

## LOCAL ADMISSIONS FORUM

**Venue:** Town Hall,  
Moorgate Street,  
Rotherham. S60 2TH

**Date:** Thursday, 8th November,  
2012

**Time:** 10.00 a.m.

### A G E N D A

1. Appointment of Chair.
2. Apologies for absence.
3. Minutes of the previous meeting held on 5th July, 2012 (copy attached). (Pages 1 - 4)
4. Matters arising from the previous minutes.
5. Membership of the Local Admissions Forum. (Page 5)
6. Terms, Conditions and Constitution. (Pages 6 - 18)
7. School Admissions Consultation for entry in the 2014/15 academic year (report attached). (Pages 19 - 32)
8. Admission to Primary and Secondary Schools - 2013/14 booklet update.
9. School Admissions Code and School Admissions Appeal Code.
10. Presentation - update on School Organisation.
11. Date and time of next meeting.
  - Thursday 14th March, 2013;
  - Thursday 4th July, 2013.All meetings to start at 10.00 am in the Rotherham Town Hall.

**Date of Next Meeting:-  
Thursday, 14th March, 2013**

**LOCAL ADMISSIONS FORUM  
THURSDAY, 5TH JULY, 2012**

Present:- Councillors Barron and Beaumont, Mrs. C. Cockayne, Mrs. I. Hartley, Mr. E. Kelsey, Mr. G. Lancashire and Mr. B. Sampson (Community Representatives)

Apologies for absence were received from:- Councillor Havenhand, Mrs. P. Powell and Mr. P. Robins (Community Representatives), Ms. C. Thorpe (Diocese of Hallam) and Mrs. H. Morris (Diocese of Sheffield).

**28. APPOINTMENT OF CHAIR**

Agreed:- That Mrs. I. Hartley be appointed as Chair of this meeting.

(Mrs. I. Hartley in the Chair)

The Clerk advised the Forum that Mrs. H. Morris was to retire in July and who formally thanked the Forum for its work on behalf of all schools in Rotherham and wished all members all the best for the future.

Mrs. Morris' successor was to Mr. Huw Thomas from the 1<sup>st</sup> September, 2012.

The Chair asked that Mrs. Morris be formally written to and that she be thanked for the hard work and support she had provided to the Forum.

**29. MINUTES OF THE PREVIOUS MEETING HELD ON 15TH MARCH, 2012**

Agreed:- That the minutes of the previous meeting of the Local Admissions Forum held on 15<sup>th</sup> March, 2012 be approved as a correct record.

**30. MATTERS ARISING FROM PREVIOUS MINUTES**

Reference was made to Minute No. 24 (School Admission Appeals – Statistics) where it was noted that over fifty-three primary schools had been oversubscribed throughout the borough and steps had been taken to minimise the impact in some areas.

With regards to Minute No. 26 (Update on School Organisation) it was noted that final approval had been given by the Cabinet Member yesterday to implement the expansion to increase places at Flanderwell Primary and to amalgamate Maltby Hall Infant and Lilly Hall Junior Schools.

It was also confirmed that as of the 1<sup>st</sup> July, 2012, St. Bernard's Catholic High School had been granted academy status.

**31. TERMS, CONDITIONS AND CONSTITUTION**

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, provided an update on the progress of the Terms of Conditions and Constitution of the Local Admissions Forum, which would be reviewed over the summer period and presented back to the Autumn meeting for approval.

**32. THE LOCAL AUTHORITY'S REPORT TO THE SCHOOL ADJUDICATOR**

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, circulated a copy of the Local Authority Report to the Schools Adjudicator for all those present and referred the Forum to the content within.

Discussion ensued on the problems that had arisen as a result of the class size legislation to Key Stage 1 children. It was pointed out that the Local Authority were looking at future projections and future housing infrastructure to ensure there was sufficient school capacity in the areas that it was needed.

Agreed:- That the report be received and the contents noted.

**33. ADMISSION TO SECONDARY SCHOOL : - 2013/14 BOOKLET**

Marina Jordan, Principal Officer for Admissions and Appeals, referred to the Admission to Secondary School booklet for 2013/14 which was published on the website from the 1<sup>st</sup> July, 2013.

It was noted that the booklet was not sent out to each parent, unless this was requested.

Further information was provided on the 2012/13 applications to secondary school which allowed for final applications to be submitted up to 30<sup>th</sup> November, 2011 with the national offer day being 1<sup>st</sup> March, 2012.

Only three out of the sixteen secondary schools across the borough were over subscribed.

**34. ADMISSION CONSULTATIONS - 2014/15**

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, provided an update on the consultations for admission for 2014/15 which were to be circulated to all Governing Bodies for inclusion on agendas for the Autumn term meetings.

**35. SCHOOL ADMISSION APPEALS UPDATE**

Marina Jordan, Principal Officer for Admissions and Appeals, provided an update on the number of appeals received for various schools across the borough and outlined the areas of particular demand.

A further update would be provided on more accurate numbers would be provided to the next meeting.

**36. UPDATE ON SCHOOL ORGANISATION**

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, gave an update on the current position with regard to school organisation and confirmed that a meeting had taken place on the 17<sup>th</sup> May, 2012, with Cabinet and the Strategic Leadership Team on how best to respond to the demand for school places across the borough arising from the high birth rate for the KS1 entrants for September, 2012.

This was the first time that services had come together collectively to look at the issues facing the borough. It had been noted by the meeting that parents seeking a primary school place for their child(ren) had in the main been given their first choice of school and the difficulty had arisen when seeking preference for schools which were not in the catchment area of where a child lived.

(Mrs. I. Hartley had to leave this point and Mr. G. Lancashire assumed the Chair)

It was, therefore, proposed that further meetings take place to consider birth rate statistics, housing developments and planning sites with a view to pulling a long term plan together.

A further meeting with the Cabinet and the Strategic Leadership Team was scheduled for Thursday, 19<sup>th</sup> July, 2012, to consider proposals on meeting need and to ensure that the position was not replicated in the future.

The Forum were informed that there had only been a couple of schools where children in the catchment area had not been given their catchment school, these being Flanderwell and Rawmarsh Ashwood.

Discussion ensued on the gaps in demand, whether parental preference for more popular schools had had a bearing and if appropriate Section 106 monies had been used for education whether the demand would not have been so great where housing had expanded in some areas.

Clarification was provided on the current policy for children who had been allocated schools out of catchment and the opportunities that could be afforded parents to apply for support with transport.

Further information was also provided on the expansions of places in certain areas. These included:-

- Bramley Grange – increase from a published admission number of 40 to 45 with effect from 2013/14 onwards.
- Catcliffe Primary – increase from a published admission number of 25 to 30 formally from 2014/15, but with increases during 2013/14.
- Bramley Sunnyside Infant and Junior - increase from a published admission number of 80 to 90 formally from 2014/15, but with increases during 2013/14.
- Kilnhurst Primary - increase from a published admission number of 28 to 30.
- Treeton C. of E. - increase from a published admission number of 37 to 45 increasing the F2 cohort with a modular build – formally from 2013/14.
- Flanderwell - increase from a published admission number of 30 to 45 from this September and formally from 2013/14 with school expansion.

- Aston Hall Junior and Infant – pre-consultation stage to increase from 30 to 45, but with a temporary classroom for Foundation Stage 2 in September, 2012.
- Maltby Hall Junior and Infant – amalgamation approved with places being taken from September, 2013/14.

Whilst it was acknowledged that the demand on places was particularly great in the Whiston, Central Rotherham, Wath, Rawmarsh, Kimberworth, Swinton Wickersley, Flanderwell and Bramley areas, there were sufficient spaces across the borough for all Foundation Stage 2 children.

The Forum recognised the importance of looking forward to ensure that there were the places to meet demand into the future. There needed to be further work with Early Years to ensure that parents were fully aware that attendance at a Foundation Unit did not guarantee a place in Reception/Foundation Stage 2 at certain schools as this had compounded demand.

The Chair who was also an Appeals Panelist wished to formally place on record thanks and appreciation to the staff involved in the admissions/appeals process in the Departments of Legal and Democratic Services and Children and Young People's Services, who had had to deal with a significant increase in work, undertaken without complaint, under very stressful circumstances.

Agreed:- That the relevant Departments be thanked accordingly.

### **37. PROPOSED DATES AND TIMES OF 2012/13 MEETINGS**

Agreed:- That the proposed dates/times of future meetings be confirmed as:-

Thursday, 8<sup>th</sup> November, 2012

Thursday, 14<sup>th</sup> March, 2013

Thursday, 4<sup>th</sup> July, 2013

All meetings would commence at 10.00 a.m. and be held in the Town Hall.

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

**LOCAL ADMISSIONS FORUM**

**MEMBERSHIP AS AT APRIL, 2012**

The membership of the Rotherham Local Admissions Forum is:-

Community Schools:- 2 members (1 Primary and 1 Secondary)

Mrs. I. G. Hartley (Wath Comprehensive School and Mr. C. E. Kelsey  
(Bramley Grange Primary School)

Voluntary Controlled Schools:- 1 member, to be appointed

Voluntary Aided Schools:- 3 members

One vacancy

Mr. G. Lancashire

Mrs. H. McLaughlin (St. Mary's Catholic Primary School, Herringthorpe)

Academy:- 1 member, to be appointed

Church Dioceses:- 2 members

Diocese of Hallam:- Ms. C. Thorpe

Sheffield Diocese:- Mrs. H. Morris

Parent:- 1 member, to be appointed

Community Representatives (10)

Councillor I. C. Barron

Councillor C. Beaumont

Councillor J. Havenhand

Mrs. P. Powell

Mr. P. Robins

Mr. B. Sampson

Mrs. C. Cockayne

Mr. M. T. Shahid (Black and Minority Ethnic community)

One representative of the Early Years Nursery (voluntary) sector

**LEEDS ADMISSION FORUM****TERMS OF REFERENCE AND PROCEDURE**1. **Role of the Forum**

The Admission Forum “the Forum” provides a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements and to consider how to deal with difficult admission issues as well as advising admission authorities on ways in which their arrangements can be improved. The Forum has a key role in ensuring a fair admissions system that promotes social equality and must, under Section 84 of the Schools Standards and Framework Act 1998, act in accordance with the School Admissions Code “the Code” issued by the Department for Children Schools and Families.

Admission authorities of all maintained schools and Academies when exercising their functions must have regard to any advice offered by the Forum

The Forum shall promulgate its advice and recommendations upon:-  
the extent to which current admission arrangements in the area serve the interests of looked after children, children with disabilities and children with special educational needs:  
the effectiveness of any fair access protocol in place in the area:  
the effectiveness of any scheme for co ordinating admission arrangements where relevant with any adjoining local authority area:

details of any other matters which affect the fair operation of admission arrangements for relevant schools in the area:

to all Admission Authorities, Maintained Schools and Academies City Technology Colleges or City Colleges of the arts within the area of the Local Authority (“the Authority”), and make available such advice and recommendation to any other person with an interest.

1.1 Specifically the Forum must:

- 1.1.1 consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the Authority
- 1.1.2 promote agreement on admission issues
- 1.1.3 review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum. The Forum must consider what if any action is needed to raise the standard to ensure it is the best that can possibly be achieved
- 1.1.4 consider the effectiveness of the Authority’s proposed co-ordinated admission arrangements and advise on whether they differ substantially from the previous year
- 1.1.5 advise the authority and governing bodies of all voluntary aided and foundation schools in the area by 30 November each year which persons or bodies in the area the Forum considers have an interest in proposed admission

arrangements to ensure that the local authority includes them in the consultation process

- 1.1.6 consider and advise on any proposed qualifying scheme for the co-ordination of admission arrangements referred to it by the authority pursuant to regulation 5 of the School Admissions ( Co-ordination of Admission Arrangements Regulations ( obligation on local authority to refer qualifying scheme which they propose to be adopted to the Forum)
- 1.1.7 consider the means by which admissions processes might be improved, and how actual admissions relate to the admission numbers published
- 1.1.8 monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under Section 86(1) of the School Standards and Framework Act 1998 and in accordance with the Code
- 1.1.9 promote the arrangements for children with special educational needs, children in care and children who have been excluded from school
- 1.1.10 monitor the effectiveness of local authority Fair Access Protocols and together with the local authority ensure that no school including those with places is asked to take a

disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems

1.1.11 consider whether to produce an annual report

1.1.12 consider any other admissions issues that arise

1.2 In discharging the responsibility for ensuring fair access the Forum should:

1.2.1 refer an objection to the Schools Adjudicator where it identifies admission policy, , practice or oversubscription criteria of a school that may be unfair, unlawful or contravene the mandatory provisions of the Code or where Forum advice has been disregarded by admission authorities

1.2.2 review the impact of local admission policies on achieving fair access .

## 2. **Annual Report**

Under Section 85A (1A) of the SSFA the Forum may publish an annual report for all maintained schools. Where the Forum chooses to do so the report must include Academies. The report will be on such matters as the Forum consider appropriate and of local interest and provide input to the authority report to the School's Adjudicator.

## 2. **Membership of the Forum**

Maxim of 20 members. Executive Board to consider revision of existing membership in accordance with new Statutory Regulations

and the new Schools Admissions Code which comes into effect on 10 February 2009

3.5 **Alternate Members**

Any member of the Forum may on giving written notice to the Secretary nominate an alternative member to attend meetings of the Forum in their absence and such nomination remains effective until it is withdrawn

3.5.1 Members of the Authority may only nominate another member of the Authority

3.5.2 Parent governor members may only nominate another parent governor

3.5.3 members representing the interest of a section of the local community may not nominate an alternative member unless the Authority consents to the nomination

3.5.4 members representing either the diocese of the Church of England or the Roman Catholic diocese may not nominate an alternative member unless the diocese whom the nominating member represents consents

3.5.5 a head teacher or governor representing a community, voluntary controlled or voluntary aided school may only nominate an alternative member who is a head teacher or governor from the same school group or school in the case of the Brodetsky Primary School

- 3.5.7 a school member may only nominate an alternate member who is the head teacher or governor of a school which falls within the same school group as the school of which the member in question is a governor or head teacher

4. **Declaration of Interests**

Members of the Forum shall declare a personal interest in any proposal which directly affects them for example if the proposal concerns the school at which they are a Governor or which their children attend. If the personal interest is pecuniary or could be viewed as prejudicial the member should withdraw from the discussion and take no part in the decision.

Where it is clear that a decision in which a member of the Forum has such an interest or it is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

5. **Indemnification**

The Authority shall indemnify members of the Forum against reasonable legal costs and expenses arising from decisions or recommendations of the Forum made in good faith.

6. **Chair and Vice Chair**

6.1 The person holding the office of the Chair and Vice Chair need not be a member of the Forum.

6.2 The members of the Forum shall elect a Chair and Vice Chair at the first meeting of the Forum and at the next meeting which falls

after the date which is a year after the meeting at which the Chair and Vice Chair was elected.

- 6.3 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.
- 6.4 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice to the Secretary.
- 6.5 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.
- 6.6 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the vacancy not occurred.

7. **Secretary to the Forum**

Members of the Forum shall appoint a person, nominated by the Authority, who is not a member of the Forum to act as Secretary to the Forum.

The Secretary to the Forum will keep a record of each meeting of the Forum

8. **Sub Committees**

The Authority is responsible for establishing the Forum sub-committees pursuant to Section 85A (2) of the School Standards and Framework Act 1998.

The Forum shall be responsible for determining a sub-committee's:

- membership and constitution
- procedure for convening and holding meetings
- promulgation of advice and recommendations

9. **Meetings of the Forum**

The members of the Forum may regulate the procedure of the Forum subject to The School Admissions ( Local Authority Reports and Admission Forms) (England) Regulations 2008 (“the Regulations”)

10. **Venue and Times of Meetings**

10.1 The Secretary will convene a meeting of the Forum, by giving a minimum of seven (7) working days notice of the time and place of each meeting.

10.2 The date of the meeting will be given to the Secretary by the Forum at a previous meeting, or on the direction of the Chair or in their absence the Vice Chair.

10.3 The Agenda shall be set by the previous meeting of the Forum, or if appropriate by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.

10.4 The Forum shall meet at least twice (2) each year .

10.5 Proceedings and meetings of the Forum shall be open to the public, except in such limited circumstances as decided by the Forum as may be prejudicial to the Forum’s work. The Secretary shall arrange for meetings to be advertised to the public.

10.6 Members may invite interested parties to a meeting of the Forum if they consider it appropriate to do so having regard to the matters arising for discussion.

11. **Quorum**

To be advised by the Department Children Schools and Families The quorum for any meeting of the Forum shall be one third of the Forum's membership.

12. **Minutes of the Meeting**

The minutes of the meeting, after approval by the Chair or Vice Chair, may be made available for public inspection.

13. **Voting Arrangements**

Decisions on matters including the exercise of the Forum's power to refer an objection to the adjudicator shall be taken by a simple majority vote of all members present. In the case of equality of votes the Chair or in his/her absence the Vice Chair, shall have a second or casting vote.

14. **Public Statements**

Public Statements on behalf of the Forum may only be made by the Chair or Vice Chair either with the approval of the Forum, or without such approval having regard to the importance or expediency.

Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Forum.

09.01.09

## APPENDIX 2

# Admission Forums

1. Admission Forums have a key role in ensuring a fair admissions system that promotes social equity, does not disadvantage one child compared to another and which is straightforward and easy for parents to understand. Forums are responsible for monitoring compliance with this Code and have important powers to publish a report on the effectiveness of local admission arrangements and to refer an objection to the Schools Adjudicator where they consider admission arrangements to be unfair or not in accordance with this Code.
2. The roles and responsibilities of Admission Forums are described in Chapter 4. This appendix provides information and guidelines on Forum membership, tenure, procedures at meetings and how they can promulgate advice. These guidelines should be read in conjunction with the Education (Admission Forums) (England) Regulations 2002, as amended by the Education (Admission Forums) (England) (Amendment) Regulations 2007.

## Membership

3. The core membership of Admission Forums is set out in regulations and is shown in the table below:

<b>MEMBERS NOMINATED BY</b>	<b>NUMBER</b>
Local authority – any representative of the authority	1 to 5
Schools – community and voluntary controlled	1 to 3
Schools – foundation	1 to 3
Schools – voluntary aided	1 to 3
Church of England Diocesan Board representatives	1 to 3
Roman Catholic Diocese representatives	1 to 3
Parent Governor representatives	1 to 3
Representatives of the local community	up to 3
Academies	1 per Academy
City Technology Colleges	1 per City
Technology College	

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4. The 2007 regulations require that all maintained schools, except special schools, in the local authority area, nominate a member, if not otherwise represented in the Core membership set out in paragraph 3 above. These are known as 'school members'.
5. The core membership of each forum may ask the local authority to appoint anyone it considers to represent significant interests in the local community, and in accordance with paragraph 3.23 of this Code **must** invite a UK service representative or representatives of other significant concentrations of Crown servants (e.g. GCHQ personnel) to join.
6. Admission Forums **should** include representatives of neighbouring local authorities where, for example, there are significant cross-border issues or they have a contribution to make. These representatives would be in addition to those of the home local authority.
7. Each representative of a school **should** be a head teacher, or a governor (other than one appointed to the school by the local authority who is also a member of the authority).
8. Academies are required by their funding agreements to nominate a representative to be a member of the Admission Forum and to notify the local authority of that nomination. City Technology Colleges are encouraged to take part and to have regard to the advice of the forum. Local authorities **must** invite each CTC in their area to nominate a member.
9. Local authorities **should** appoint representatives from faith groups not already represented, and minority ethnic groups.
10. If the Forum considers that it would be useful to appoint additional members to represent the interests of any section of the local community the local authority **should** appoint such members. For example, where the Forum is considering issues relating to the admission of looked after children, it **should** ask the local authority to appoint local authority officers with expertise in children's social care.
11. Where there is a particular issue that needs investigation and more detailed consideration local authorities **should** create a working group (which does not need to consist of Forum members) to carry out this work and report-back to the Forum.

### Tenure

12. Core members and school members of the forum are appointed for a period not exceeding 4 years, after which they are eligible for reappointment. Other members of the forum are appointed on the terms determined by the core members, including whether or not they are to be eligible for reappointment at the end of their term. Membership of the Forum **should** be reviewed in September each year. If a school, Academy or CTC member ceases to be a head teacher or school governor, they cannot continue on the forum in that capacity.
13. The local authority may also establish sub-committees to help the Forum in the performance of its functions. Sub-committees might be appropriate for considering primary and secondary issues separately, or, if the relevant area is large and has areas with distinct admissions patterns, separate sub-committees might consider issues in each area, before bringing them back to the main Forum for discussion.

### Procedure for meetings and appointment of officers

14. Regulations require Forums to meet at least twice a year, but the procedure for the meetings is regulated by the core members themselves. All members of the Forum **must** be given at least 7 working days notice of the time and date of the meeting and to be given any documents relevant to that meeting 7 days in advance. While all schools in an area will be members of their Forum, it will not be necessary for them to actively take part in all the work of the Forum and attend all its meetings.
15. The forum **must** appoint a Chair and Vice Chair, who may or may not be members of the Forum, and a Secretary to convene its meetings.

### Promulgating advice and making objections

16. Admission Forums **should** seek to achieve a consensus among the whole membership rather than secure a majority opinion and **should** only promulgate advice that represents the agreed views of the Forum as a whole. However, where the Forum votes on a proposal to make an objection to the Schools Adjudicator, in order for the objection to be made, the proposal **must** first be approved by a simple majority of all members (not just Core members) voting.

17. The local authority **must**, as a minimum, publish the Forum's advice on the school admissions section of their website and send copies to all admission authorities in the area. The advice **must** also be included in the composite prospectus published by the local authority each year for parents.

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -  
REPORT TO GOVERNING BODIES – AUTUMN TERM 2012**

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR 2014/15 AND ON THE 'RELEVANT AREA' FOR CONSULTATION IN 2014/15.**

**i) Admission Numbers and Admissions Criteria**

This item gives governors the opportunity to consider the admission arrangements (criteria and admission number), which will apply for admission in 2014/15. The Local Admission Forum has previously considered the requirements for consultation and has agreed that the LA should facilitate this, as far as possible, by use of the Authority's Internet site.

The timetable for the year is:-  
Autumn Term 2012

Governing bodies consider the arrangements which will apply.

By 7th December 2012

All relevant details to be forwarded to the LA.

7th January – 1st March 2013

Period of consultation via the LA's website.

By end of March

LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority(ies). Cabinet Member approval of arrangements.

By 15<sup>th</sup> April 2013

All admission authorities to determine their arrangements and notify those consulted.

**Community and Controlled Schools**

For these schools, the LA is the admission authority. The admissions criteria for 2013/14 are shown at Appendix 1.

**The proposed changes to the admission criteria are set out below and will apply for 2014/15.**

Each school's proposed admission number is shown at Appendix 2.

**Action:** The Governing Body is requested to complete and return the pro-forma to Dean Fenton/Chris Stones, SAOENAS, Wing A, 1<sup>st</sup> Floor, Riverside House, as soon as possible and no later than 7<sup>th</sup> December 2012.

**Voluntary Aided Schools/Academies/Trust Schools**

The governing body is the admission authority. Full consultation is required.

If there are any proposed changes at Church of England schools, Governing Bodies should consult their Diocesan Board before consulting anyone else.

**Action:** Governing Bodies to consider both the admissions criteria and the admission number appropriate for the school. Full details of the admissions criteria and admissions number to be forwarded to the LA by 7<sup>th</sup> December 2012 to enable the full consultation with all the appropriate consultees to be carried out via the Internet. This should be done by e-mail to [Dean.Fenton@rotherham.gov.uk](mailto:Dean.Fenton@rotherham.gov.uk) [Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk)

**Pro-forma to be completed and returned as for community and controlled schools.**

### **Further General Points**

All admission numbers should be set by reference to the indicated admission number (IAN) deriving from the net capacity calculation.

An admission number higher than the IAN can be set, subject to the necessary consultation, feedback and determination.

An admission number lower than the IAN can be set, subject to the above, but would also require the publication of a notice with provision for objection to the Adjudicator.

All infant, J&I, Primary schools need to continue to be mindful of the need to maintain classes from FS2 to Y2 at 30 or less.

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Dean Fenton/Chris Stones on 01709 254821/253831.

### ii) **Co-ordinated Admission Arrangements**

The Authority co-ordinated admission arrangements during the normal admission round and in-year admissions for all year groups. The new School Admissions Code which came into effect in February, 2012 stated that there is no requirement to co-ordinate in-year admissions. Rotherham, along with many neighbouring Local Authorities proposes to continue to co-ordinate in-year admissions, as far as is possible. The Local Admissions Forum has expressed its collective view that this continues to be good practice and that they fully support co-ordinated admission arrangements. For 2014/15 there will be a few minor date changes to the Co-ordinated Schemes and it is noted that the new Schools Admissions Code specifies that the Primary Schools Offer Day from 2014/15 onwards is 16 April.

**Action:** To note the information.

### iii) **Waiting List**

The Authority currently maintains waiting lists for pupils applying during the normal admission round. The Admissions Code of Practice required that waiting lists are in place and continue for at least the first term of the academic year. There are no proposed changes for 2014/15.

**Action:** No action required

iv) **Local Authority 'Admission to School' Booklets.**

The local Authority had previously supplied a hard copy of the 'Admission to School' booklet to every parent applying for 'Admission to Primary School' and for 'Admission to Secondary School'. The information contained in the booklets is freely available on the Local Authority Website along with details on how to make an on-line-application. The Authority is currently able to satisfy above 90% first preferences for primary and secondary school. Much of the information in the booklet is surplus to most parents' applications (most booklets are discarded once the application has been submitted). Where parents are unsuccessful with their application separate guidance is available on the appeal procedures. Many other neighbouring authorities now produce only a summary of the information which is sent to all parents with detailed information available on request or via the website. In 2010 the Rotherham Authority made a decision, prompted by the current financial position to adopt a similar policy and booklets were only to be provided upon request. All parents received a short summary explaining how to apply for a school place, a copy of the Common Application Form and information on how to access the on-line system.

**Action:** Governing Bodies to note that the Local Authority wishes to maintain the decision to only send a summary of the information contained in the admissions booklet to parents with full copies available on request and/or via the [rotherham.gov.uk](http://rotherham.gov.uk) website.

v) **Consideration of the 'relevant area'**

Every two years, the Authority must review its determination of the 'relevant area' for the purposes of admissions consultation. This requires consultation with all schools in Rotherham, together with all primary schools lying within 1 mile of any border and all secondary schools lying within 3 miles. Since the inception of this requirement (in 1999) the determined area has been the whole of the Rotherham borough. There have been no objections to this and no change to the 'relevant area' is proposed for consultation on admissions in 2014/15.

**Action:** Governing Bodies to note and to forward any comments, if any, on the proforma.

**The admission criteria for community and controlled schools for 2013/14 is shown below.**

It should be noted that for a number of years the D.f.E. has given priority to looked after children. The new School Admissions Code which came into effect on February, 2012 has also prioritised previously looked after children. This is shown in the criteria below.

**Primary Reception**

**Places will be allocated in the following order of priority:**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children. (see note 3 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission. Parents should ensure that they attach full supporting information to the Common Application Form.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- vii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

**Year 3**

**Places in Year 3 at a Junior School will be allocated in the following order of priority:-**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children in attendance at Y2 in the associated Infant School.
- iii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school at the time of their admission.
- vi) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vii) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school at the time of their admission.
- viii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

### **Secondary Year 7**

#### **Places will be allocated in the following order of priority:-**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children who on the closing date have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.
- iii) Children who on the closing date have a compelling social reason which the Authority is satisfied make attendance **at that particular school essential**. The kind of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.

- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2014.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2014.
- vii) Children who on the closing date are on the roll of one of the associated Primary/Junior/Junior and Infant schools as identified by the Authority.
- viii) Children who on the closing date live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, “as the crow flies”).

### Notes

1. Where the admission number for any school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g. in flats), the final place will be allocated by the drawing of lots by officers of the authority.
3. A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from [www.dfe.gov.uk](http://www.dfe.gov.uk)

4. Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Primary and Secondary schools. In assessing preferences, the LA will operate an ‘equal preference’ system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest ranked of the potential offer schools.
5. Children issued with a statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

## PRIMARY SCHOOLS

## Appendix 2

School	Net Capacity	Indicated Admission Number	Admission Number 2013/2014	Proposed Admission Number 2014/2015	Comments
Anston Brook Primary	210	30	30	30	
Anston Greenlands J&I	210	30	30	30	
Anston Hillcrest Primary	210	30	30	30	
Anston Park Infant	225	75	75	75	
Anston Park Junior	300	75	75	75	
Aston CE J&I	210	30	30	30	
Aston Fence J&I	210	30	30	30	
Aston Hall J&I	180	30	30(45)	45	Currently under Consultation
Aston Lodge Primary	210	30	30	30	
Aston Springwood Primary	210	30	30	30	
Aughton Primary	150	21	30	30	
Badsley Moor Infant	270	90	90	90	
Badsley Moor Junior	360	90	90	90	
Blackburn Primary	316	45	56	56	
Bramley Grange Primary	280	40	40(45)	45	Approved increase due to demand in area
Bramley Sunnyside Infant	240	80	80(90)	90	Approved increase due to demand in area
Bramley Sunnyside Junior	320	80	80(90)	90	Approved increase due to demand in area
Brampton Cortonwood Infant	120	40	40	40	
Brampton the Ellis CE Infant	120	40	40		
Brampton the Ellis CE Junior	280	70	70		
Brinsworth Howarth J&I	175	30	30	30	
Brinsworth Manor Infant	240	80	80	80	
Brinsworth Manor Junior	320	80	80	80	
Brinsworth Whitehill Primary	296	42	42	42	
Broom Valley Primary	420	60	60	60	
Canklow Woods Primary	180	25	30	30	
Catcliffe Primary	150	24	25(30)	30	Approved increase due to demand in area
Coleridge Primary	210	30	30	30	
Dalton Foljambe J&I	140	20	30	30	
Dinnington Primary	270	38	43	43	
St Joseph's Catholic Primary (Dinnington)	196	28	28		

East Dene J&I	330	47	50	50	
Ferham Primary	210	30	30	30	
Flanderwell Primary	175	25	45	45	
Greasbrough J&I	270	38	50	50	
Harthill Primary	180	25	30	30	
Herringthorpe Infant	210	70	70	70	
Herringthorpe Junior	272	68	70	70	
High Greave Infant	180	60	60	60	
High Greave Junior	240	60	60	60	

School	Net Capacity	Indicated Admission Number	Admission Number 2013/2014	Proposed Admission Number 2014/2015	Comments
Kilnhurst Primary	196	28	28(30)	30	Approved increase due to demand in area
Kimberworth Primary	210	30	30	30	
Kiveton Park Infant	162	54	54	54	
Kiveton Park Meadows Junior	180	45	59	59	
Laughton CE Primary	105	15	15		
Laughton J&I	146	20	24	24	
Lilly Hall Junior *	240	60	60	60	Amalgamation approved, effective September 2013
Listerdale J&I	210	30	30	30	
Maltby Craggs Primary	320	60	60	60	
Maltby Hall Infant *	180	60	60	60	Amalgamation approved, effective September 2013
Maltby Manor Primary	420	60	60	60	
Maltby Redwood J&I	240	34	45	45	
St Mary's Catholic Primary (Maltby)	210	30	30		
Meadow View Primary	300	42	42	42	
Monkwood Primary	402	57	60	60	
Ravenfield Primary	210	30	30	30	
Rawmarsh Ashwood J&I	210	30	30	30	
Rawmarsh Rosehill Junior	240	60	60	60	
Rawmarsh Ryecroft Infant	180	60	60	60	
Rawmarsh Sandhill Primary	210	30	30	30	
Rawmarsh St Joseph's Catholic Primary	210	30	30		
Rawmarsh Thorogate J&I	210	30	30	30	
Redscope J & I	342	48	60	60	

Rockingham J&I	282	45	56	56	
Roughwood Primary	336	48	56	56	
Sitwell Infant	222	74	74	74	
Sitwell Junior	300	75	76	76	
St Ann's J&I	420	60	60	60	
St Bede's Catholic Primary	280	40	40		
St Mary's Catholic Primary (Herr)	208	29	30		
St Thomas' CE Primary (Kiln)	150	21	30	30	
Swallownest Primary	210	30	30	30	
Swinton Brookfield Primary	300	42	50	50	
Swinton Fitzwilliam Primary	315	45	45	45	
Swinton Queen Primary	300	42	45	45	
Thornhill Primary	315	45	45	45	
Thorpe Hesley Infant	210	70	70	70	
Thorpe Hesley Junior	268	67	70	70	

School	Net Capacity	Indicated Admission Number	Admission Number 2013/2014	Proposed Admission Number 2014/2015	Comments
Thrybergh Fullerton CE Primary	111	15	17		
Thrybergh Primary	245	35	37	37(45)	
St Gerard's Catholic Primary	140	20	20		
Thurcroft Infant	180	60	60	60	
Thurcroft Junior (Academy Trust)	361	90	70	70	Subject to annual notice no. lower than IAN
Todwick J&I	210	30	30	30	
Treeton CE Primary	259	37	37(45)	45	Approved increase due to demand in area
Trinity Croft CE J&I	112	16	16		
Wales Primary	175	25	30	30	
Wath CE Primary	210	30	30		
Wath Central Primary	420	60	60	60	
Our Lady & St Joseph's Catholic Primary	175	25	30		
Wath Victoria J&I	240	34	40	40	
Wentworth CE J&I	112	16	16	16	
West Melton J&I	128	17	28	28	
Whiston J&I	210	30	30	30	
Whiston Worrygoose J&I	210	30	30	30	
Wickersley Northfield Primary	419	59	60	60	

St Alban's CE Primary	205	29	30		
Woodsetts J&I	180	26	30	30	

**SECONDARY SCHOOLS**

School	Net Capacity Figure	Indicated Admission Number	Admission Number 13/14	Proposed Admission No 14/15	Comments
Aston Academy, a Specialist School in Maths and Computing (Academy Trust)	1673	286	280	280	Subject to annual notice – lower no. than IAN
Brinsworth Academy, a Science College (Academy Trust)	1487	255	255	255	
Clifton, a Community Arts School	1251	250	250	250	Governors requested reduction to 225. (Demand for Primary places centrally has increased significantly and will impact on Secondary provision in due course.)
Dinnington Comprehensive School specialising in Science and Engineering	1444	252	252	252	

Maltby Academy (Academy Trust)	1638	290	200	(200)	To match Published Notice
Oakwood High School	1050	210	210	210	
Rawmarsh Community School, a Sports College	1075	215	222	222	
Swinton Community School, a Maths & Computing College	1320	226	226	226	
Thrybergh School and Sports College	704	140	140	140	
Wales High, a specialist College for Business and Enterprise with Applied Learning (Academy Trust)	1520	248	248	248	
Wath Comprehensive, a Language College	1740	300	300	300	
Wickersley School and Sports College	1833	300	300	300	
Wingfield Business and Enterprise College	845	170	170	170	
Winterhill School	1577	315	315	315	
St Bernard's Catholic High, Specialist School for the Arts (Academy Trust)	792	158	140		Subject to annual notice no. lower than IAN
Saint Pius X Catholic High – a Specialist School in Humanities	685	137	130		Subject to annual notice no. lower than IAN

**ADMISSION NUMBER FOR SIXTH FORMS**

<b>School Name</b>	<b>Admission Number for Y7-Y11</b>	<b>Proposed Admission Number for Y12 2014/15*</b>
Aston Academy, a Specialist School in Maths and Computing (Academy Trust)	280	42
Brinsworth Academy, a Science College (Academy Trust)	255	38
Dinnington Comprehensive School specialising in Science and Engineering	252	37
Maltby Academy (Academy Trust)	200	30
Swinton Community School, a Maths & Computing College	226	34
Wales High, a specialist College for Business and Enterprise with Applied Learning (Academy Trust)	248	37
Wath Comprehensive, a Language College	300	45
Wickersley Schools and Sports College	300	45

\* This number is 15% of the admission number for Y7.

**PRO- FORMA**  
**ADMISSIONS CONSULTATION FOR 2014/15 ENTRY**

**SAOSENAS**

**A) Community and Controlled Schools**

1) There are no proposed changes to the LA's current admissions criteria applicable to community and controlled schools shown at Appendix 1, other than that specified by the D.f.E. in relation to previously looked after children. No comments are therefore sought on the admissions criteria.

2) The proposed Admission Number for 2014/15 is shown in Appendix 2.

Does the Governing Body -

Agree with the number

Disagree (tick as appropriate)

If disagree, the suggested admission number for the school is \_\_\_\_\_

Reasons:

**B) Voluntary Aided Schools/Academies**

1) There are no proposed changes to the current admission criteria, other than that specified by the D.f.E. in relation to previously looked after children.

or

Amendments will be made to the admissions criteria for the school admission year 2014/15

(tick as appropriate)

2) The proposed admission number for the school for 2014/15 is

**Voluntary Aided Schools/Academies must forward a copy of their admissions policy to Dean Fenton/Chris Stones by the 7<sup>th</sup> December 2012.**

**C) All Schools**

1) There are no proposed changes to the co-ordinated schemes applying to both Primary and Secondary schools other than a few minor date changes. It is noted that the Primary School Offer Day is 16 April, as per the new School Admissions Code. No comments are therefore sought on the co-ordinated schemes.

2) There are no proposed changes to the 'Waiting List' for Schools. We wish to continue to keep the waiting list open for the statutory one term for primary and secondary schools. No comments are therefore sought on the co-ordinated scheme.

3) There are no proposed changes to the Relevant Area which has previously been determined as the whole of the Rotherham Borough. No comments are therefore sought on the Relevant Area.

N.B. Please complete this pro-forma and return it to Dean Fenton/Chris Stones by no later than 7<sup>th</sup> **December 2012**.

**All voluntary aided schools and Academies must forward a copy of their full proposed admissions criteria via e-mail to [Dean.Fenton@rotherham.gov.uk](mailto:Dean.Fenton@rotherham.gov.uk) [Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk) by the above date, in order that appropriate consultation can be undertaken via the website.**

**(It is a statutory requirement that all voluntary aided schools and Academy admission policies are published (on the LA website) and available for public consultation by 7<sup>th</sup> January 2013)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_