

LOCAL ADMISSIONS FORUM

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

Date: Thursday, 14 March 2013

Time: 10.00 a.m.

A G E N D A

1. Appointment of Chairman.
2. Apologies for Absence.
3. Minutes of the Previous Meeting held on 8th November, 2012 (herewith) (Pages 1 - 4)
4. Matters Arising from Previous Minutes.
5. Membership of the Admissions Forum (herewith) (Page 5)
6. Terms, Conditions and Constitution (report herewith) (Pages 6 - 10)
7. School Admissions Consultation feedback report for the 2014/2015 Academic Year (report herewith) (Pages 11 - 27)
8. Update on Secondary School Allocations for September 2013 (Officers to report)
9. School Admission Appeals - Statistics (herewith) (Page 28)
10. Looked after Children Statistics (Officers to report)
11. Update on School Organisation (Presentation by Officers)
12. Update on Fair Access Protocol (Officers to report)
13. Date and Time of Next Meeting - 4th July, 2013

**LOCAL ADMISSIONS FORUM
THURSDAY, 8TH NOVEMBER, 2012**

Present:- Councillors Beaumont and Barron along with Mrs. C. Cockayne (Community Representative), Mrs. I. G. Hartley (Community Schools), Mr. C. E. Kelsey (Community Schools), Mr. G. Lancashire (Community Representative), Mr. P. Robins (Community Representative) and Mr. B. N. Sampson (Community Representative).

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

38. APPOINTMENT OF CHAIR

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

(Mrs. I. Hartley in the Chair)

39. MINUTES OF THE PREVIOUS MEETING HELD ON 5TH JULY, 2012

Agreed:- That the minutes of the previous meeting of the Local Admissions Forum held on 5th July, 2012 be approved as a correct record.

40. MEMBERSHIP OF THE LOCAL ADMISSIONS FORUM

Consideration was given to the current membership of the Local Admissions Forum and the number of vacancies.

It was suggested that every effort should be made to fill all the vacancies and arrangements should be made to this effect. However, it was noted that a Mrs. M. Gambles, a former Head Teacher and a current School Appeals Panelist, had volunteered to fill one of the community vacancies.

Agreed:- (1) That arrangements be made to seek nominations for the vacant positions on the Local Admissions Forum once the Terms of Reference have been agreed.

(2) That Mrs. M. Gambles be appointed as a Community Representative.

41. TERMS, CONDITIONS AND CONSTITUTION

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, introduced an example terms of reference and procedure for Leeds Admissions Forum and asked for views on the content with a view to adopting a similar document in Rotherham.

Reference was made specifically to:-

- The second paragraph and the advice offered by the Forum.
- Advice and recommendations serving the interests of Looked After Children.
- The effectiveness of the In Year Fair Access Protocol.

- Involvement of Academies in any advice.
- Removal of any references to "Choice Advice".
- Monitoring the admission of children outside the normal admission round and the fair distribution of places.
- Need for the Forum to agree the Local Authority's Report to the School Adjudicator.
- Continuation of the quorum as being one third of the membership.

It was suggested that the Leeds Terms of Reference and Procedure be revised in respect of the needs in Rotherham and that the document be resubmitted to the next meeting for final approval, but that it be circulated by email to Forum members prior to the meeting.

In terms of the interests of numbers of looked after children and statistics, it was suggested that this be included as a agenda item at the next meeting and that if any particular concerns/comments arose a special meeting be arranged to look specifically at any issues.

Discussion ensued on the problems associated with increased housing provision and children with challenging behaviour and their placement/non-placement in schools in Rotherham and the need for this to be reviewed and the relevant protocols revised. It was noted that borough wide there were enough spaces for children to be accommodated in education, but the places available were not always in the areas where they were required.

Agreed:- [1] That the Terms of Reference and Procedure for the Local Admissions Forum be revised and submitted to the next meeting for approval, but circulated prior to the meeting by email to Forum Members.

[2] That statistics in relation to looked after children be included as an agenda item at the next meeting.

42. SCHOOL ADMISSIONS CONSULTATION FOR ENTRY IN THE 2014/15 ACADEMIC YEAR

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, introduced the report relating to the consultation on admission arrangements for the admission year 2014/15 and the relevant area for consultation in 2014/15, which had been circulated to all schools for consideration of the admissions criteria and the admission number of the school and whether this was appropriate. The deadline for responses was the 7th December, 2012.

A number of revisions had since been made to the published admission numbers of some schools and these were set out in detail as part of the report.

Reference was made to the net capacity of Wath Comprehensive and the current figure of 1740. The School Organisation Team would undertake further investigation to confirm whether this figure was correct.

Agreed:- That the information be received and any issues raised after the deadline brought to the attention of the Local Admissions Forum.

43. ADMISSION TO PRIMARY AND SECONDARY SCHOOLS - 2013/14 BOOKLET UPDATE

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, referred to the Admission to School Booklets for both primary and secondary schools. The information contained in the booklet was freely available on the Local Authority website along with details on how to make an online application. Parents could request a hard copy of the booklet and any request would be acceded to.

The arrangements regarding the receipt of applications for initial entry into primary and secondary were highlighted as:-

Secondary:-

Closing date for applications submitted online – 1st November, 2012.
Closing date for applications submitted by post – 30th November, 2012.
Offer Day – 1st March, 2013.

Primary:-

Closing date for applications submitted online – 3rd December, 2012.
Closing date for applications submitted by post – 15th January, 2013.
Offer Day – 16th April, 2013.

Agreed:- That the information be noted.

44. SCHOOL ADMISSIONS CODE AND SCHOOL ADMISSIONS APPEAL CODE

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, referred to the School Admissions Code dated February 2012 which was being used in the admission to school for 2013/14 and the previous Schools Admissions Code which applied to current in year admission arrangements and 2012/13 admission arrangements. The Admissions Appeals Code 2012 was in force for all arrangements.

There was some confusion being experienced by some Academies, but clarification was being provided on the relevant Codes and timescales.

Agreed:- That the information be noted.

45. PRESENTATION - UPDATE ON SCHOOL ORGANISATION

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, gave a presentation which provided an update on admissions, the schedule of primary school organisation proposals, appeals and on new arrivals.

The presentation drew attention to:-

- The number of applications for admission processed annually.

- The number of transfer requests.
- September, 2012 and Reception/Foundation Stage 2 allocations.
- Approved changes to school organisation.
- Approval to raise Published Admission Numbers.
- Consultations planned during the academic year 2012/13.
- The impact of the new housing development at Waverley.
- Available capital funding.
- Use of modular buildings.
- Examples of data projections.
- Forward planning.
- Appeals and two year comparisons.
- Numbers of new arrivals.
- Issues and lessons learned.

Discussion ensued on the assumptions by parents by attending a Foundation Unit at F1/Nursery, their child will automatically progress in Reception/Foundation Stage 2, cross border admissions requests, the expansion of some schools in Rotherham to accommodate the current Reception/Foundation Stage 2 cohort and the need to be proactive for 2013/14 admissions.

A copy of letters/notices that would be presented to schools, early years units and children's centres and to parents for admission into primary for the 2013/14 academic year were circulated to those present. These letters/notices sought to try and resolve some of the concerns raised this year around parental preference, catchment schools, priority allocations as a result of attendance at a school nursery/Foundation Stage 1 Unit and the oversubscription criteria.

It was noted that sufficient school places to meet parental preferences for this year's FS2 cohort had been a significant challenge and the pressure on the relevant departments of the Council having to deal with admissions/appeals was immense.

Agreed:- That Helen Barre be thanked for her very informative presentation and the information be noted.

46. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting take place on Thursday, 14th March, 2013 at 10.00 a.m. at the Town Hall.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

LOCAL ADMISSIONS FORUM

MEMBERSHIP AS AT MARCH, 2013

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 (representative of Anglican Faith Schools)

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

Mrs. M. Gambles

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

One representative of the Early Years Nursery (voluntary) sector

ROTHERHAM LOCAL ADMISSION FORUM**TERMS OF REFERENCE - DRAFT****1. Role of the Forum**

The Local Admission 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 Education.

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 receive, consider and share 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 the published 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.

Specifically the Local Admissions Forum must:

(a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the Authority

(b) promote agreement on admission issues

(c) review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the authority through the published annual Admissions to Primary and Secondary School Booklets. 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

(d) consider the effectiveness of the Authority's proposed co-ordinated admission arrangements and advise on whether they differ substantially from the previous year

(e) 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

(f) 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 which places an obligation on the Local Authority to refer a qualifying scheme which they propose to be adopted to the Forum.

(g) consider the means by which admissions processes might be improved, and how actual admissions relate to the admission numbers published

(h) 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 relevant Admissions Code

(i) promote the arrangements for children with special educational needs, children in care and children who have been excluded from school

(j) 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

(k) consider whether to produce an annual report

(l) consider any other admissions issues that arise

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

(m) 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

(n) review the impact of local admission policies on achieving fair access

2. 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.

3. 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's report to the School's Adjudicator.

4. 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.

5. Chair and Vice Chair

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

(b) 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.

(c) 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.

(d) The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice to the Secretary.

(e) On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.

(f) 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.

6. 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

7. 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
- communication of advice and recommendations

8. 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")

9. Venue and Times of Meetings

(a) 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.

(b) 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.

(c) 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.

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

(e) 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.

(f) 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.

10. Quorum

The quorum for any meeting of the Forum shall be one third of the Forum's membership.

11. Minutes of the Meeting

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

12. 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.

13. 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.

MEMBERSHIP AS AT 2013

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 Sunnyside Infant School)

Voluntary Controlled Schools:- 1 member,
One vacancy

Voluntary Aided Schools:- 3 members

Mrs. H. McLaughlin (St. Mary's Catholic Primary School, Herringthorpe)
Father A. Hayne (St. Mary's Catholic Primary School, Herringthorpe)
One vacancy

Academy:- 1 member,
One vacancy

Church Dioceses:- 2 members

Diocese of Hallam:- Ms. C. Thorpe
Sheffield Diocese:- Mr. H. Thomas

Parent:- 1 member
One vacancy

Community Representatives (10)

Councillor I. C. Barron
Councillor C. Beaumont
Councillor J. Havenhand
Mr. G. Lancashire
Mrs. P. Powell
Mr. P. Robins
Mr. B. Sampson
Mrs. C. Cockayne
Mr. M. T. Shahid (Black and Minority Ethnic community)

Early Years Nursery (voluntary) sector representative
One vacancy

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

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 15th 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, 1st Floor, Riverside House, as soon as possible and no later than 7th 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 7th 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 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 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 2014/15 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

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 (Linked to Net Capacity)	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	315	30	30(45)	45	Approved following 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	315	45	40(45)	45	Approved increase due to demand in area
Bramley Sunnyside Infant	270	90	80(90)	90	Approved increase due to demand in area
Bramley Sunnyside Junior	360	90	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(45)	30(45)	Temporary Increase for FS2
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(75)	60(75)	Temporary Increase for FS2
Canklow Woods Primary	210	30	30	30	
Catcliffe Primary	210	30	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	Expansion Approved from September 2013
Greasbrough J&I	270	38	50	50	
Harthill Primary	180	25	30	30	
Herringthorpe Infant	270	70	70(90)	90	Approved following Consultation
Herringthorpe Junior	360	68	70(90)	90	Approved following Consultation
High Greave Infant	180	60	60	60	
High Greave Junior	240	60	60	60	
Kilnhurst Primary	210	28	28(30)	30	Approved increase due to demand in area
Kimberworth Primary	210	30	30	30	
Kiveton Park Infant	162	54	54	56	
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(45)	30(45)	Temporary Increase for FS2 & Y1
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 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	30	28	30	
St Thomas' CE Primary (Kiln)	150	21	30	30	
Swallownest Primary	210	30	30	30	
Swinton Brookfield Primary	300	42	50	45	
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	
Thrybergh Fullerton CE Primary	111	16	16	16	
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		

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	210	30	30	30	

SECONDARY SCHOOLS

School	Net Capacity Figure	Indicated Admission Number (Linked to Net Capacity)	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	

School	Net Capacity Figure	Indicated Admission Number (Linked to Net Capacity)	Admission Number 13/14	Proposed Admission No 14/15	Comments
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	1800	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, A Catholic Voluntary Academy	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

School Name	Admission Number for Y7-Y11	Proposed Admission Number for Y12 2014/15*
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 7th 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 7th **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 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 7th January 2013)

Signature _____

Date _____

School _____

Feedback from the annual admissions consultation

A Community and Controlled Schools

i) Admission numbers

The following matters have been raised:-

Kilnhurst Primary

The school raised the following concern:

Governors are very concerned that children in our Foundation 1 class, whose parents/carers have enrolled them because they want to remain at our school, may not be granted a place in Foundation 2 under the present system of allocation. Governors would like it to state that children currently attending Foundation 1 at Kilnhurst Primary, should have priority over children who live in the catchment area but have not attended our Foundation 1.

This would require a review of Admissions Policy for the whole of the Authority which would have a detrimental effect on some schools. The governing body have received a letter of explanation from the LA.

Kiveton Park Infant School

The school raised the following concern:

An increase of two to take account of the future increase in housing in the area and the fact that our own Nursery is one short of capacity and therefore we may experience over subscription from next year.

This number should be agreed.

St Mary's Catholic Primary (Herringthorpe)

The school raised the following concern:

30 is a realistic number with Infant Class size legislation.

This number should be agreed.

Swinton Brookfield Primary

The school raised the following concern:

Swinton Brookfield currently has a number of issues regarding both its standards and structures. An admission number of 30 for 2014/15 would allow the school to operate its Foundation Unit as is recommended and therefore meet the needs of the community it serves and more importantly its children. The number would allow the school to take in 30 children as an FS2 cohort with 30 FS1 children receiving 3 hours enhanced provision each day with 15 in the morning and 15 in the afternoon.

The LA has agreed to a reduction in the admission number from 50 to 45 to support the school to be able to structure classrooms effectively and efficiently.

Clifton Comprehensive

The school raised the following concern:

Due to falling roles in Rotherham and to protect against in-year mobility, therefore we suggest the admission number for the school is 225.

The current published Admission Number is 250 and the net capacity is 1251. The request by Clifton Comprehensive School to reduce the planned admission number from 250 to 225 is noted, but however given the rapidly increasing Primary pupil numbers on roll in the Clifton learning community and eventual impact on the Secondary School, the LA needs to retain as much space as it can in the school and would not want the capacity to be reduced. It is proposed that the admission limit remain at 250 in order that the school can continue to accommodate all the pupils who may wish for a place in their local school.

B) Co-ordinated Schemes

For the school year 2014/15 the Authority consulted on the proposal to continue with the current co-ordinated schemes save for any necessary minor changes to dates.

Neighbouring Local Authorities which share a border with Rotherham have consulted on the following arrangements:-

Barnsley

Co-ordinating relevant year transfers within and beyond Barnsley.
Co-ordinating in year transfers within Barnsley only.

Doncaster

Co-ordinating relevant year transfers within and beyond Doncaster
Co-ordinating in year transfers within and beyond Doncaster.

Sheffield

Co-ordinating relevant year transfers within and beyond Sheffield
 Co-ordinating in year transfers within and beyond Sheffield

Nottinghamshire

Co-ordinating relevant year transfers within and beyond Nottinghamshire.
 Co-ordinating in year transfers within and beyond Nottinghamshire

Derbyshire

Co-ordinating relevant year transfers within and beyond Derbyshire.
 Co-ordinating in year transfers within Derbyshire only.

Feedback from the Co-ordinated Schemes consultation

Nottinghamshire County Council raised some minor comments about the dates in the Primary and Secondary co-ordinated schemes.

Rotherham will continue to coordinate as fully as possible with neighbouring Local Authorities.

2. Required publication where an admission number is less than that indicated by the current net capacity calculation for the school

There remains a requirement for a notice to be published should any admission authority wish to have an admission number, which is lower than that indicated by the current net capacity calculation. For 2014/15, this would apply to the following schools:-

School	Change	Comments
Aston Comprehensive - A Specialist School in Maths and Computing	280 rather than 286	Pressure on the school's accommodation as agreed for 2011/12 and 2012/13
St. Bernard's Catholic High, A Catholic Voluntary Academy	140 rather than 158	Pressure on the school's accommodation as agreed for 2011/12 and 2012/13
Thurcroft Junior School (Academy Trust)	70 rather than 90	Large classrooms inflate the capacity calculation
Saint Pius X Catholic High School - A Specialist School in Humanities	130 rather than 137	The new sports hall inflates the capacity calculation

ROTHERHAM LOCAL ADMISSIONS FORUM
SCHOOL ADMISSION APPEALS - STATISTICS

March, 2013

This brief report is included on the agenda to inform the Local Admissions Forum of the numbers of school admission appeals received and hearings taking place.

School Year 2012/13

LEA Primary Schools

Appeals Lodged	493
Appeals Refused	175
Appeals Allowed	79

LEA Secondary Schools

Appeals lodged	102
Appeals Refused	34
Appeals Allowed	34

Church Schools - Primary

Appeals Lodged	85
Appeals Refused	38
Appeals Allowed	13

Church Schools – Secondary

Appeals lodged	8
Appeals Refused	3
Appeals Allowed	3

Usually appeal numbers have reduced once children have been admitted into school come September, but this year exceptionally numbers for appeals have continued to rise and have not reduced in any way, causing further work for the teams that deal with admissions and appeals.