

## LOCAL ADMISSIONS FORUM

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

**Date:** Thursday, 4 July 2013  
at 10.00 am

### A G E N D A

1. Appointment of Chair.
2. Apologies for Absence.
3. Minutes of the Previous Meeting held on 14th March, 2013 (herewith) (Pages 1 - 8)
4. Matters Arising from Previous Minutes.
5. Membership of the Local Admissions Forum (herewith) (Page 9)
6. Terms, Conditions and Constitution.
7. The Local Authority Report to the School Adjudicator (report herewith) (Pages 10 - 20)
8. Admissions Consultations 2014/15 (Officers to report)
9. Academies Update (information herewith) (Page 21)
10. School Admission Appeals Update (Officers to report)
11. Looked after Children Statistics - verbal update
12. Update on School Organisation - presentation to be shared at the meeting
13. Update on Fair Access Protocol - Report of the Consultation Outcome (herewith) (Pages 22 - 30)
14. Date and time of next meeting - Thursday 7th November 2013 at 10.00 am

**LOCAL ADMISSIONS FORUM  
THURSDAY, 14TH MARCH, 2013**

Present:- Councillor Barron and Beaumont, Mrs. C. Cockayne (Community Representative), Mrs. M. Gambles (Community Representative), Mrs. I. G. Hartley (Community Schools), Mr. C. E. Kelsey (Community Schools), Mr. G. Lancashire (Voluntary Aided School), Mr. P. Robins (Community Representative) and Mr. T. Shahid (Community Representative).

Apologies for absence were received from Mrs. P. Powell (Community Representative) and Mr. B. Sampson.

**47. APPOINTMENT OF CHAIRMAN.**

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

(Mrs. I. Hartley in the Chair)

**48. NEW MEMBER**

The Chair welcomed Marilyn Gambles to her first meeting for the Forum.

**49. MINUTES OF THE PREVIOUS MEETING HELD ON 8TH NOVEMBER, 2012**

Agreed:- That the minutes of the previous meeting of the Local Admissions Forum held on 8<sup>th</sup> November, 2012 be approved as a correct record.

Arising from Minute No. 42 (School Admissions Consultation for Entry in the 2013/14 Academic Year) it was noted that the Building Manager had visited Wath Comprehensive during February half term to take new measurements. The net capacity figure now stands at 1,788.

Arising from Minute No. 44 (School Admissions Code and School Admissions Appeal Code), it was noted that draft letters, to the Primary and Early Years as a reminder as to how the FS1 and FS2 process worked, had been circulated at the last meeting. The letters and Frequently Asked Questions had been sent to Infant departments and early years settings and the feedback from Admissions Officers is that this activity had been very positive and had raised awareness.

**50. MEMBERSHIP OF THE ADMISSIONS FORUM**

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

Mr. Lancashire provided a letter from the diocese of Sheffield stating that the Sheffield Diocesan Board of Education had appointed him to

represent Anglican voluntary controlled schools as well as voluntary aided schools.

Agreed:- (1) That the current membership be noted.

(2) That advice be sought as to whether Mr. Lancashire could represent both voluntary controlled and voluntary aided schools.

#### **51. TERMS, CONDITIONS AND CONSTITUTION**

In accordance with Minute No. 41 of the 8<sup>th</sup> November, 2012, the amended Terms of Reference were submitted for consideration which incorporated the suggestions made previously.

Discussion ensued on the Terms of Reference with the following issues raised:-

- Point 5(a) (Chair and Vice Chair need not be a member of the Forum) should be deleted
- Membership as at 2013 – needs to be updated

Reference was made to the fact that there was no appointment representing the Academies. It was reported that once the Terms of Reference had been approved, they would be invited to nominate a representative.

Agreed:- (1) That, subject to the above deletion and updating of membership, the Terms of Reference be approved and circulated to potential representatives of the vacant categories.

(2) That a report be submitted to the next meeting on the proposed content of the annual report.

#### **52. SCHOOL ADMISSIONS CONSULTATION FEEDBACK REPORT FOR THE 2014/2015 ACADEMIC YEAR**

Consideration was given to a report presented by Helen Barre, Service Manager, School Admissions, Organisation and SEN Assessment Service, concerning the admission arrangements (i.e.: criteria and admission number) which would apply for school admission in the 2014/2015 academic year. The report summarised the issues which had arisen during the annual consultation exercise with and between schools, other local authorities and via the Borough Council's Internet website. It was noted that all admission authorities were required to determine their arrangements by 15th April, 2013.

Discussion ensued with the following issues highlighted/clarified:-

- New Admissions Code came fully into effect from September, 2013, and included “previously looked after children” in the order of priority
- 1 school had wanted to include that FS1 children would automatically transfer into FS2. An explanation had been given as to why this was not feasible
- Children who lived in the catchment area who also had an older sibling on roll – quite often at appeals it was the case of a younger sibling being on roll but this would not be part of the published criteria

Agreed:- (1) That the report be received and its contents noted.

(2) That the proposed admission numbers (contained in Annex 1 of the report submitted) for community and controlled schools be confirmed for 2014/15, subject to the clarifications included in Annex 2.

(3) That the proposed admissions criteria for community and controlled schools for 2014/15 be agreed and adopted.

(4) That the proposed admissions numbers and criteria for voluntary aided schools and Academies, as outlined in Annex 2 of the report submitted, be noted.

(5) That a summary of the information contained in the Admissions Booklet be sent to parents with full copies available on request and/or via the Rotherham.gov.uk website.

(6) That the appropriate notice be published in respect of the proposed admission numbers for the schools named in Annex 2 of the report submitted, where the admission number will be less than that indicated by the current net capacity calculation.

(7) That advice be sought on the “sibling” rule.

**53. UPDATE ON SECONDARY SCHOOL ALLOCATIONS FOR SEPTEMBER 2013**

Please see Minute No. 56 below.

**54. SCHOOL ADMISSION APPEALS - STATISTICS**

Consideration was given to a report containing statistics of the number of school admission appeals received and hearings that had taken place from September, 2012-February, 2013, as follows:-

|                            | Appeals Lodged | Appeals Refused | Appeals Allowed |
|----------------------------|----------------|-----------------|-----------------|
| LEA Primary                | 493            | 175             | 79              |
| LEA Secondary              | 102            | 34              | 34              |
| Church Schools – Primary   | 85             | 38              | 13              |
| Church Schools – Secondary | 8              | 3               | 3               |
| Academies                  |                |                 |                 |
| Aston                      | 1              | -               | 1               |
| Brinsworth                 | Conduct their  | Own appeals     | Process         |
| Maltby                     | -              | -               | -               |
| St. Bernard's              | 6              | 3               | 2               |
| Wales                      | 9              | -               | 1               |
| Winterhill                 | 4              | -               | 1               |

Discussion ensued on Brinsworth Academy conducting their own appeal process and the independence of their decision making. It was noted that the Authority was not informed of the number of appeals held or the outcomes. The Academy had been represented on a sub-group that had met to discuss admissions issues, and information/guidance was shared with them.

Agreed: (1) That the information be received.

(2) That the Service Manager, School Admissions, Organisation and SEN Assessment, draft a letter for Forum to send to the 3 local Members of Parliament, expressing Members' view that it would be helpful for all schools who choose to manage their own admissions and appeals to share information routinely with the Authority regarding the number of appeals, appeal outcomes and how an Academy in general could demonstrate its independence whilst conducting their own appeal panels process.

## 55. LOOKED AFTER CHILDREN STATISTICS

Marina Jordan, School Admissions Organisation & SEN Assessment, reported that there was an addition to the oversubscription criteria for Looked After Children in the new Admissions Code.

Previously Looked After Children had been given the highest priority in the over subscription criteria but the Code now included "previously Looked after Children".

For the whole of the schools across Rotherham there were 15 Looked after Children and 12 previously Looked after Children for admission to Year 7 in September, 2013.

Legal advice had been sought as to the definition of "previously Looked after" and been given as to those who at some point in their past had

been looked after by the local authority and the subject of formal care procedures. Parents would be requested to provide the relevant information and were given an explanation given as to why the Authority needed the information.

Agreed:- That the report be noted.

## 56. UPDATE ON SCHOOL ORGANISATION

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, gave the following powerpoint presentation:-

### Update on Admissions

- Y6/7 transition National Offer day 1<sup>st</sup> March, 2013
- 2,420 Rotherham children applied on time
- 40 children had yet to make a preference
- 99% of applications got 1 of their 3 preferences
- 96% of applications got their 1<sup>st</sup> preference
- Aston (23), Oakwood (22), St. Bernard's (23), Wales (3) and Wickersley (71) were oversubscribed on offer day
- Aston had offered places additionally to 23 children on their waiting list (new Admissions Code)
- Y2/3 and FS1/2 Offer Day was 16<sup>th</sup> April, 2013

### Published Admission Numbers

For the academic year 2012/13 in F2 only:-

- Bramley Sunnyside – increased PAN from 80-90
  - Bramley Grange – increased PAN from 40-45
  - Flanderwell – increased PAN from 30-45
  - Kilnhurst – increased PAN from 28-30
  - Treeton – increased PAN from 37-45
  - Catcliffe – increased PAN from 25-30
- Formal increases to whole school PAN from 2014/15 for the above schools
- Aston Hall – increased PAN from 30-45 in KS1 only from September, 2013
  - Herringthorpe Infant School – increase of 13 places in FS2 only from January, 2013

88 additional places

### Consultations planned during the Academic Year 2012/13

- Final approval granted to expand Aston Hall in KS1 only from 30-45 PAN with effect from September, 2013
- Statutory stage to expand Herringthorpe Infant and the separate Junior School from 70 to 90
- Temporary increase in admission number from 30-45 at Brinsworth Howarth in FS2 only from September, 2013 approved
- Temporary increases in admission number at Broom Valley (60-75) and Listerdale (30-45) approved

- Total places created following final approval of projects to date:  
FS2 = 140      Whole School = 980
- Waverley catchment area arrangements for both primary and secondary school (approved)
- Initial CYPS consideration to determine a suitable school or expansion in the Wath area and also expansion plans in Brampton Bierlow (advanced stage negotiations with Governing Bodies)
- Preliminary discussions with Wales Primary Governing Body (temporary increase 30-45 FS2 and tracking through)

#### Available Capital Funding

- In 2012/13 the DfE allocated Rotherham  
£3.7M for Capital Maintenance  
£1.5M for Basic Need  
The above allocations are not ringfenced
- In 2013/14, the DfE allocated Rotherham  
£3.5M for Capital Maintenance  
£1.45M for Basic Need (£2.9M for a 2 year allocation to 2015)
- Section 106 Agreements  
£11M for 2 primary schools at Waverley  
£1.38M in the Wath area  
£338,000 split between Wickersley, Brinsworth and Rawmarsh

Discussion ensued with the following clarified/highlighted:-

- The risk of increasing the Y7 intake as it progressed through the school had been explained to Aston
- Other secondary schools had to be made aware of the provision within the new Admissions Code that Aston was taking up
- All the Y6/7 children who had not been allocated a preference had been offered alternative schools
- Modular classrooms were expected to accommodate at least 30 children
- Planning work for the Waverley site must include the proposed route of the HS2 train
- Consultation underway in the Wath area with regard to the schools forming a co-operative trust

Agreed:- (1) That the presentation be noted.

(2) That a report be submitted to the July meeting on the latest position with regard to Academies.

#### 57. UPDATE ON FAIR ACCESS PROTOCOL

Helen Barre, Service Manager for School Admissions, Organisation and SEN Assessment, circulated a revised Fair Access Protocol for in-year admissions where children are considered to be vulnerable and/or hard to place.

The current Protocol and process for in year admissions was not considered fit for purpose; parts of it were confusing and the Admissions Code changed as of September, 2013.

In the past the Authority had not had to use the Protocol much, but given the demand for school places and protracted discussions with schools where children may have challenging behaviours, it was timely to revise the document.

The Protocol was designed to:-

- Ensure that unplaced children and young people, who were deemed to be vulnerable, in accordance with the definitions, were offered a place at a suitable school quickly
- Ensure equitable distribution so that no school, including those with available places, was asked to admit a disproportionate number of children or young people who had been excluded from other schools or who had challenging behaviour
- Work in the best interests of all Rotherham's children and young people.

A sub-group had been established including 2 Secondary Head Teachers and 2 Primary Head Teachers together with key officers, to consider a first draft of the document.

It was hoped that by having a published and clear set of criteria and process, a Fair Access Admission Panel for those cases that a decision could not be made upon with a mandate to make a decision, it would reduce the number of appeals.

3 documents had been produced:-

- (1) a summary of the Protocol and flowchart that made it easy to understand at a glance – this would go to all schools and key services for consultation
- (2) Appendix setting out the context of the Protocol and reference to the Admissions Code
- (3) Consultation questions.

Once agreed, the revised document would be included on the website

Subject to the Forum's agreement, the sub-group would be given until 18<sup>th</sup> March for final review and then sent to Head Teachers for consultation with a deadline of 28<sup>th</sup> March. It would become operational from September, 2013.



It was noted that it would be a conflict of interest to have Education Appeal Panel members on the Fair Access Admission Panel.

Forum members supported the documents and appreciated the amount of work that had taken place to produce the Protocol.

Agreed:- That the Fair Access Protocol be approved.

**58. DATE AND TIME OF NEXT MEETING**

Agreed:- That a further meeting be held on Thursday, 4<sup>th</sup> July, 2013, commencing at 10.00 a.m. in Rotherham 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



**Office of  
the Schools  
Adjudicator**

**LOCAL AUTHORITY REPORT  
TO  
THE SCHOOLS ADJUDICATOR  
FROM  
Rotherham Local Authority**

**30 JUNE 2013**

**Report Cleared by : Helen Barre**

**Service Lead, School Admissions  
Organisation and SEN Assessment Service**

**Date submitted: 30 June 2013**

**By : Dean Fenton and Chris Stones**

**School Organisation**

**Contact email address: [Dean.Fenton@rotherham.gov.uk](mailto:Dean.Fenton@rotherham.gov.uk)  
[Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk)**

**Telephone number: 01709 254821/254831**

**[www.education.gov.uk/schoolsadjudicator/](http://www.education.gov.uk/schoolsadjudicator/)**

**Please email your completed report to: [OSA.TEAM@OSA.GSI.GOV.UK](mailto:OSA.TEAM@OSA.GSI.GOV.UK)**  
**Introduction**

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. The remit letter from the Secretary of State for Education to the Chief Schools Adjudicator also makes reference to additional matters on which he wishes to have a report included in the Chief Adjudicator's annual report. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

### **Completing the Template**

**This template is designed to be completed electronically - boxes will expand as necessary.**

**Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11.**

**Where type of school is given; foundation covers foundation schools and foundation schools with a foundation (trust schools). Academy covers all types of Academy schools (Academies, Free Schools, University Technical Colleges and Studio Schools).**

### **Local Authority school numbers**

Please give the total number of schools by type within your local authority as at 30 June 2013.

| Type of School              | Number of schools                         |  |                         |
|-----------------------------|---|--|-------------------------|
|                             | Number of Schools for pupils up to age 11 | Number of Schools for pupils over age 11 | Total number of Schools |
| <b>Community</b>            | 78  | 9  | 87                      |
| <b>Voluntary Controlled</b> | 2   | 0  | 2                       |
| <b>Voluntary Aided</b>      | 16  | 1  | 17                      |
| <b>Foundation</b>           | 0   | 1  | 1                       |
| <b>Academy</b>              | 3   | 5  | 8                       |
| <b>Total</b>                | 99  | 16                                       | 115 + 6 Special         |

### **Admission Arrangements for Admissions in September 2013**

Please provide details of how the admission arrangements for schools in your local authority serve the interests of the groups of children listed below. Please include details of any problems that have arisen for these children while allocating places for admissions in September 2013 [the Code paragraph 3.23 a) refers].

**Looked after children:** All schools have prioritised Looked after Children in the Admission arrangements for September 2013 and have allocated places to these children.

**Previously looked after children:** All schools have prioritised previously Looked after Children in the Admission arrangements for September 2013 and have allocated places to these children.

**Children with disabilities** A pupil may be offered a place under the Social and Medical categories within the Admission oversubscription criteria. The Common Application Form requests parents/carers to provide details and these cases are carefully considered, allocating places where appropriate.

#### **Children who have special educational needs**

- i) Have a statement of special needs that names a school: Any child with a Statement of Special Educational Needs naming a particular school is offered a place at that school.
- ii) Have special needs, but do not have a statement: All applications are carefully considered. Children who have special needs but not a Statement may be offered a place under the social and medical categories based upon the evidence presented.

### **Fair Access Protocol**

The Code at paragraph 3.9 requires each local authority to have a Fair Access Protocol agreed with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

- a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate:      Yes       No

If **NO**, please explain:

- b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so; please state how many schools have not agreed the Fair Access Protocol.

| Type of School              | Number of schools that have not agreed Fair Access Protocol |                                |
|-----------------------------|---|--------------------------------|
|                             | Schools for pupils up to age 11                             | Schools for pupils over age 11 |
| <b>Community</b>            | 0   | 0                              |
| <b>Voluntary Controlled</b> | 0   | 0                              |
| <b>Voluntary Aided</b>      | 0   | 0                              |
| <b>Foundation</b>           | 0   | 0                              |
| <b>Academy</b>              | 0   | 0                              |
| <b>Total</b>                | 0   | 0                              |

- c) Where schools did not agree the Fair Access Protocol; please say why they did not agree.

64 mainstream schools (56%) responded to the consultation and 100% of these agreed with the revised Protocol.

- d) Have you reviewed your Fair Access Protocol since the School Admissions Code 2012 was introduced?

Tick as appropriate: Yes  No

- e) If YES, please briefly outline the process for the review and include any significant changes that have been made to your protocol.

The current Protocol was reviewed with a sub group of school leaders and relevant LA officers during the Spring Term. It was also reviewed with the Local Admissions Forum.

A proposed revised Protocol, including an update on in year admission arrangements in line with the new Code, was issued to all mainstream schools with a consultation proforma.

The sub group met to consider the consultation responses, a Panel process and Terms of Reference.

The outcome from the consultation has been shared with mainstream schools and the Local Admissions Forum.

In line with consultation responses, separate Primary and Secondary Fair Access Panels are in the process of being set up to meet initially this term but with full effect from September 2013.

The revised Protocol will be included in the Admission to Primary and Secondary School Booklets 2014-15 and published as an amendment on the Council's website.

The revised Protocol will be shared with independent appeal panel members

for information.

Significant changes include a Panel process, with school leaders being the majority membership and facilitated by LA officers, and a school profile proforma to ensure that no school is required to admit a disproportionate share of children with challenging behaviour.

A two stage approach with good practice timescales has been set out. Children who are permanently excluded are included, should normal in year admission arrangements not secure a new school place, and appropriate provision may include an education offer at a Pupil Referral Unit.

f) If NO, do you plan to do so in 2013/14?

Tick as appropriate: Yes  No

If **NO** explain why:

g) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2012/13 in placing children without a school place in schools in a timely manner. Include details of i) any specific problems that have been encountered in applying the protocol; ii) examples of particularly effective collaboration and working.

General Assessment:

The protocol has been used by the LA as the Admissions Authority as indicated below. (In Rotherham the PRUs were managed by the secondary school partnerships in conjunction with the LA prior to the changes to School Funding Arrangements in April 2013.) The PRUs provide an alternative curriculum offer for pupils who remain on roll of their home secondary school and, therefore, the Protocol did not apply in these instances). The Protocol has been more relevant for the transfer of pupils between Primary Schools as there are more pupils who fall into the relevant categories. Children of UK service personnel and other Crown Servants have also been placed under the protocol where places were available.

Any specific problems.

Children with challenging behaviour have required more complex negotiation where schools are themselves in challenging circumstances and/or on the border with other schools from other LAs in similar circumstances, even where they have surplus places.

Examples of particularly effective collaboration and working.

A significant number of new arrivals to the borough in Y11 resulted in other arrangements to be offered to parents and learners through a collaboration with schools, local FE college and work based learning providers. This has had better than expected outcomes for many learners in terms of accreditation and participation. Whilst reviewing the Fair Access Protocol, Head Teachers engaged with the process and a significant number have agreed to serve as members on the Fair Access Panels.

h) How many children have been admitted to each type of school in the area under the protocol? How many children have been refused admission to a school?

| Type of School              | Number of children admitted     |                                | Number of children refused admission |                                |
|-----------------------------|---------------------------------|--------------------------------|--------------------------------------|--------------------------------|
|                             | Schools for pupils up to age 11 | Schools for pupils over age 11 | Schools for pupils up to age 11      | Schools for pupils over age 11 |
| <b>Community</b>            | 10                              | 7                              | 0                                    | 0                              |
| <b>Voluntary Controlled</b> | 0                               | 0                              | 0                                    | 0                              |
| <b>Voluntary Aided</b>      | 0                               | 0                              | 0                                    | 0                              |
| <b>Foundation</b>           | 0                               | 0                              | 0                                    | 0                              |
| <b>Academy</b>              | 0                               | 0                              | 0                                    | 0                              |
| <b>Total</b>                | 10                              | 7                              | 0                                    | 0                              |

i) If children have not been placed successfully in a school through the protocol, have you used the direction process to provide a place for a child?

Tick as appropriate: Yes  No  N/A

j) If YES, how many children have been placed and in which type of school as a result of a direction, including a direction via the Secretary of State or after a referral to the Adjudicator?

| Type of School              | Number of children placed       |                                |
|-----------------------------|---------------------------------|--------------------------------|
|                             | Schools for pupils up to age 11 | Schools for pupils over age 11 |
| <b>Community</b>            | 0                               | 0                              |
| <b>Voluntary Controlled</b> | 0                               | 0                              |
| <b>Voluntary Aided</b>      | 0                               | 0                              |
| <b>Foundation</b>           | 0                               | 0                              |
| <b>Academy</b>              | 0                               | 0                              |
| <b>Total</b>                | 0                               | 0                              |

k) Please add any other relevant information you wish to include in this section concerning Fair Access Protocols, for example, have you used the guidance issued by the Department for Education in November 2012 and has it proved useful?

The Guidance was used and was discussed at the Regional meeting of Admissions Officers. We understand that a collective response, which we agree with, was shared with the Department. The Guidance also prompted further research and the proposal to institute Fair Access Panels.



### **Co-ordination of admissions**

A) During the normal admissions round:

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2013 in your local authority highlighting any particular strengths in the process and any problems.

Primary: The co-ordination of primary admissions for September 2013 has worked well. There are close established links between the LA, schools where the Governing Body is the Admissions Authority and neighbouring LAs. These links ensure that the process for parents/carers follow is clear and well defined.

Secondary: The co-ordination of secondary admissions for September 2013 has worked well. There are close established links between the LA, schools where the Governing Body is the Admissions Authority and neighbouring LAs. These links ensure that the process for parents/carers follow is clear and well defined. One neighbouring LA did have difficulties with its I.T. system which did affect the management of work flow of our Admissions Team but clear communication and updates were provided and situation was eventually resolved.

B) In-year admissions:

- a) How many requests for in-year admissions have been received since 1 September 2012?

| <b>Number of in-year admissions</b> |                               |
|-------------------------------------|-------------------------------|
| <b>For pupils up to age 11</b>      | <b>For pupils over age 11</b> |
| 2164                                | 689                           |

- b) Please comment on the effectiveness of in-year admission arrangements in your local authority.

The in-year admission arrangements work well. There are close established links between the LA, schools where the Governing Body is the Admissions Authority and neighbouring LAs. These links ensure that the process for parents/carers follow is clear and well defined. Clear and regular communication with identified school staff in particular is helpful when processing the in-year admission requests.

- c) From September 2013 in-year admission arrangements do not have to be co-ordinated by the local authority. Have you discussed with the own admission authority schools in your area the option of continuing

to co-ordinate in-year admissions?

Tick as appropriate: Yes  No

- d) Will the local authority continue to co-ordinate in-year admissions for all schools in your area?

Tick as appropriate: Yes  No

- e) If NO, how many own admission authority schools have elected to manage their own in-year admissions?

One.

This can cause difficulties in the LA's capacity to monitor in year applications, decisions, appeals and overall pupil movement. The Local Admissions Forum has expressed its concern that schools may not engage in effective data collection or ensure robust training for independent appeal panel members.

### **Admission Appeals**

- a) Please provide details about the number of appeals lodged for admissions in September 2013.

|  | Number of Appeals |         |           |         |         |            |
|--|-------------------|---------|-----------|---------|---------|------------|
|  | Lodged            | Settled | Withdrawn | Heard   | Upheld  | Not Upheld |
| <b>Pupils up to age 11</b>                       | 141               | 23      | 4         | 31      | 7       | 24         |
| <b>Pupils age 11-16</b>                          | 55                | 10      | 0         | 36      | 20      | 16         |
| <b>Pupils over age 16</b>                        | 0                 | 0       | 0         | 0       | 0       | 0          |
| <b>Date up to which this information applies</b> | 24.6.13           | 24.6.13 | 24.6.13   | 24.6.13 | 24.6.13 | 24.6.13    |

***Please note there will be an opportunity to update this data up until 31 August 2013 - the update form is attached as an appendix so that you can return separately if you wish at the end of August.***

- b) Please add any comments about the appeals process in your area.

This information would be more meaningful once all the appeals during this Summer have been heard.

This information does not take account of any internal transfer appeals also taking place at the same time and relates purely for a September start for

Reception/Foundation Stage 2 and Year 7 only.

**Other Issues**

Paragraph 3.23 of the Code requires each local authority to publish a copy of its report locally by 30 June.

a) Please indicate where or how a copy of the report can be obtained by a member of the public:

Tick as appropriate: Local authority website  Hard copy  Other

If other please state:

If not published by 30 June please provide details of when and where the report will be published:

b) Paragraph 3.2 says “local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful”. Please describe the process that the local authority uses to assess whether the admission arrangements of own authority schools comply with the Code.

Annually, the LA requests schools who are their own admissions authority to forward a copy of their admission arrangements for inclusion in the Admission to Primary and Secondary School Booklets. We continue to consult annually on admission arrangements.

c) If any arrangements were thought not to be compliant, what action has the local authority taken to ensure own admission authority schools have admission arrangements that comply with the Code?

We respond via telephone, email and where necessary have face to face meetings with head teachers and admissions staff in schools to draw attention to specific clauses in the Code.

d) Are there any secondary schools in your area that give priority for attending named feeder primary schools?

Tick as appropriate: Yes  No

e) If YES, are you satisfied that attendance at the named primary school(s) does not introduce what is in effect a pre-condition for gaining a place at the secondary school?

Tick as appropriate:      Yes       No

Please comment if appropriate:  
The only category below attendance at a feeder school in the admissions oversubscription criteria is the distance category.

**Local Authority Issues**

Please provide details of any other issues that you would like to raise and comment on that are not already covered in this report.

Currently awaiting planning permission for two temporary classrooms at Broom Valley Community Primary School due to uncertainty around new arrival children numbers and the transient nature of their movement.

Infant Class size regulations make it difficult for some families who have young children attending more than one school. Benefit changes may impact on parental capacity to fund transport.

**Remit Letter from the Secretary of State for Education to the Chief Adjudicator**

The Secretary of State has asked that the Chief Adjudicator’s annual report includes an assessment of the impact in local areas of having more own admission authorities and any implications for parental choice.

Does the local authority carry out any investigations into the impact for parents of having many or most or all schools in an area that are their own admission authority?

Tick as appropriate:      Yes       No

If **YES**, what was the outcome of the investigation:

If **NO**, are there any plans to monitor the impact for parents of having an increasing number of own admission authority schools:

There are no plans at present.

If the admission arrangements of individual schools are all considered to be lawful, is there any difficulty for parents in securing a place at a local school?

Tick as appropriate:      Yes       No

If **YES**, has the local authority considered what might be done to overcome any difficulties:

Infant Class size regulations make it difficult for some families who have young children attending more than one school. The expansion of school provision particularly in the centre of the town should alleviate some of the difficulties experiences.

**Please email your completed report to: [OSA.TEAM@OSA.GSI.GOV.UK](mailto:OSA.TEAM@OSA.GSI.GOV.UK)**

### SPONSORED ACADEMIES IN DEVELOPMENT

| DFE Number | Predecessor School           | Academy Name | Phase of Education for Academy | Name of LA | Phase of Project                  | Sponsor(s)                     | Proposed opening date |
|------------|------------------------------|--------------|--------------------------------|------------|-----------------------------------|--------------------------------|-----------------------|
| 3722085    | Wath Victoria Primary School | TBC          | Primary                        | Rotherham  | Ministerial Approval in Principle | Steel City School Partnerships | 01-Nov-13             |

### ACADEMY APPLICATION RECEIVED

| DFE Number | Name of School                                 | Phase     | Ofsted rating        | Application Approved | Funding Agreement Approved | Chain | Proposed Conversion |   |
|------------|--|-----------|----------------------|----------------------|----------------------------|-------|---------------------|---|
| 3722139    | Canklow Woods Primary School *                 | Primary   | Good                 | Yes                  |                            |       | Sep-13              | * Multi-Academy Trust                                       |
| 3722112    | Maltby Redwood Junior and Infant School        | Primary   | Good                 |                      |                            |       |                     |   |
| 3723340    | St Bede's Catholic Primary School              | Primary   | Requires improvement | Yes                  |                            | Yes   | Jul-13              | Holy Spirit Umbrella Trust (St Bernards Learning Community) |
| 3723336    | St Gerard's Catholic Primary School            | Primary   | Good                 | Yes                  |                            | Yes   | Jul-13              | Holy Spirit Umbrella Trust (St Bernards Learning Community) |
| 3723338    | St Joseph's Catholic Primary School (Dinn)     | Primary   | Good                 |                      |                            |       | Nov-13              | Holy Spirit Umbrella Trust (St Bernards Learning Community) |
| 3723322    | St Mary's Catholic Primary School              | Primary   | Good                 | Yes                  |                            | Yes   | Jul-13              | Holy Spirit Umbrella Trust (St Bernards Learning Community) |
| 3723335    | St Mary's Catholic Primary School (Maltby)     | Primary   | Good                 | Yes                  |                            | Yes   | Jul-13              | Holy Spirit Umbrella Trust (St Bernards Learning Community) |
| 3724020    | Thrybergh School and Sports College            | Secondary | Good                 | Yes                  |                            |       | Oct-13              |   |
| 3722093    | Whiston Junior and Infant School *             | Primary   | Requires improvement | Yes                  |                            |       | Sep-13              | * Multi-Academy Trust                                       |
| 3722111    | Whiston Worry Goose Junior and Infant School * | Primary   | Outstanding          | Yes                  |                            |       | Sep-13              | * Multi-Academy Trust                                       |
| 3724011    | Wingfield Business and Enterprise College      | Secondary | Good                 | Yes                  |                            |       | Aug-13              |   |

### OPEN SPONSORED ACADEMIES

| DFE Number | Academy Name            | Phase     | Open   | Local Authority | Lead Sponsor                       |
|------------|-------------------------|-----------|--------|-----------------|------------------------------------|
| 3726905    | Maltby Academy          | Secondary | Jan-10 | Rotherham       | U-Xplore                           |
| 3722000    | Thurcroft Junior School | Primary   | Jul-12 | Rotherham       | Aston Academy                      |
| 3722001    | Coleridge Primary       | Primary   | Apr-13 | Rotherham       | Central Learning Partnership Trust |
| 3722002    | East Dene Primary       | Primary   | Apr-13 | Rotherham       | Central Learning Partnership Trust |

### OPEN CONVERTER ACADEMIES

| DFE Number | Academy Name   | Phase     | Open   | Local Authority |
|------------|--|-----------|--------|-----------------|
| 3724024    | Brinsworth Comprehensive School  | Secondary | Oct-10 | Rotherham       |
| 3724025    | Wales High School  | Secondary | Oct-10 | Rotherham       |
| 3724021    | Aston Academy  | Secondary | May-11 | Rotherham       |
| 3724800    | St Bernard's Catholic High School, Specialist School for the Arts and Applied Learning | Secondary | Jul-12 | Rotherham       |

### TRUST SCHOOL

| DFE Number | Academy Name      | Phase     | Open   | Local Authority |
|------------|-------------------|-----------|--------|-----------------|
| 3724010    | Winterhill School | Secondary | May-11 | Rotherham       |

### Co-operative Trust (Foundation) - In Consultation

Wath Learning Community - Cortonwood Infant, Wath Central, Wath Comprehensive and West Melton Primary  
 Partners - Brampton Ellis Infant/Juniors, Wath CE, Wentworth CE, Dearne Valley College, Sheffield Hallam, RMBC CYPS and The Co-operative Movement  
 Public Notice Ends 24 May 2013.

## In year admissions and Fair Access Protocol:

### Response to consultation held March – April 2013

#### 1. Summary of responses

- 64 mainstream schools responded (56%) which constitutes the required majority (nurseries and special schools not included)
- All responses supported the In year admission arrangements and Fair Access Protocol. There were no negative responses
- 100% of schools expressing a view said Yes to a Panel
- A majority expressed a preference for separate primary and secondary panels
- A majority expressed a preference for meetings of 1.1.5 hours in duration and a frequency of approximately every 3 weeks (meetings will be scheduled for the academic year)
- A majority of primary schools expressed a preference for membership from each Learning Community on a flexible basis
- A majority of secondary schools expressed a preference for membership on a fixed annual basis. The sub group of school leaders and officers advises that membership be extended to assistant /deputy heads to enable more schools to participate in this process.
- 12 primary heads expressed a preference to be a panel member (see separate list)
- 6+1 reserve secondary heads expressed a preference to be a panel member
- 5 head teachers (3 primary and 2 secondary) made specific comments for further consideration which are answered below

#### 2. Issues raised /LA initial responses

- Concern about going over 30 in KS1 classes due to issues of space and resources. Concern over the placement of children requiring additional support within an already stretched situation. Agree with the principles but need to look at reducing the impact on the school by allocating additional support. Net capacity issues will be considered. School funding remains under review and recommendations for high needs support, particularly in early years, are in progress. With regard to infant class size legislation, excepted pupils do not require an extra teacher to be funded by the school or the LA and they remain excepted for the remainder of the Key Stage, which is a new addition to the Admissions Code.

- At the moment there is not an equitable distribution of our more challenging admissions particularly where schools have spare places in every year group. Proximity to another LA exacerbates the problem. **The proforma and application of the Protocol seeks to address this and impact will be kept under regular review. Fair Access Protocols apply according to the home LA (i.e. not the host LA). We can obtain other LA Protocols, monitor requests and raise issues at the Region Admissions Officers' meeting.**
- The LA needs to have some kind of database tracking this situation by school and by year group. **The Proforma is a starting point and two heads have suggested a points system. This was discussed further at the sub group of heads and officers on 19<sup>th</sup> June but it was agreed that, at this stage, the panel process should be embedded before a further layer is created. We are currently in the process of transferring to a new central database within Admissions and we have requested further development on specific report functions. Once we are clear what fields and reports we can utilise, we can decide if further stand- alone databases are required to maintain the school profile data.**
- Parental preference and the reasons for expressing a preference has been an issue. There is some evidence that colleagues in other schools or sometimes LA colleagues encourage movement and name specific schools. Can we be very clear: under no circumstances should any of us suggest to any parent that another named school is more appropriate for their daughter/son. **The LA will monitor any circumstances brought to our attention.**
- 'A decision to offer or refuse admission must not be made by one individual'. Governance involvement. It is unrealistic to convene for every student mid-year. Needs to be delegated to the Principal/ Head Teacher and the appropriate member of the SLT. Also, How will this be monitored? **The Admissions Code 2012 paragraph 2.7 states clearly that a decision 'must not be made by one individual in an admission authority. Where a school is its own admission authority the whole governing body, or an admissions committee established by the Governing Body, must make such decisions.'** In the LA, decisions are made by a minimum of 2 and for complex cases 3 officers. This is a new Code requirement and we shall raise the issue at our Regional Admissions Officers' meeting to share concerns and any good practice. We could ask schools who are their own admissions authority to declare that a decision (to offer a place or an objection) has been taken by the relevant committee. Governing Bodies will be responsible for ensuring that



the statutory requirements of the Code are adhered to.

- Re. admissions taking place at the beginning of a term'. In practice unrealistic. Normal admissions take place at the start of the autumn term. For in year admissions, agreement would be reached and then a start date confirmed which would be the start of a new term if there was no urgency or earlier as per the exceptions listed.
- Re. the Flow Chart. We think that there needs to be another link from the admissions meeting box to the 'school raising objections.' The CAF often contains little information and it always requires additional information from the previous school AND information provided by the carers and student during the meeting in school. This then lends itself towards making an objection or not. It is difficult to object solely on the basis of the CAF. It should be noted that any parent can request an in year transfer for their child at any time and that there is a presumption that parental preference will be met unless exceptional circumstances can be evidenced. The Admissions Code is clear what cannot be taken into account when offering a place i.e. the Code does not require substantial information to be included / disclosed. However, the CAF does say that if a place has been offered and further information comes to light which could render the original CAF misleading, then the offer can be withdrawn. The Fair Access route is in recognition of ensuring a fair and proportionate distribution of children with challenging behaviour.
- Following an admission meeting between the school and the parents and agreed start date, attendance should be recorded from this agreed date and guidance from the LA's Education Welfare Service must be followed thereafter. What happens if a child doesn't turn up? It is unfair for schools, particularly in areas where chaotic lives often mean children don't turn up, to have responsibility for a child they have only met once. The flow diagram should explain this.
- Will this Protocol and Panel be used as access to provisions such as the Thorogate Enhanced Resource Unit. The definition of vulnerable children does not reference children excluded but not yet placed on roll with another school or children who are currently on less than full time education - both of these cases may not be attending a PRU. The intention would be to consider px children not on a school roll via this Panel, if agreement with another school has not already been reached. Advice on reintegration packages of support could also be given. The subgroup of officers and school leaders agreed that a proposal will be put forward to Schools Forum in connection with resources for reintegration.

There have also been suggestions as part of the sebd work stream activity that consultant heads or learning communities may consider resolving locally? Concern has been expressed that, due to the increasing number of in year transfer requests and potential admissions referrals to the Fair Access Panels, there will not be time to consider early intervention placement requests to all the PRU provisions. This can be considered further as the agenda develops.

- When a decision is binding, e.g. Stage 2 of the protocol box in bottom right, in what way is it binding? What happens if the school refuses? What happens if the parent refuses?

The Code requires that the majority of schools agree and thereafter all must abide by the Fair Access Protocol. It is hoped that a fair and transparent process will evidence which school is most suitable for a child to be fair to all involved. If a school refuses then the stipulations of Direction as set out in the Code would be followed (see attached). The Secretary of State/ Adjudicator would be provided with details of the agreed Protocol in place and the details and recommendations in the individual cases considered.

Helen Barre

Service lead, School Admissions, Organisation and SEN Assessment

June 2013

**ROTHERHAM LOCAL AUTHORITY**

**FAIR ACCESS ADMISSION PANEL FOR VULNERABLE GROUPS**

**TERMS OF REFERENCE**

**Role of the Panel**

1. Following a consultation with Rotherham mainstream schools and the Local Admissions Forum, it has been agreed that two Fair Access Admission Panels will be constituted: one each for the primary and secondary phase.
2. The role of the Panels is to secure mainstream school places or where appropriate, short term placements at Alternative Provision, for children and young people of statutory school age (referred to hereafter as children). The children will be resident in Rotherham and have proved to be 'hard to place' through normal in-year admissions arrangements. The Panel has a mandate to administer the requirements of the published and agreed Fair Access Protocol.
3. To consider and identify for each case referred:-
  - The objections raised by one or more schools against the best interests of the child
  - Appropriate and suitable maintained school or alternative provision
  - Anticipated timescale for the admission and duration if not in mainstream
  - Any resource issues
  - Advice on multi-agency support required
4. All placements agreed at Panel meetings under the Fair Access Protocol will be implemented by Rotherham and schools within 5 school days wherever possible, and no later than four working weeks, with an additional five working days if parental consent needs to be secured for a placement.
5. The Panel will monitor the placement and/or reintegration into mainstream, of all children placed in the variety of alternative provision available in the Borough. The Panel will also monitor the placement and reintegration of all children into mainstream schools through the use of managed moves between schools (secondary) and supported managed moves (primary) between schools.
6. The Panel will consider and share data with all schools and appropriate LA officers on:
  - Requests for in year admissions
  - Managed moves
  - Permanent exclusions
  - Placements following decisions made by an Independent Appeal Panel
  - School placements made under the Fair Access Protocol

## **Membership of the Panel**

The Panels consists of:

1. Permanent LA Officers for both Panels:

Helen Barre – Service Lead, School Admissions, Organisation and SEN Service  
Marina Jordan – Principal Officer, Admissions and Appeals  
Samantha Keeney – Children Missing Education Officer

2. Invited LA Officers depending on the agenda:

Lesley Logan – Exclusions Officer  
Julie Dawson – Reintegration Officer

3. Primary Head Teacher representatives (see attached)  
Secondary Head Teacher representatives (see attached)

**The Chair will be nominated at each Panel meeting.**

**The Quorum for the Primary Panel will be 5 head teachers and 2 LA officers.  
The Quorum for the Secondary Panel will be 4 head teachers and 3 LA officers.**

The Panel will meet on average twelve times per calendar year during the term time, approximately every three weeks during term time. Dates will be set one year in advance.

The agenda and supporting papers will be sent out to all members electronically at least three full working days ahead of the Panel date.

The Panel aims to achieve a consensus when making recommendations with the Chair reserving the right to make a final decision where a consensus is not reached.

The Panel may provide the receiving school or other institution with information and advice which may be of use in securing a successful integration to appropriate provision.

## **Evaluation**

The Panel will agree and implement a number of evaluation measures and provide a termly report for all schools. The Panel and the In year admission arrangements / Fair Access Protocol will be reviewed as part of the annual Admissions Consultation. Evaluation will include:

- The success of managed moves and supported managed moves
- Exclusion rates – in particular the exclusion of vulnerable groups
- Numbers of pupils reintegrating successfully back into mainstream
- Educational attainment and other outcomes, including attendance

FAIR ACCESS PANEL MEMBERS: POSITIVE RESPONSES

## PRIMARY

| School                            | Head teacher      | Contact details | Learning Community            |
|-----------------------------------|-------------------|-----------------|-------------------------------|
| Aston Lodge Primary               | Mrs H. Turner     |                 | Aston                         |
| Brinsworth Howarth Primary        | Mrs M. Crawford   |                 | Brinsworth                    |
| Brinsworth Whitehill Primary      | Mrs E. Rodgers    |                 | Brinsworth                    |
| Dinnington Community Primary      | Mrs V. Vaughan    |                 | Dinnington                    |
| Greasbrough /Herringthorpe Junior | Mrs. J.K.Fearnley |                 | Wingfield / Clifton / Oakwood |
| Kilnhurst St. Thomas              | Mrs G. Ramsay     |                 | Swinton                       |
| Kimberworth                       | Miss M. Tapp      |                 | Winterhill                    |
| Laughton CE                       | Mrs A. Burtoft    |                 | Dinnington                    |
| Maltby Redwood                    | Mr D. Horrigan    |                 | Maltby                        |
| Rawmarsh Thorogate                | Mr J. Barnett     |                 | Rawmarsh                      |
| St. Alban's CE                    | Ms A. Adair       |                 | Wickersley                    |

## SECONDARY

| School             | Head teacher   | Contact details | Learning Community |
|--------------------|----------------|-----------------|--------------------|
| Clifton            | Mr P. Daley    |                 | Clifton            |
| Oakwood            | Mr D. Naisbitt |                 | Oakwood            |
| Swinton            | Mr D. Pridding |                 | Swinton            |
| Thrybergh          | Mrs B. Clubley |                 | Thrybergh          |
| Wath               | Mrs P. Ward    |                 | Wath               |
| St. Bernard's      | Mr D. Butler   |                 | St. Bernard's      |
| Maltby (if needed) | Mr Sutton      |                 | Maltby             |

**SCHOOL PROFILE APPEALS PROFORMA**

**DATE OF PANEL:** \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**CHILD'S NAME:** \_\_\_\_\_

| ADDRESS  |  | CATCHMENT   |   | DAYS OUT OF EDUCATION          | PREVIOUS SCHOOLS ATTENDED                 | Preferences / Alternative schools with Home to school distances (P or A) |        |                               |        |
|--|--|---|---|--------------------------------|---|--|--------|-------------------------------|--------|
|  |  |   |   |                                |   |  |        |                               |        |
|  |  |   |   |                                |   |  |        |                               |        |
| NET CAPACITY   | PAN  | NOR-YEAR  | NOR-SCHOOL                                      | IN YEAR FROM OUT OF AREA       | Total SEN % (Census)                      | SA   | SA+    | Statements                    | SEBD % |
|  |  |   |   |                                |   |  |        |                               |        |
|  |  |   |   |                                |   |  |        |                               |        |
| IN YEAR TRANSFER REQUESTS RECEIVED (YEAR GROUP No. and %)  | IN YEAR PLACEMENTS APPROVED (YEAR GROUP No. and % of year) | IN YEAR TRANSFER REQUESTS RECEIVED (WHOLE SCHOOL No. and %) | IN YEAR APPROVED (YEAR GROUP No. and % of year) | PLACED VIA APPEALS (No. and %) | MANAGED MOVES (IN) Successful             | MANAGED MOVES (OUT) Successful   | PX IN  | NUMBER PLACED VIA FAIR ACCESS |        |
|  |  |   |   |                                | Not continued                             | Not continued  | PX OUT |                               |        |
|  |  |   |   |                                |   |  |        |                               |        |
|  |  |   |   |                                |   |  |        |                               |        |
| SUMMARY OF SCHOOL OBJECTIONS (PLEASE REFER TO ADMISSIONS CODE E.G. PREJUDICE ARGUMENT ON EFFECTIVE USE OF RESOURCES / IMPACT ON EFFICIENT EDUCATION) |  |   |   |                                | SUMMARY OF PARENTAL CASE (PROVIDED BY LA) |  |        |                               |        |
|  |  |   |   |                                |   |  |        |                               |        |

