

**SURREY COUNTY COUNCIL****CABINET****DATE: 30 JANUARY 2018****REPORT OF: MRS MARY LEWIS, CABINET MEMBER FOR EDUCATION****LEAD OFFICER: ROSE DURBAN, INTERIM DIRECTOR FOR 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 2019****SUMMARY OF ISSUE:**

Each year, Surrey County Council is responsible for processing approximately 29,000 applications for a school place from Surrey residents and coordinates offers for over 350 schools. The admission arrangements for each school determine which children can be offered a place and Surrey's coordinated admissions scheme ensures that, as far as possible, no child receives an offer at more than one school.

Surrey County Council is responsible for setting the admission arrangements for its community and voluntary controlled schools and the coordinated admission schemes. Academies, foundation, free, trust and voluntary aided schools are responsible for setting their own admission arrangements and therefore their admission arrangements are not covered in this report.

Following statutory consultation on Surrey's admission arrangements for September 2019, 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 infant, junior, primary and secondary schools and the coordinated schemes that will apply to all schools for September 2019.

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

- Cranmere Primary, Elmbridge – Recommendation 1
- William Cobbett Primary, Waverley – Recommendation 2
- The Dawnay School, Mole Valley – Recommendation 3
- Reigate Priory School, Reigate & Banstead – Recommendation 4
- Published Admission Numbers for other community and voluntary controlled schools – Recommendation 5
- Admission arrangements for which no change is proposed – Recommendation 6
- Primary and secondary coordinated admission schemes that will apply to all schools for 2019 – Recommendation 7

Recommendations are set out on pages 2 to 4 and further details of each proposal are set out on pages 6 to 13.

<b>RECOMMENDATIONS:</b>
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It is recommended that Cabinet make the following recommendations to the County Council:

**Recommendation 1**

That the published admissions number for Reception at Cranmere Primary School is decreased from 90 to 60 for September 2019.

**Reasons for Recommendation**

- It is supported by the Headteacher and Governing Body of the school, albeit they would have preferred a reduction in PAN to 30
- There would still be sufficient places for local children if the PAN is decreased
- It would help support other local schools in maintaining pupil numbers
- It would help the school plan its classes and resources
- It would have no impact on children who are currently on roll at the school

**Recommendation 2**

That the published admissions number for Reception at William Cobbett Primary School is decreased from 40 to 30 for September 2019.

**Reasons for Recommendation**

- It is supported by the Headteacher and Governing Body of the school
- There would still be sufficient places for local children if the PAN is decreased
- It would help support other local schools in maintaining pupil numbers
- It would make organisation of the school more effective
- It would make appeals easier to defend under Infant Class Size legislation
- It would have no impact on children who are currently on roll at the school

**Recommendation 3**

That a feeder link is introduced to The Dawnay School from Polesden Lacey Infant School at Year 3 for September 2019, as follows:

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

**Reasons for Recommendation**

- There was overall support for this change
- It is supported by Governors at Polesden Lacey and The Dawnay schools
- It would align the arrangements for The Dawnay School with Eastwick Junior School so that both are seen as destination schools for children attending Polesden Lacey Infant School
- 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 at schools with agreed links
- 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 The Dawnay School would not confer an automatic right

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to transport to Polesden Lacey Infant School

#### **Recommendation 4**

That a feeder link is introduced to Reigate Priory School from Dovers Green and Holmesdale Community infant schools on a tiered basis for September 2019, as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings for whom Reigate Priory School is the nearest to their home address
- d. Children attending either Dovers Green or Holmesdale Community infant schools for whom Reigate Priory School is the nearest to their home address
- e. Other siblings
- f. Other children attending either Dovers Green or Holmesdale Community infant schools
- g. Any other children

#### **Reasons for Recommendation**

- There was overall support for this change
- It is supported by the Headteacher and Governors at Reigate Priory School and Dovers Green and Holmesdale Community infant schools
- It would introduce a feeder link for Dovers Green and Holmesdale Community infant schools where currently none exist
- 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 at schools with agreed links
- Children would be less likely to be offered a place from other local primary schools, thus preventing unnecessary movement between schools and creating more stability in the area
- 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 Dovers Green and Holmesdale Community infant schools would not confer an automatic right to transport to Reigate Priory School

#### **Recommendation 5**

That the Published Admission Numbers (PAN) for September 2019 for all other community and voluntary controlled schools are determined as they are set out in Appendix 1 of Enclosure 1 which includes the following change:

- i) Oakwood School – increase in Year 7 PAN from 270 to 300

#### **Reasons for Recommendation**

- Oakwood School is increasing its intake to respond to the need to create more school places
- Any increase to PAN would help meet parental preference
- All other PANs remain as determined for 2018 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences
- The School Commissioning team supports the PANs

#### **Recommendation 6**

That the aspects of Surrey's admission arrangements for community and voluntary

controlled schools for September 2019, for which no change is proposed, are agreed as set out in Enclosure 1 and its appendices.

#### **Reasons for Recommendation**

- The existing arrangements are working well
- This would 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 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 8 a) i), 11, 12, 13, and 15 of Enclosure 1 which have not otherwise been referenced in this report, have been made to add clarity to the admission arrangements
- Changes to the schools which will not be taken in to account in the assessment of nearest school, as set out in Appendix 3 of Enclosure 1, have been determined by the definition set out in paragraph 12 of Enclosure 1

NB Changes to PAN that are highlighted in bold in Appendix 1 of Enclosure 1 are referenced in Recommendations 1, 2 and 5

#### **Recommendation 7**

That the primary and secondary coordinated admission schemes that will apply to all schools for 2019 are agreed as set out in Enclosure 2.

#### **Reasons for Recommendation**

- The coordinated schemes for 2019 are essentially the same as 2018 with dates updated
- The coordinated schemes would enable the County Council to meet its statutory duties regarding school admissions
- The coordinated schemes are working well
- Changes highlighted in bold in Enclosure 2 add clarity and are in line with the schemes proposed by other local authorities participating in the Pan London coordinated admissions process

#### **DETAILS:**

##### **Consultation**

1. On 17 October 2017 the Cabinet Member for Education agreed to consult on proposed changes to the admission arrangements for some community and voluntary controlled schools.
2. A consultation on the proposed changes, the admission arrangements for which no change was proposed and the coordinated schemes was launched on 1 November 2017 and ran for six weeks until 12 December 2017.
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 consultation 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 academies, foundation, free and voluntary aided 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 total, 117 respondents submitted a response to the consultation, some of whom had answered more than one question.
11. A full analysis of the responses to the consultation is included as Enclosure 4.
12. A summary of the responses to the individual school related questions within the consultation is set out below in Table A. As some respondents answered more than one question, the total number of responses in Table A is higher than the total number of respondents.

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

Question Number	Proposal	Document	Agree	Disagree
1	Cranmere Primary School - reduction of Reception PAN from 90 to 60	Enclosure 1, Appendix 1	1	7
2	William Cobbett Primary School – reduction of Reception PAN from 40 to 30	Enclosure 1, Appendix 1	3	6
3	The Dawnay School – introduction of a feeder link from Polesden Lacey Infant School at Year 3	Enclosure 1	3	1
4	Reigate Priory School – introduction of a feeder link from Dovers Green and Holmesdale Community infant schools on a tiered basis	Enclosure 1	87	25

13. Details of recommendations have been shared with the local Members for each area, where appropriate.

<b>Proposed changes to local admission arrangements</b>
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**Recommendation 1 – Cranmere Primary School: reduction of Reception PAN from 90 to 60**

14. The number of responses was low with 1 respondent in support of this proposal and seven opposed to it.
15. For September 2019 it is proposed to decrease the Reception PAN for Cranmere Primary School from 90 to 60.
16. Cranmere Primary School was expanded to have a published admission number of 90 in September 2016. However since then the school has had vacant places which has led to a budget deficit and difficulties in financial planning due to the uncertainty over how many children would take up their place.
17. Surrey's projections now indicate a need for a published admission number of 60 at this school and, due to low numbers, the Admissions team has agreed for the school to maintain an operational PAN of 60 in the current Reception year in 2017/18. Despite this, the school still has vacancies in this year group.
18. This decrease in PAN would enable the school to plan its classes and resources more effectively.
19. It is anticipated that there would still be sufficient places if the PAN is decreased but this decrease would help support other local schools in maintaining pupil numbers.
20. This decrease in PAN would have no impact on children who are currently on roll at the school.
21. Whilst seven respondents were opposed to this proposal, only two lived in the local area of the school.
22. The comments of those opposed concerned the general provision of school places in the area and the pressure that this reduction in PAN might put on other schools. However forecasts suggest that this reduction would have no impact on Surrey's ability to provide a school place and it is anticipated that with a PAN of 60 the school would still be able to offer a place to each child who wants one.
23. Whilst this proposal is supported by the Headteacher and Governing Body of Cranmere Primary School, they favoured a reduction in PAN from 90 to 30. The local authority resisted this as it was felt that such a reduction would create a shortage of places in the area.

**Recommendation 2 – William Cobbett Primary School: reduction of Reception PAN from 40 to 30**

24. The number of responses was low with three respondents in support of this proposal and six opposed to it.
25. For September 2019 it is proposed to decrease the Reception PAN for William Cobbett Primary School from 40 to 30.
26. This would enable the school to operate with one class of 30 throughout KS1, rather than having mixed aged classes in Year 1 and Year 2. This in turn would make

organisation of the school more effective and appeals easier to defend under Infant Class Size legislation.

27. Although this reduction would mean that 10 fewer children would be offered a Reception place at William Cobbett Primary School, the local authority is satisfied that it would be able to meet its duty to offer a place to every child. There has been undersubscription in this area for the past seven years and there are currently between 10 and 25 surplus places in each year group. Moving forward, projections indicate that the future need for school places in the Hale and Weybourne area will be around 20 places under the current capacity of the area for the foreseeable future. As such, reducing the number of places at William Cobbett by 10 per year group would assist all schools in their organisation and recruitment of staff in line with the anticipated number of children requiring a school place.
28. William Cobbett Primary School also has a published admission number of 50 at Year 3 for which no change is currently proposed. However, looking ahead, it would be the local authority's intention to increase this published admission number from 50 to 60 for September 2022 admission, when the first cohort of 30 would be due to transfer from Year 2. This would provide consistent class sizes of 30 throughout the school. It would also provide a greater likelihood that all children at Badshot Lea who want a place would be able to secure one at the initial allocation. If the local authority were to proceed with this change, under current legislative requirements, it would be required to determine this increased published admission number for 2022 by 28 February 2021.
29. This decrease in PAN would have no impact on children who are currently on roll at the school.
30. Whilst six respondents were opposed to this proposal, none lived in the local area of the school.
31. The comments of those opposed concerned the general provision of school places and the pressure that this reduction in PAN might put on other schools. However forecasts suggest that Surrey would still be in a position to provide a school place for every child who wants one if the PAN for William Cobbett is reduced.
32. This proposal is supported by the Headteacher and Governing Body of William Cobbett Primary School.

### **Recommendation 3 – The Dawnay School: introduction of a feeder link from Polesden Lacey Infant School at Year 3**

33. The number of responses was low with three respondents in support of this proposal and one opposed to it.
34. The local authority is proposing to amend the admission criteria for The Dawnay School at Year 3, so that children attending Polesden Lacey Infant School would receive priority, as follows:
  - a. Looked after and previously looked after children
  - b. Exceptional social/medical need
  - c. Siblings
  - d. Children attending Polesden Lacey Infant School
  - e. Children for whom The Dawnay School is the nearest school to their home address
  - f. Any other children



35. The Dawnay has a published admission number of 30 at Reception and a published admission number of 15 at Year 3. The published admission number at Year 3 enables places to be offered to children transferring from other local infant schools, primarily Polesden Lacey Infant School which has a published admission number for Reception of 30.
36. This proposal would formalise the arrangement whereby some children already transfer from Polesden Lacey Infant School to The Dawnay at Year 3.
37. It would also bring the admission criteria for The Dawnay School in to line with those that now exist for another local school, Eastwick Junior School, which also provides a feeder link from Polesden Lacey, after children attending Eastwick Infant School. However due to an increase in the Reception published admission number at Eastwick Infant School, it is unlikely that all children at Polesden Lacey would be eligible for a place at Eastwick Junior School.
38. As such, the proposed amendment to criteria for The Dawnay would ensure that parents who are considering applying for a place at Polesden Lacey Infant School could see where their children might progress to at Year 3 and that those with children already at Polesden Lacey Infant School would see both The Dawnay and Eastwick Junior schools as potential preferences at Year 3.
39. In this way the proposal would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents. It would also maximise the opportunity for families to keep children at schools with agreed links.
40. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into junior or primary provision where this reduces transport needs for young children
41. This proposal is supported by the Headteacher and Governing Body of Polesden Lacey and The Dawnay schools.

**Recommendation 4 – Reigate Priory School: introduction of a feeder link from Dovers Green and Holmesdale infant schools on a tiered basis**

42. Overall 87 respondents supported this proposal whilst 25 were opposed.
43. Reigate Priory is a junior school with a published admission number of 150 at Year 3. The admission criteria for the school are **currently** as follows:
  - a. Looked after and previously looked after children
  - b. Exceptional social/medical need
  - c. Siblings for whom Reigate Priory School is the nearest to their home address
  - d. Non-siblings for whom Reigate Priory School is the nearest to their home address
  - e. Other siblings for whom Reigate Priory School is not the nearest to their home address
  - f. Any other children
44. The local authority is proposing to amend these criteria to give priority to children attending either Dovers Green or Holmesdale Community infant schools on a tiered basis, as follows:
  - a. Looked after and previously looked after children
  - b. Exceptional social/medical need



- c. Siblings for whom Reigate Priory School is the nearest to their home address
  - d. Children attending either Dovers Green or Holmesdale Community infant schools for whom Reigate Priory School is the nearest to their home address
  - e. Other siblings
  - f. Other children attending either Dovers Green or Holmesdale Community infant schools
  - g. Any other children
45. Since Reigate Parish CofE Primary School became a primary school in September 2016, the only infant schools in Reigate which do not have a feeder link to another school are Dovers Green and Holmesdale Community infant schools.
  46. Dovers Green School has a published admission number of 90 and, given the location of this school, some of its children transfer to Sandcross Primary School at Year 3. However Sandcross Primary School has a published admission number of 60 at Year 3 and so cannot accommodate all of the children from Dovers Green School.
  47. Holmesdale Community Infant School has a published admission number of 120 and the majority of children at this school apply to transfer to Reigate Priory at Year 3. In 2017, 91 children from Holmesdale Community Infant School were offered and accepted a place at Reigate Priory.
  48. However, a number of families with children at local primary schools also apply for a place at Reigate Priory at Year 3. Under the current arrangements, children who are already attending a primary school may be offered a place at Reigate Priory because they live nearer than other applicants, thus displacing children who attend Dovers Green and Holmesdale Community infant schools, who must then be allocated a place at an alternative school.
  49. In 2017, 20 children attending an all through primary school were offered a place at Reigate Priory, displacing 20 children who attended either Dovers Green or Holmesdale Community infant schools. Some of these children had to be allocated places that had been left vacant at local primary schools.
  50. This proposal would ensure siblings and children attending a named feeder school would receive priority ahead of other children, albeit on a tiered basis based on whether or not Reigate Priory was the nearest school.
  51. This would provide continuity and a clearer and positive transition for parents, children and schools and would reduce anxiety for parents. It would also maximise the opportunity for families to keep children at schools with agreed links. Reigate Priory is part of the South East Surrey Teaching Alliance with Dovers Green and Holmesdale Community infant schools.
  52. Children would be less likely to be offered a place from other local primary schools, thus preventing unnecessary movement between schools and creating more stability in the area.
  53. During the consultation, the Headteacher at Sandcross School expressed support in principle that children attending an infant school should have priority over a child who is already in a primary school for entry to a KS2 setting. However he also expressed concern at the impact this proposal might have on the intake to Sandcross. As there is no feeder link from Dovers Green and Holmesdale Community infant schools to Sandcross, he was concerned that parents might perceive Sandcross as no longer wanting to admit these children at Year 3 and this might subsequently have a

detrimental impact on the numbers and social make-up of the intake to Sandcross School. These sentiments were echoed by at least five other respondents with links to Sandcross School and represent six respondents who were opposed to the proposal.

54. However since the Headteacher and other representatives from Sandcross School submitted their responses, the Academy Trust for the school has issued their own consultation on admission arrangements. These propose admission criteria for Sandcross School for Year 3 which mirror those proposed for Reigate Priory, by providing a feeder link from both Dovers Green and Holmesdale Community infant schools on a tiered basis. In this way, both Sandcross School and Reigate Priory would be on equal footing, enabling children at either Dovers Green or Holmesdale Community infant schools to transfer to linked KS2 provision ahead of other children who already have a primary school place. This would appear to resolve the concerns of this school.
55. Some respondents expressed concern that the proposal would disadvantage children who were unable to gain a place at Dovers Green or Holmesdale Community infant schools, especially if they had Reigate Priory as their nearest junior school. However this does not mean that these children would not be able to secure a Reception place at a local primary school as an alternative. In such cases, whilst a parent might prefer their child to transfer to a different school at Year 3, there is no duty to make an alternative place available if a child already has a school place.
56. A number of parents indicated that this proposal would prevent them from moving their child from Reigate Parish CofE Primary School to Reigate Priory at the end of Year 2. An assortment of reasons were given for wishing to change their child's school at the end of Year 3. However the principle remains that, in each of these cases, the child already has a Year 3 place whereas children attending Dovers Green and Holmesdale Community infant schools do not.
57. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into junior or primary provision where this reduces transport needs for young children.
58. This proposal is supported by the Headteacher and Governing Body of Reigate Priory and Dovers Green and Holmesdale Community infant schools.

#### **Recommendation 5 - Proposed Published Admission Numbers (PAN) for other community and voluntary controlled schools**

59. Appendix 1 of Enclosure 1 sets out the proposed admission numbers for all community and voluntary controlled schools for 2019 admission, with changes highlighted in bold.
60. Whilst admission authorities are required to consult on any decrease to PAN they are not required to consult on proposed increases to PAN. It is intended to increase the Year 7 PAN for Oakwood School from 270 to 300. This would respond to the need to create more school places and would help meet parental preference.
61. It is proposed that the PAN for all other community and voluntary controlled schools for 2019 should remain as determined for 2018 and this would enable parents to have some historical benchmark by which to make informed decisions about their school preferences.
62. The School Commissioning team support the proposed PANs.

## **Recommendation 6 – Admission arrangements for which no change is proposed**

63. 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.
64. 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.
65. Changes highlighted in bold in sections 8 a) i), 11, 12, 13 and 15 of Enclosure 1 which have not otherwise been referenced in this report, have been made to add clarity to the admission arrangements.
66. The only changes in PAN, that are highlighted in bold in Appendix 1 of Enclosure 1, are referenced in Recommendations 1, 2 and 5. It is proposed that the PAN for all other community and voluntary controlled schools for 2019 should remain as determined for 2018 and this would enable parents to have some historical benchmark by which to make informed decisions about their school preferences.
67. Changes to the schools which will not be taken in to account in the assessment of nearest school, as set out in Appendix 3 of Enclosure 1, have been determined by the definition set out in paragraph 12 of Enclosure 1.
68. The admission arrangements for Surrey's community and voluntary controlled schools are generally working well. This is demonstrated by the fact that in 2017, of the 29,000 applications across all phases from Surrey residents, 85.8% were offered a place at their first preference school and 96% were offered a place at one of their preference schools.
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. Four respondents took the opportunity to make comments about the admission arrangements for which no change was proposed.
71. **Legality of admission arrangements at Reigate Parish CofE Primary School** - one respondent questioned the legality of the admission arrangements for Reigate Parish CofE Primary School on the basis that they allocated 50% of places on religious grounds but the Church of England funded less than 50% of the school's finances.
72. Reigate Parish CofE Primary School is a voluntary aided school and as such its Governing Body is responsible for determining its admission arrangements. State funded schools that are designated as having a religious character are permitted to use faith based criteria within their admission arrangements. In doing so the school must have regard to any guidance issued by their faith body and must comply with admissions law and the School Admissions Code.
73. **Use of sibling criteria and families moving away from a school's locality** - one respondent felt that consideration needed to be given to people moving close to a school and then leaving the school's locality but still getting sibling priority.
74. This could be achieved by prioritising siblings who have the school as their nearest ahead of those who don't, 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.

75. 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
76. 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.
77. **Southfield Park and priority for children living within catchments** - One respondent queried whether, within the admission arrangements for Southfield Park Primary School, priority for children living in catchment should be given to those who live closest to the school rather than those who live furthest from the school.
78. Within the admission arrangements for Southfield Park Primary School, priority for children living within catchment is given to those who live furthest from the school. The catchment was introduced some years ago to serve families living in the area surrounding the school as well as those living on the Horton Park development, whose next nearest school was further away when compared with other families who lived closer to the school. It was considered that the families living on the Horton Park development would be more disadvantaged if they were not offered a place at Southfield Park than the families who lived closer to the school. Whilst this arrangement remains in place, to date, all children who live in the catchment have been offered a place.
79. **Consistency of admission arrangements for faith schools** – One respondent asked that admission arrangements for faith schools be made consistent across the Council, so they all require a commitment to faith or all do not, especially Long Ditton St Mary's and St Paul's Catholic Primary schools. This concerned the impact faith schools had on determining which is the nearest school when assessing admission to a community or voluntary controlled school.
80. The local authority is responsible for setting the admission arrangements for community and voluntary schools and none of these have faith based admission criteria. Faith schools which have faith based admission criteria are responsible for their own admission arrangements and the local authority has no role in ensuring consistency between them.
81. Each school must have regard to any guidance issued by their faith body and must comply with admissions law and the School Admissions Code.

## **Recommendation 7 - Surrey's primary and secondary coordinated admission schemes**

82. 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.
83. The coordinated admission schemes are working well with all schools participating, as they are legally required to.
84. 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.
85. Dates within the primary and secondary coordinated schemes have been updated to ensure they comply with the Pan London timetable.
86. There are no other material changes proposed to the coordinated admission schemes. However a paragraph has been added to each scheme to confirm the date by which requests for out of cohort admission will be shared with the maintaining local authority (paragraph 10 of the primary scheme and paragraph 9 of the secondary scheme). This change adds clarity to the schemes and is in line with the schemes proposed by other local authorities participating in the Pan London coordinated admissions process.

### **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 1 November 2017 and 12 December 2017, 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. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.
94. 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.
95. 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**

96. 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.
97. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the SEND 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**

98. 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**

99. 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**

100. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
101. 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 2019 admissions arrangements as agreed by the Cabinet will be ratified by the full County Council on 6 February 2018.
- The determined admission arrangements will be published on Surrey's website by 15 March 2018 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 2018.
- The arrangements will be published in the primary and secondary admissions booklets in August 2018, which will be made available to parents online and in hard copy by request in September 2018.
- 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 2018.

### **Contact Officer:**

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### **Consulted:**

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** Published Admission Numbers (PANs)
- Appendix 2** Schools which will operate shared sibling priority
- Appendix 3** Schools not to be considered in assessment of nearest school
- Appendix 4** Catchment map for Southfield Park Primary
- Appendix 5** Catchment map for Woodmansterne Primary
- Enclosure 2** Primary and secondary coordinated schemes
- Enclosure 3** Summary of consultation
- 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 – 17 October 2017



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