out in Enclosure 4 and make recommendations to the County Council on admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes that will apply to all schools for September 2017.

This report covers the following areas in relation to school admissions:

- Beacon Hill Primary School (Hindhead) – Recommendation 1
- Chennestone Primary School (Sunbury-on-Thames) - Recommendation 2
- Cranleigh CofE Primary School (Cranleigh) – Recommendation 3
- West Ewell Infant School (Ewell) – Recommendation 4
- Start date to primary admissions round – Recommendation 5
- Published Admission Numbers for other community and voluntary controlled schools – Recommendation 6
- Admission arrangements for which no change is proposed – Recommendation 7
- Primary and secondary coordinated admission schemes that will apply to all schools for 2017 – Recommendation 8

Recommendations are set out on pages 1 to 4 and further details of each proposal are set out on pages 6 to 13.

**RECOMMENDATIONS:**

It is recommended that Cabinet make the following recommendations to the County Council:

**Recommendation 1**

That admission criteria are introduced for Year 3 entry to Beacon Hill Primary School for September 2017 as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings
- d. Children for whom the school is the nearest to their home address
- e. Any other children

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### **Reasons for Recommendation**

- As it is proposed to introduce a Published Admission Number for Year 3, the local authority has a duty to determine criteria which confirm how children would be admitted
- The criteria are in line with those that exist for admission to Reception and this would ensure there is consistency in the way children are admitted to each intake
- They are also consistent with the admission arrangements that exist for the majority of Surrey's other community and voluntary controlled schools
- It is supported by the school which has asked for a Year 3 intake to ensure vacancies can be filled when children drop out to the independent sector at the end of Year 2

### **Recommendation 2**

That a new criterion for Chennestone Primary School is introduced for Year 3 in September 2017, to provide priority for children attending Beauclerc Infant School 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

### **Reasons for Recommendation**

- It would introduce a feeder link for Beauclerc Infant School where currently none exists
- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would maximise the opportunity for families to keep children together or at schools with agreed links
- The schools are federated and share the same headteacher and this criterion would support their joint working
- It is supported by the Headteacher and Governing Body of the federated Governing Body of Beauclerc Infant and Chennestone Primary schools
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Beauclerc Infant School would not confer an automatic right to transport to Chennestone Primary School

### **Recommendation 3**

That admission criteria are introduced for Year 3 entry to Cranleigh CofE Primary School for September 2017 as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings
- d. Children for whom the school is the nearest to their home address
- e. Any other children

### **Reasons for Recommendation**

- As it is proposed to re-introduce a Published Admission Number for Year 3, the local authority has a duty to determine criteria which confirm how children would be admitted

- The criteria are in line with those that exist for admission to Reception and this would ensure there is consistency in the way children are admitted to each intake
- They are also consistent with the admission arrangements that exist for the majority of Surrey's other community and voluntary controlled schools
- It is supported by the Governing Body of the school which has asked for its Year 3 PAN to be reintroduced following its temporary removal in 2016 so that the school could accommodate a bulge class moving through the school

#### **Recommendation 4**

That the Published Admission Number for West Ewell Infant School is reduced from 90 to 60 for September 2017.

##### **Reasons for Recommendation**

- It would enable the school to accommodate the number of children in their Foundation and Key Stage 1 classes, alongside accommodating Key Stage 2 provision as they expand to become a primary school
- It is supported by the Headteacher and Governing Body of the school
- There would still be sufficient infant places for local children if the PAN is reduced
- It would help support other schools in attracting sufficient numbers to Reception

#### **Recommendation 5**

That the start date to the primary admissions round is changed from 1 September to the first day after the Autumn half term (31 October 2016 for 2017 admission).

##### **Reasons for Recommendation**

- 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 would be likely to 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
- It would not have any detrimental effect on applicants who would still have nearly eleven weeks to complete their application by 15 January

#### **Recommendation 6**

That the Published Admission Numbers (PAN) for September 2017 for all other community and voluntary controlled schools are determined as they are set out in Appendix 1 of Enclosure 1 which include the following changes:

- i) Beacon Hill School - introduction of Year 3 PAN of 2
- ii) Cranleigh CofE Primary School – re-introduction of Year 3 PAN of 30
- iii) Dovers Green School - increase in Reception PAN from 56 to 90
- iv) Downs Way School – increase in Reception PAN from 45 to 60
- v) Godalming Junior - increase in Junior PAN from 58 to 60
- vi) West Byfleet Junior - increase in Junior PAN from 60 to 90

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### Reasons for Recommendation

- Schools are increasing their intake to either rationalise their class organisation/sizes or to respond to the need to create more school places
- Any increase to PAN will help meet parental preference
- The School Commissioning team and the schools support these changes
- All other PANs remain as determined for 2016 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences

### Recommendation 7

That the aspects of Surrey's admission arrangements for community and voluntary controlled schools for September 2017, for which no change is proposed, are agreed as set out in Enclosure 1 and its Appendices.

### Reasons for Recommendation

- This will ensure stability and consistency for the majority of Surrey's parents, pupils and schools
- The arrangements enable parents to have some historical benchmark by which to make informed decisions about their school preferences
- The existing arrangements are working reasonably well
- The arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces travel and supports Surrey's sustainability policies
- Changes highlighted in bold in sections 7, 8, 10, 11, 12, 13, 14, 18 and 20 of Enclosure 1 which have not otherwise been referenced in this report, have been made to add clarity to the admission arrangements but do not constitute a policy change
- Changes to PAN that are highlighted in bold in Appendix 1 of Enclosure 1 are referenced in Recommendation 6

### Recommendation 8

That the primary and secondary coordinated admission schemes that will apply to all schools for 2017 are agreed as set out in Enclosure 2.

### Reasons for Recommendation

- Other than the change proposed under recommendation 5, the coordinated schemes for 2017 are the same as 2016
- The coordinated schemes will enable the County Council to meet its statutory duties regarding school admissions
- The coordinated schemes are working well

<b>DETAILS:</b>
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### Consultation

1. On 8 October 2015 the Cabinet Member for Schools, Skills and Educational Achievement agreed to consult on proposed changes to the admission arrangements for some community and voluntary controlled schools and the primary coordinated scheme.
2. A consultation on the proposed changes and the admission arrangements for which no change was proposed was launched on 2 November 2015 and ran for six weeks until 14 December 2015.
3. Full details of the proposed admission arrangements for Surrey's community and voluntary controlled schools, including the arrangements for which there is no change

proposed are attached as Enclosure 1 and its Appendices. The proposed primary and secondary coordinated admission schemes are attached as Enclosure 2.

4. A document which set out a summary of the main changes was made available to schools and parents and is attached as Enclosure 3.
5. The consultation was sent directly to Headteachers, Chairs of Governors and Parent Governors of all Surrey schools, Diocesan Boards of Education, neighbouring local authorities, out of County voluntary aided and foundation schools within 3 miles (primary schools) or 5 miles (secondary schools) radius of the Surrey border, Surrey County Councillors, Borough and District Councillors, Parish and Town Councillors, members of Surrey's Admission Forum, Early Years establishments and Surrey MPs.
6. Surrey County Council Members and Borough and District Councillors were asked to draw the consultation to the attention of any local community or resident groups in their area who may have an interest in responding.
7. Nurseries and schools were asked to draw the consultation to the attention of parents with children at the nursery or school.
8. All consultees were also sent a suggested form of wording for parents, which they were encouraged to put on websites, noticeboards and in newsletters, as appropriate.
9. Notice of the consultation was also published on Surrey County Council's website along with an online response form.
10. In addition, with regard to recommendation 5 and the proposal to change the start date of the primary admissions round, an email was sent on 4 November 2015 to all schools (for the attention of Headteachers, Chairs of Governors and Parent Governors) to encourage them to consider this proposal and to respond.
11. In total, 90 responses were received to the consultation (88 by the closing date and two late responses which were accepted).
12. A full analysis of the responses to the consultation is included as Enclosure 4.
13. A summary of the responses to questions within the consultation is set out below in Table A.

**Table A - Summary of responses to admission consultation**

Question Number	Proposal	Document	Agree	Disagree
1	Beacon Hill Primary School – admission criteria for Year 3	Enclosure 1	7	3
2	Chennestone Primary School - introduction of feeder link at Year 3 for children at Beauclerc Infant	Enclosure 1	15	1
3	Cranleigh Primary School – admission criteria for Year 3	Enclosure 1	6	1
4	West Ewell Infant School – reduction of PAN from 90 to 60	Enclosure 1 Appendix 1	7	1
5	Start date to the primary admissions round	Enclosure 2	63	14

6	Admission arrangements for which no change was proposed	Enclosure 1 and its appendices	26	9
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14. Details of recommendations have been shared with the local Members for each area, where appropriate.

### **Proposed changes to local admission arrangements**

#### **Recommendation 1 - Beacon Hill Primary School: introduction of admission criteria for Year 3**

15. The number of responses was low but seven respondents supported this proposal and three were opposed.
16. For September 2017, it is proposed to introduce a Year 3 intake of 2 at Beacon Hill Primary School, in addition to its existing intake of 30 at Reception. This is following a request from the school to ensure vacancies can be filled when children drop out to the independent sector at the end of Year 2, for which there was general agreement by other schools within the confederation.
17. As a result of the additional intake, the local authority has a duty to determine criteria which confirm how children would be admitted.
18. The criteria that have been proposed are in line with those that already exist for admission to Reception at the school and therefore ensure that there would be consistency in the way children are admitted to each intake.
19. They are also consistent with the admission arrangements that exist for the majority of Surrey's other community and voluntary controlled schools.
20. The concern expressed by a parent that with the increase in class sizes the quality of teaching will deteriorate and 'my child's development will suffer' was a response to the introduction of a Year 3 intake rather than the admission criteria itself. However, the introduction of a Published Admission Number for Year 3 was not the subject of consultation. In any case, the school has confirmed that they already take up to 32 children in KS2 classes and have done so for several years and so the introduction of a Year 3 intake will not in itself lead to an increase in class sizes.
21. The concern expressed by a Diocesan member on Surrey's Admissions Forum was a general one that could be applied to any community or voluntary controlled school which prioritises applicants according to whether the school is the nearest or not. It is unclear on what basis the admission arrangements might be considered to be discriminatory against Catholic Schools or to apply a conditionality which would contravene the Code.
22. However, Surrey's admission arrangements were scrutinised by the Office of the Schools Adjudicator in 2015 and no concern was raised in this respect. Although this criterion was not the subject of the objection, the Schools Adjudicator has the power to raise any other matter which comes to his/her attention in the course of scrutinising a set of admission arrangements.
23. As this concern has been raised by a Diocesan member of Surrey's Admissions Forum, where this criterion and the definition of 'nearest school' has previously been discussed, it is intended to place this as an agenda item for the next meeting so the issues might be explored further.

24. In any case, as any change to the use of 'nearest school' within the admission arrangements for Surrey's community and voluntary controlled schools would constitute a fundamental change to the way children were to be admitted, it would not be possible to make such a change without due consultation and consideration of the impact.

**Recommendation 2 – Chennestone Primary School: introduction of a new criterion for Year 3 to give priority for children attending Beauclerc Infant School**

25. The number of responses was low but fifteen respondents supported this proposal and one was opposed.
26. 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 and the schools share the same headteacher.
27. 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 four years:
- |      |                   |
|------|-------------------|
| 2015 | 32 pupils (80%)   |
| 2014 | 29 pupils (72.5%) |
| 2013 | 25 pupils (63%)   |
| 2012 | 21 pupils (52.5%) |
28. The next highest feeder school to Chennestone is Hawkedale Infant School, which has a Reception PAN of 30. Over the past four 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%)  |
29. 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.
30. However, it has been agreed for Hawkedale Infant School to become an all through primary school from September 2017. It has also been agreed 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 Infant School, from 2017 all children in the area will be attending all through primary schools, making the feeder link to Chennestone Primary reasonable.
31. This proposal is therefore intended to deliver a clear transition to Year 3 for the children attending Beauclerc Infant School, the majority of who already transfer to Chennestone.
32. The federated governing body of Beauclerc Infant School and Chennestone Primary School are in support of this proposal.
33. This proposal is also 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.
34. There was one matter of concern which was expressed by a Diocesan member on Surrey's Admissions Forum with regard to the use of 'nearest school' within admission criteria. This is addressed in paragraphs 21 to 24 of this report.

### **Recommendation 3 – Cranleigh Primary School: re-introduction of admission criteria for Year 3**

35. The number of responses was low but six respondents supported this proposal and one was opposed.
36. For September 2017, it is proposed to reintroduce a Year 3 intake of 30 at Cranleigh Primary School, in addition to its existing intake of 30 at Reception. This is in response to a request from the school following its temporary removal for 2016 so that the school could accommodate a bulge class moving through the school.
37. As a result of the additional intake, the local authority has a duty to determine criteria which confirm how children would be admitted.
38. The criteria that have been proposed are in line with those that already exist for admission to Reception at the school and therefore ensure that there would be consistency in the way children are admitted to each intake.
39. They are also consistent with the admission arrangements that exist for the majority of Surrey's other community and voluntary controlled schools.
40. There was one matter of concern which was expressed by a Diocesan member on Surrey's Admissions Forum with regard to the use of 'nearest school' within admission criteria. This is addressed in paragraphs 21 to 24 of this report.

### **Recommendation 4 - West Ewell Infant School: reduce the Published Admission Number from 90 to 60**

41. The number of responses was low but seven respondents supported this proposal and one was opposed.
42. The Published Admission Number for West Ewell Infant School was reduced from 120 to 90 for 2016 admission following a request by the local authority to the Office of the Schools Adjudicator for an in year variation to the admission arrangements.
43. For September 2017 admission it is proposed to reduce the Reception intake at West Ewell Infant School further, from 90 to 60.
44. West Ewell Infant School is due to become an all through primary school in September 2017. However, without a further reduction in intake, the school 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.
45. This is part of a wider reorganisation of school places in Ewell which also sees Danetree Junior School become a primary school in September 2016 and Ewell Grove Infant School become a primary school in September 2017.
46. The published admission numbers at each school have been planned in accordance with the projected number of pupils who will be in need of a school place. This reduction in PAN ensures that there would not be a surplus of places which may have a detrimental impact on another school whilst still providing sufficient school places in the area.

### **Recommendation 5 – Start date to the primary admissions round**

47. Overall 63 respondents supported this proposal whilst 14 were opposed.



48. A total of 68 responses were received from headteachers or school staff members. Of these, 57 were in support (with at least 52 being from the primary sector) and 11 were opposed (with at least 10 being from the primary sector).
49. For 2017 admission, it is intended 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.
50. 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.
51. This proposal was considered by Surrey's Admissions Forum on 26 September 2014 and it received general support.
52. The proposal was originally consulted on for 2016 admission but the decision was deferred following a low response rate to the consultation.
53. The proposal for 2017 was widely distributed to schools for the attention of the headteacher, chair of governors and parent governors and all schools were encouraged to respond.
54. The reasons for supporting the proposal generally echoed the reasons put forward as part of the consultation and which are set out above in paragraph 50.
55. Those who did not support the proposal generally did not do so due to the concern of organising school tours in the second half of the Autumn term, although a number of those in support did not consider this to be an issue.
56. A change in start date to the admissions round would not preclude schools from organising school tours in the first half of term. Literature for parents would still be issued at the start of the Autumn term but this would advise parents to use the first half of the term to do their research and to visit schools.
57. 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).

58. 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, some of which neighbour Surrey:

Brackell Forest	2 November 2015
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
Windsor & Maidenhead	2 November 2015

### **Recommendation 6 - Proposed Published Admission Numbers (PAN) for other community and voluntary controlled schools**

59. Whilst admission authorities are required to consult on any decrease to PAN they are not required to consult on proposed increases to PAN. Appendix 1 of Enclosure 1 sets out the proposed admission numbers for all community and voluntary controlled schools for 2017 admission, with changes highlighted in bold.
60. It is intended to increase the PAN for the following schools:
- Beacon Hill School - introduction of Year 3 PAN of 2
  - Cranleigh CofE Primary School – re-introduction of Year 3 PAN of 30
  - Dovers Green School - increase in Reception PAN from 56 to 90
  - Downs Way School – increase in Reception PAN from 45 to 60
  - Godalming Junior - increase in Junior PAN from 58 to 60
  - West Byfleet Junior - increase in Junior PAN from 60 to 90
61. These schools are increasing their intake to either rationalise their class organisation/sizes or to respond to the need to create more school places.
62. Any increase in PAN will help meet parental preference.
63. The School Commissioning team and the schools support these changes.
64. It is proposed that the PAN for all other community and voluntary controlled schools for 2017 should remain as determined for 2016 and this would enable parents to have some historical benchmark by which to make informed decisions about their school preferences.

### **Recommendation 7 – Admission arrangements for which no change is proposed**

65. Overall 26 respondents agreed with the admission arrangements for which no change was proposed and nine were opposed.
66. The local authority has a duty to determine the admission arrangements for all community and voluntary controlled Schools by 28 February each year, even if there are no changes proposed.
67. Consistent admission arrangements that do not change enable parents to have a historical benchmark by which to assess their chances of success in future years and provide some continuity for schools and parents.

68. The admission arrangements for Surrey's community and voluntary controlled schools are generally working well.
69. The admission arrangements enable the majority of pupils to attend their nearest school and in doing so this reduces the need for travel and supports Surrey's sustainability policies.
70. The existing admission arrangements provide for, on average, 85% of pupils to be offered their first preference school and 95% to be offered one of their preference schools.
71. **Use of 'nearest school' in admission criteria** - There was a matter of concern which was expressed by a Diocesan member on Surrey's Admissions Forum with regard to the use of 'nearest school' within admission criteria. This is addressed in paragraphs 21 to 24 of this report.
72. A former governor/chair of governors also expressed concern over the use of 'nearest school' and felt that this criterion was defective as a child who lived nearer a school would get priority over a child for whom the school was nearest but lived further away, affecting those living in country areas. In fact the opposite is the case. Any child who has the school as their nearest school would receive a higher priority than a child who did not have the school as their nearest school but who lived closer. This arrangement supports children living in more rural areas as it ensures that they are not displaced by other children who may live closer to a school but who have another school that is nearer.
73. A parent indicated that schools which take any number of children on faith grounds should be disregarded from the nearest school assessment and that if 'nearest school' is to be used in admission criteria, all schools included in the list of nearest school should be made to use the same criteria in the same way.
74. Whilst there is a duty to enable parents to name a preference for a school and to state their reasons for naming that preference, there is no duty on the local authority to provide a place at a particular type of school. All non-selective state funded schools must provide places for children of all abilities. Whilst some faith schools are oversubscribed by faith applicants, others either are not or choose to offer some of their places without regard to faith. Where this is the case, these schools will be considered in the assessment of nearest school.
75. **Coordinated Admissions scheme** - the Diocesan member on Surrey's Admissions Forum felt that Surrey should make clear how it would decide which school would be offered to a child in the circumstance where no preference school could be offered. There is no duty to publish how such decisions will be made as part of the coordinated admissions scheme. The school that will be offered will be subject to those that have vacancies, the home to school distance, the transport routes and how many other children are without a school place in the area and where they live. Generally the school to be offered will be the nearest with a vacancy but this may not be the case if for example, other children without an offer live closer to the school or the transport route to the school would make an offer unreasonable.
76. **Sibling rule** – One respondent felt that all schools should prioritise siblings who have the school as their nearest, to prevent other local children being deprived of a place. This is an arrangement that has been introduced at a small number of schools but it might not be appropriate for all schools. A balance needs to be drawn between enabling siblings to travel to and study at the same school and supporting families to access a place at a local school.

77. In considering whether such an arrangement should be introduced the following factors would be considered:
- Whether a school has been asked to admit an extra class above PAN and if so in how many year groups, as this can lead to an increase in the number of siblings applying for the school in the future
  - Whether a school historically admits a high number of siblings and whether the sibling numbers have increased following the admission of an extra class
  - The distance that the school traditionally allocates places to and whether all children for whom the school is nearest would normally be offered a place
  - The availability of other schools within the area and the accessibility of those schools
  - The impact on local residents versus the impact on families if tiered sibling criteria are introduced
78. In any case, as any change to the sibling criterion within the admission arrangements for Surrey's community and voluntary controlled schools would constitute a change to the way children were to be admitted, it would not be possible to make such a change without due consultation and consideration of the impact.
79. **St Andrew's CofE Infant School, Farnham** – Five respondents, including the headteacher and chair of governors at the school, felt that Surrey's admission arrangements were deficient because there was no Year 3 provision for children leaving Year 2 at St Andrew's CofE Infant School who may not be eligible for a place in Year 3 at South Farnham School. The Chair of Governors also felt that the catchment for the school was no longer fit for purpose and that the PAN should be reviewed.
80. St Andrew's is currently a named feeder school to South Farnham School at Year 3. Historically, the majority of children at St Andrew's who have applied for a place at South Farnham have been offered a place, although there is no guarantee because St Andrew's shares its feeder link with three other schools. Whilst South Farnham School has changed its admission arrangements for 2016 so that it will assess priority according to the home to school distance to both their infant and junior site, the impact of this change cannot be assessed until the outcome of the applications is known.
81. This is a matter which is currently under review by the local authority and until that review is concluded it is not proposed to make any change to admission arrangements for 2017. If any changes were to be proposed in the future they would be subject to due consultation.
82. **Suggested changes to wording** – Following some suggestions for minor amendments to wording from one of the respondents to the consultation, additional wording has been added to the first paragraph of Section 8 of Enclosure 1 to clarify the approach that will be taken to prioritise applicants when there is oversubscription within any category.

### **Recommendation 8 - Surrey's primary and secondary coordinated admission schemes**

83. The local authority has a duty to determine the primary and secondary coordinated admission schemes that will apply to all schools by 28 February each year, even if there are no changes proposed.
84. The coordinated admission schemes are working well with all schools participating, as they are legally required to.
85. The coordinated schemes provide for all preferences to be named on one application form and for applications to be coordinated to ensure that each child only receives one offer of a place.

86. There are no changes proposed to the coordinated admission schemes other than the change proposed as part of recommendation 5.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

87. The risks of implementing these changes are low and the majority of local residents are likely to welcome the proposed changes. However, any parents who feel unfairly disadvantaged by the proposals can object to the Office of the Schools' Adjudicator.

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

88. 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**

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

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

90. The admission arrangements comply with legislation on School Admissions and the School Admissions Code.
91. The local authority has carried out a consultation on all changes for a period of 6 weeks between 2 November 2015 and 14 December 2015, which is in accordance with statutory requirements.
92. There is a statutory requirement for consultation in this context as set out in The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. Such consultation involved those directly affected by the changes together with relevant representative groups. The material presented to consultees provided sufficient information to allow for intelligent consideration and response in relation to the proposals and was presented in a way that consultees could understand.
93. In considering this Report, Cabinet must give due regard to the results of the consultation as set out in the reports attached and the response of the Service to the consultation comments and conscientiously take these matters into account when making its final decision.
94. A summary of responses is collated in Enclosure 4 and the local authority has given due regard to those responses in considering the recommendations to put before Cabinet.

#### **Equalities and Diversity**

95. The Equalities Impact Assessment has been completed in full and is attached in Enclosure 5. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy relating to community and voluntary controlled schools does not discriminate according to age, gender, ethnicity, faith, disability or sexual orientation.

96. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the SEN process and the in-year fair access protocol. In addition a right of appeal exists for all applicants who are refused a school place.

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

97. The proposed admission arrangements give top priority to children who are Looked After or accommodated 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**

98. 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**

99. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
100. The admission arrangements enable the majority of pupils to attend their nearest school and so reduces travel and supports policies on cutting carbon emissions and tackling climate change.

#### **WHAT HAPPENS NEXT:**

- The September 2017 admissions arrangements as agreed by the Cabinet will be ratified by the full County Council on 9 February 2016.
- The determined admission arrangements will be published on Surrey's website by 15 March 2016 and all consultees will be notified.
- All Surrey schools will also be notified of the determined admission arrangements in the Admissions termly newsletter, issued as part of the Schools Bulletin at the start of the Summer Term 2016.
- The arrangements will be published in the primary and secondary admissions booklets in August 2016, which will be made available to parents online and in hard copy by request in September 2016.
- The information on school admissions will be circulated to the Contact Centre, Surrey County Council Libraries and Early Years.
- Full information on school admissions will also be published on Surrey County Council's website in September 2016.

#### **Contact Officer:**

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#### **Consulted:**

Julie Fisher, Deputy Chief Executive and Strategic Director for Children, Schools and Families

Julie Stockdale, Head of School Commissioning

Sarah Baker, Legal and Democratic Services

School Admissions Forum

Headteachers, Chairs of Governors, Parent Governors of all Surrey schools

Early Years establishments in Surrey  
 Diocesan Boards of Education  
 Neighbouring local authorities  
 Out of County own admission authority schools within 3/5 miles radius of the Surrey border  
 Surrey County Councillors, Parish Councils, Local MPs,  
 General public consultation via the website/schools/contact centre

**Annexes:**

- Enclosure 1** Admission arrangements for community & voluntary controlled schools
- Appendix 1** Proposed Published Admission Numbers
- Appendix 2** Schools to be considered as adjoining/shared sites for sibling priority
- Appendix 3** Schools to be considered to admit local children
- Appendix 4** Catchment map for Southfield Park Primary
- Appendix 5** Catchment map for Woodmansterne Primary
- Appendix 6** Catchment map for Tatsfield Primary
- Appendix 7** Catchment map for St Andrew's CofE Controlled Infant
- Enclosure 2** Primary and secondary coordinated schemes
- Enclosure 3** Proposed changes to admission arrangements – consultation document
- Enclosure 4** Outcome of consultation
- Enclosure 5** Equality Impact Assessment

**Sources/background papers:**

School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012

School Admissions and Framework Act 1998

Education Act 2002

School Admissions Code 2014

Cabinet Member for Schools and Learning report and decision – 8 October 2015

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