

LOCAL ADMISSIONS FORUM

Venue: Town Hall, Moorgate Street, Rotherham. S60 2TH
Date: Thursday, 18 February 2016
Time: 10.00 a.m.

A G E N D A

1. Appointment of Chair
2. Apologies for Absence.
3. Minutes of the previous meeting held on 5th November, 2015 (Pages 1 - 4)
4. Matters Arising from Previous Minutes.
5. Terms of Reference (Pages 5 - 9)
6. Schools Admission Consultation for the 2017/17 Academic Year (Pages 10 - 23)
7. Admissions and Secondary Schools Allocations for September, 2016
Verbal report
8. School Admission Appeals Update (statistical information attached) (Page 24)
9. School Organisation Update
Verbal report
10. School Term Dates Consultation 2017/18
Verbal update
11. Fair Access Protocol
Verbal report
12. Academies Conversion Update (Pages 25 - 27)

13. Dates of Future Meetings

- Thursday 23rd June, 2016 (instead of 7th July, 2016);
- Thursday 3rd November, 2016.

To start at 10.00 a.m. at the Rotherham Town Hall.

**Date of Next Meeting:-
Thursday, 23 June 2016**

**LOCAL ADMISSIONS FORUM
THURSDAY, 5TH NOVEMBER, 2015**

Present:- Mrs. I. Hartley (in the Chair); and Mr. G. Lancashire and Mrs. C. Cockayne.

Officers in attendance: - D. Fenton, C. Stones, Joanne and H. Etheridge.

Apologies for absence were received from Councillors Roche and Watson, Mrs. M. Gambles, Ms. M. Jordan and Mrs. P. Powell.

11. APPOINTMENT OF CHAIR/VICE CHAIR OF THE LOCAL ADMISSIONS FORUM FOR 2015/16 ACADEMIC YEAR.

Agreed: - That Mrs. Irene Hartley be appointed to Chair of the Local Admissions Forum for this meeting.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND JULY, 2015.

The minutes of the previous meeting held on 2nd July, 2015, were considered.

There were no matters arising from the previous minutes that were not covered by this meeting's agenda.

Agreed: - That the minutes of the previous meeting be agreed as a correct record.

13. REVIEW OF THE MEMBERSHIP OF THE LOCAL ADMISSIONS FORUM.

The membership of the Local Admissions Forum as at July, 2015, was considered. The members present wished to increase attendance and participation at the meetings.

Consideration was given to increasing the attendance groups to include church schools and voluntary aided schools. Membership currently came from six groups as set out in the membership document: - Community Schools, Voluntary Aided/controlled Schools, Academy, Church Dioceses, Parent and Community Representatives. The quorum for the group was one third of members to be in attendance.

It was agreed that all Governing Bodies should be emailed to inform them of the meeting and invite their attendance as observers with a view to permanently increasing membership and representation on the Rotherham Local Admissions Forum.

Agreed: - (1) That the current membership of the Rotherham Local Admissions Forum be noted.

(2) That efforts be made to increase membership and representation within the six categories by contacting Governing Bodies and stakeholder groups.

14. REVIEW OF THE TERMS, CONDITIONS AND CONSTITUTION.

Consideration was given to the Rotherham Local Admission Forum's Terms of Reference.

It was suggested that a future quorate meeting of the Rotherham Local Admissions Forum consider adding: -

1. Non-attendance at three consecutive meetings would result in the removal of membership and re-election/appointment of that post.

Agreed: - (1) That the information shared be noted.

(2) That consideration be given at the next quorate meeting of the Rotherham Local Admissions Forum regarding the addition of the non-attendance clause.

15. SCHOOL ADMISSIONS CONSULTATION FOR ENTRY IN THE 2017/2018 ACADEMIC YEAR.

Dean Fenton, Service Lead for School Planning, Admissions and Appeals Service, referred to the report to Governing Bodies from the Autumn Term, 2015.

This report outlined the consultation timetable relating to the 2017/2018 admission year. Dean explained that the Rotherham Local Admissions Forum Spring term meeting needed to take place earlier in the term in order to meet the earlier consultation deadline set by the Department for Education. The Rotherham Local Admissions Forum would meet in February rather than March.

The document also covered: -

- Arrangements for Community and Controlled Schools;
- Voluntary Aided Schools/Academies and Trust Schools;
- Co-ordinated Admission Arrangements;
- Waiting Lists;
- Local Authority 'Admission to School' booklets;
- Consideration of the 'relevant area';
- Consideration of an in-year admissions policy;
- Admissions criteria for primary reception, year three and secondary year seven;
- The proposed net capacity of Rotherham's Schools, along with their admission numbers in 2016/2017 and 2017/2018.

Agreed: - That the information shared be noted.

16. UPDATE ON SCHOOL ORGANISATION, ADMISSIONS AND APPEALS.

Dean Fenton provided an update on the expansion work that had taken place at Wickersley School and Sports College for the provision of seventeen additional classrooms. He also described the Eastwood Village School's progress and how there were currently around 70 children on roll there. There was now surplus school place capacity within the central area of Rotherham. Schools that had exceeded their admission number to accept pupils under the Fair Access Protocol had now reduced back to their original admissions number.

The Rotherham Local Admissions Forum commended the positive outcome for the Eastwood area of Rotherham and felt that the regeneration and potential for raised attainment was something to be celebrated.

Joanne outlined the closing dates for Secondary Year Seven and Primary Foundation and Year Three applications. Applications made by the internet were increasing. Reminders were issued where parents had not submitted by the deadline.

One member of the Local Admissions Forum asked for an explanation of how the applications process worked for non-English speakers. It was important to ensure that they also received fair and equitable treatment.

Agreed: - That the information shared be noted.

17. UPDATE ON SECONDARY FAIR ACCESS PROTOCOL.

Dean Fenton provided an update on the Fair Access Protocol, which existed for when admissions applications had exhausted all of their statutory rights and the child remained without a school place. Often these children were multiply vulnerable.

The system had been designed in consultation with Headteachers and it had to be agreed by the majority of schools. The Panel had been working for twelve-months and headteachers had requested the option to review how the process worked.

If a child had been refused at appeal for a school, the Fair Access Protocol could not re-consider them for the School.

Agreed: - That the information shared be noted.

18. ACADEMIES UPDATE.

The current list of academy schools in Rotherham was noted.

19. TERM DATES CONSULTATION FOR 2017/18.

Dean Fenton described how the school term dates for the 2017/2018 year were undergoing regional consultation. These related to maintained school term dates; academy schools were able to set their own term dates. There had been a request to consult on a number of different models, which were submitted for consideration.

The Rotherham Local Admissions Forum confirmed their support for option one. It was felt that term dates would better serve all stakeholders if they were set nationally.

Agreed: - (1) That the information shared be noted.

(2) That Option One be the Rotherham Local Admission Forum's preferred option.

20. DATE OF FUTURE MEETINGS: -

Agreed: - That the next meeting of the Rotherham Local Admissions Forum take place on Thursday 18th February, 2016, to start at 10.00 am in the Rotherham Town Hall.

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

The Local Admission Forum provides a vehicle for admission authorities and other key interested parties to discuss, approve and monitor 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, approve and monitor the effectiveness of the Authority’s proposed Admission arrangements and co-ordinated admission arrangements

(b) advise on whether they differ substantially from the previous year

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

(d) promote agreement on admission issues

(e) 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

(f) 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

(g) consider and advise on any proposed qualifying scheme for the co-ordination of admission arrangements referred to it by the Authority pursuant to regulation 5 of the School Admissions (Co-ordination of Admission Arrangements Regulations (obligation on Local Authority to refer qualifying scheme which they propose to be adopted to the Forum)

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

(i) 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

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

(k) 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

(l) to receive reports from LA officers in relation to School Organisation, Admissions, Appeals, Fair Access protocol and Statutory Returns

(m) consider any other admissions issues that arise

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

(n) 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

(o) 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 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.

(b) 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.

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

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

(e) 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. Attendance at Forum

Non attendance at three (3) consecutive meetings may result in the termination of membership, at the discretion of Forum members

10. 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.

11. Quorum

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

12. Minutes of the Meeting

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

13. Voting Arrangements

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

14. Public Statements

Public Statements on behalf of the Forum may only be made by the Chair or Vice Chair either with the approval of the Forum, or without such approval having regard to the importance or expediency. Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the Forum.

MEMBERSHIP

The membership of the Rotherham Local Admissions Forum is:-

Community Schools representatives:- minimum of 2 members (1 Primary & 1 Secondary)

Voluntary Aided / Controlled Schools representatives: - minimum of 2 members

Academy representatives:- minimum of 2 members, (1 Primary & 1 Secondary)

Church Dioceses representatives:- minimum of 2 members

Parent/Carer representative:- minimum of 1 member

Community representatives:- minimum of 2 members

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -
REPORT TO LOCAL ADMISSION FORUM – FEBRUARY 2016**

CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR 2017/18.

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 2017/18. 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 2015	Governing bodies consider the arrangements which will apply.
By 27th November 2015	All relevant details to be forwarded to the LA.
14 th December – 31st January 2016	Period of consultation via the LA's website.
By mid February	LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority (ies).
By 28 th February 2016	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 2016/17 are shown at Appendix 1.

The proposed changes to the admission criteria are set out below and will apply for 2017/18.

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 Christopher Stones, SPAA, Wing C, 1st Floor, Riverside House, as soon as possible and no later than 27th November 2015.

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 27th November 2015 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 Christopher.Stones@rotherham.gov.uk

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

Further General Point

All infant, J&I and Primary schools need to continue to be mindful of the need to maintain classes from FS2 to Y2 at 30 or less, with the exception of excepted pupils as stipulated under the Admissions Code of Practice.

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Chris Stones on 01709 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. Since 2012 the School Admissions Code states 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 2017/18 there will be a few minor date changes to the Co-ordinated Schemes and it is noted that the Schools Admissions Code 2014 specifies that the Primary Schools National Offer Day is 16 April, however as this falls on a Sunday in 2017, National Offer day will be Tuesday 18 April 2017.

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 requires that waiting lists are in place and continue for at least the first term of the academic year. There are no proposed changes for 2017/18.

Action: No action required

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

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 schools. 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. Hard copies of the booklet are only provided upon request. All parents receive a letter explaining how to apply for a school place. The letter advises parents/carers to have read and taken regard of the admissions booklet available on the council website before submitting their application.

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 2017/18. This was last reviewed as part of the 2016/17 consultation arrangements and no changes are proposed.

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

vi) **Consideration of In Year Admissions Policy**

The Local Authority has devised an In Year Admission Policy.

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

The admission criteria for community and controlled schools for 2017/18 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 School Admissions Code also prioritises 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 2017.
- 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 2017.
- 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 an Education, Health and Care Plan (EHC) or Statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

In-Year Applications.

What is an in-year application?

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (for example starting primary school, moving to junior school or moving to secondary school).

The majority of in-year applications for school places in Rotherham will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred for placement under the Fair Access Protocol. Rotherham's Fair Access Protocol (FAP) works in partnership with schools to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent/carer of an eligible child has not secured a school place under in-year admission procedures.

Rotherham's arrangements for in-year applications to Rotherham schools.

Own admission authority schools and academies work closely with the Local Authority to manage and process applications In-Year.

The School Admissions Code 2014 requires that the Local Authority and Schools who are their own admissions authority must, on receipt of an in-year application, work in partnership to ensure all parties are notified of the outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

For applications for school places outside of Rotherham, parents should contact the relevant local authority for details of the relevant Admissions Policy but should apply for a place via Rotherham Admissions under the co-ordinated Admission arrangements. Contact details for neighbouring local authorities can be found in the Admissions to Primary/Secondary school booklets for parents available at www.rotherham.gov.uk

Admission authorities are responsible for setting and applying a school's admission arrangements:

- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
- for academies, the academy trust is the admission authority
- for all other schools in Rotherham, the Local Authority is the admission authority.

All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.

Admission authorities should ensure that their processes for admitting children who have been allocated a place under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol in certain circumstances, as per the Admissions Code 2014.

Rotherham Authority will also share information with neighbouring authorities where an application is received for a pupil who lives in that local authority area and who applies for a place in one of the schools participating in the scheme.

Our neighbouring authorities are Barnsley, Derbyshire, Doncaster, Nottinghamshire and Sheffield.

Applying for a place in a Rotherham school

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. In Year applications are considered daily on a date received basis.

Parents can state up to three preferences on an application form for Rotherham schools. We recommend that parents use all three preferences, thereby maximising their chances of securing a place at a school of their choice. Details of applications will be sent to your preferred schools.

Parents applying for academy, foundation, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.

Details of oversubscription criteria for Rotherham schools is available on our website www.rotherham.gov.uk

Applying for a place in year 10 or year 11

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.

It may be difficult to find schools that can offer courses compatible with the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

How applications are considered

Applications for school places are considered within agreed timeframes with all admission authorities to ensure that every child of school age accesses an appropriate school place.

Notification of the outcome of the application will be sent to parents by post. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If an application is refused at any school applied for, parents are notified of their right to appeal.

Rotherham Local Authority will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the Authority will write to offer a place at the highest preferred school where a place is available. Rotherham Authority will write to parents detailing the outcome of the application.

Infant classes only

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. A child who falls into any of these categories will not automatically be admitted as an excepted child.

PRIMARY SCHOOLS

Appendix 2

School	Net Capacity	Admission Number 2016/2017	Proposed Admission Number 2017/2018	Comments
Anston Brook Primary	210	30	30	
Anston Greenlands Primary – Academy	210	30	30	
Anston Hillcrest Primary	210	30	30	
Anston Park Infant	225	75	75	
Anston Park Junior	300	75	75	
Aston All Saints CE - Academy	210	30	30	
Aston Fence J&I	210	30	30	
Aston Hall J&I	315	45	45	
Aston Lodge Primary	210	30	30	
(Aston) Springwood Junior Academy	210	30	30	
Aughton Primary	150	30	30	
Badsley Primary	630	90	90	
Blackburn Primary	316	56	56	
Bramley Grange Primary – Academy	315	45	45	
Bramley Sunnyside Infant	270	90	90	
Bramley Sunnyside Junior	360	90	90	
Brampton Cortonwood Infant	120(150)	44	50	Consultation completed.
Brampton the Ellis CE Primary	430	40/80	40/80	PAN 40 Infant / 80 Junior
Brinsworth Howarth J&I	240	30(45)	30(45)	Temporary Increase
Brinsworth Manor Infant	240	80	80	
Brinsworth Manor Junior	320	80	80	
Brinsworth Whitehill Primary	315	45	45	
Broom Valley Primary	420	60	60	
Brookfield Primary Academy	315	45	45	PAN Reduction commenced 2014/15 in FS2 and cohorts thereafter
Canklow Woods Primary – Academy	210	30	30	
Catcliffe Primary	210	30	30	
Coleridge Primary - Academy	210	30	30	
Dinnington Primary	270	43	43	
St Joseph's Catholic Primary (Dinnington) – Academy	196	28	28	
East Dene Primary - Academy	350	50	45	PAN Reduction to commence 2017/18 in FS2 and cohorts thereafter
Eastwood Village Primary - Academy	315	30	30	Opened September 2015 FS2-Year 4 and subsequent FS2 cohorts thereafter

Ferham Primary	210	30	30	
Flanderwell Primary - Academy	360	50	50	
Foljambe Primary Campus of Thrybergh Academy & SC	140	30	30	
Greasbrough Primary - Academy	270	45	45	
Harthill Primary	180	30	30	
Herringthorpe Infant	270	90	90	
Herringthorpe Junior - Academy	360	90	90	
High Greave Infant	180	60	60	
High Greave Junior	240	60	60	
Kilnhurst Primary	210	30	30	
Kimberworth Primary	210	30	30	
Kiveton Park Infant	180	56	60	
Kiveton Park Meadows Junior	240	59	59	
Laughton CE Primary	105	15	15	
Laughton J&I	168	24	24	
Listerdale Primary - Academy	315	45	45	Phased PAN from FS2 2014 and FS2 cohorts thereafter
Maltby Craggs Primary	420	60	60	
Maltby Lilly Hall Academy	420	60	60	
Maltby Manor Academy	420	60	60	
Maltby Redwood Academy	240	45	45	
St Mary's Catholic Primary (Maltby) – Academy	210	30	30	
Meadow View Primary	300	40	40	
Ravenfield Primary Academy	210	30	30	
Rawmarsh Ashwood - Academy	210	30	30	
Rawmarsh Monkwood Primary – Academy	420	60	60	
Rawmarsh Rosehill Junior	240	60	60	
Rawmarsh Ryecroft Infant	180	60	60	
Sandhill Primary Academy	210	30 (45 Temp)	30	Temporary increase in PAN to 45 for 16/17 in FS2 agreed. Awaiting Secretary of State direction in relation to increased PAN (45) through school.
Rawmarsh St Joseph's Catholic Primary	210	30	30	
Rawmarsh Thorogate J&I	210	30	30	
Redscope J & I	342	60	60	
Rockingham J&I	315	56	56	
Roughwood Primary	336	56	56	
Sitwell Infant	222	75	75	

Sitwell Junior – Academy	300	76	76	
St Ann's J&I	420	60	60	
St Bede's Catholic Primary – Academy	315	45	45	
St Mary's Catholic Primary (Herr) – Academy	210	30	30	
St Thomas' CE Primary (Kiln)	210	30	30	
Swallownest Primary	210	30	30	
Swinton Fitzwilliam Primary	315	45	45	
Swinton Queen Primary	315	45	45	
Thornhill Primary	315	45	45	
Thorpe Hesley Primary	478	70	70	
Thrybergh Fullerton CE Primary Academy	114	16	16	Governors to consider changing distance measurement tie-breaker to align with LA.
Thrybergh Primary – Academy	245	30	30	PAN for FS2 reduced to 30 from 2015/16 and FS2 cohorts thereafter
St Gerard's Catholic Primary – Academy	140	20	20	
Thurcroft Infant	225	75	75	Phased PAN from FS2 2014 and FS2 cohorts thereafter
Thurcroft Junior Academy	280	70	70	
Todwick J&I	210	30	30	
Treeton CE Primary	315	45	45	
Trinity Croft CE Primary – Academy	125	25	25	Phased PAN from FS2 2015 and FS2 cohorts thereafter
Wales Primary	270	30	30	
Wath CE Primary	315	45	45	Phased PAN from FS2 2014 and FS2 cohorts thereafter
Wath Central Primary	420	60	60	
Our Lady & St Joseph's Catholic Primary	210	30	30	
Wath Victoria J&I	280	40	40	
Wentworth CE J&I	112	16	16	
West Melton J&I	180	30	30	
Whiston J&I – Academy	210	30	30	
Whiston Worrygoose J&I – Academy	210	30	30	
Wickersley Northfield Primary – Academy	420	60	60	
St Alban's CE – Academy	210	30	30	
Woodsetts J&I	210	30	30	

SECONDARY SCHOOLS

School	Net Capacity Figure	Admission Number 16/17	Proposed Admission No 17/18	Comments
Aston Academy	1650	300	300	
Brinsworth Comprehensive - Academy	1487	255	255	
Clifton Community School	1250	250	250	
Dinnington High School – Academy	1444	252	210	
Maltby Academy	1250	200	200	
Oakwood High School – Academy	1050	210	210	
Rawmarsh Community School - Academy	1075	222	222	
Swinton Community School	1320	226	226	
Thrybergh Academy and Sports College (Secondary campus)	704	140	140	
Wales High – Academy	1586	256	256	
Wath Comprehensive	1800	300	300	
Wickersley School and Sports College - Academy	2403	340	340	Phased PAN for Y7 2016/17 and subsequent Y7 cohorts thereafter
Wingfield Academy	845	170	170	
Winterhill School	1577	270	270	
St Bernard's Catholic High - Academy	700	140	140	
Saint Pius X Catholic High	685	130	130	

ADMISSION NUMBER FOR SIXTH FORMS

School Name	Admission Number for Y7-Y11	Proposed Admission Number for New Y12 Pupils 2017/18*
Aston Academy	300	45
Brinsworth Comprehensive – Academy	255	38
Dinnington High School – Academy	252	37
Maltby Academy	200	30
Swinton Community School	226	34
Wales High – Academy	256	38
Wath Comprehensive	300	45
Wickersley Schools and Sports College - Academy	340	51

* The published admission number must relate only to those being admitted to the school for the first time, and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

All the sixth form schools proposed Y12 figures are 15% of their Admission number. (Based on historical statistical data and previous DfE Admissions Code Guidance.)

ROTHERHAM LOCAL ADMISSIONS FORUM
SCHOOL ADMISSION APPEALS – STATISTICS
AS AT 10TH FEBRUARY, 2016

This brief report is included on the agenda to inform the Local Admissions Forum of the numbers of school admission appeals received and outcome of hearings which have taken place for the academic school year 2015/16.

School Year 2015/16

LEA Primary Schools

Appeals Lodged	198
Appeals Refused	44
Appeals Allowed	59
Appeals Other*	95

LEA Secondary Schools

Appeals lodged	107
Appeals Refused	24
Appeals Allowed	24
Appeals Other**	59

Church Schools - Primary

Appeals Lodged	33
Appeals Refused	13
Appeals Allowed	8
Appeals Other*	12

Church Schools – Secondary

Appeals lodged	29
Appeals Refused	10
Appeals Allowed	9

Usually appeal numbers have reduced once children have been admitted into school come September, but applications for appeals have continued to be received and have not reduced significantly in any way.

*Other relates to those appeals withdrawn, allocated or yet to be heard.

**Includes all secondary, including Church Schools – Secondary.

Rotherham Academies Update - February 2016

Name of Academy	Name of Predecessor School	Open	Proposed conversion	Lead Sponsor / Name of Trust	Notes
Maltby Academy	Maltby Community School	Jan-10		U-Xplore	
Brinsworth Comprehensive School	Brinsworth Comprehensive School	Oct-10		Learner Engagement and Achievement Partnership Multi-Academy Trust	
Wales High School	Wales High School	Oct-10		None	
Aston Academy	Aston Comprehensive School	May-11		Aston Community Education Trust	
St Bernard's Catholic High School	St Bernard's Catholic High School	Jul-12		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
Thurcroft Junior Academy	Thurcroft Junior School	Jul-12		Aston Community Education Trust	
Coleridge Primary School	Coleridge Primary School	Apr-13		Central Learning Partnership Trust	PFI School - Sponsored Academy
East Dene Primary School	East Dene Junior & Infant School	Apr-13		Central Learning Partnership Trust	PFI School - Sponsored Academy
St Bede's Catholic Primary School	St Bede's Catholic Primary School	Jul-13		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
St Gerard's Catholic Primary School	St Gerard's Catholic Primary School	Jul-13		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
St Mary's (Herringthorpe) Catholic Primary School	St Mary's (Herringthorpe) Catholic Primary School	Jul-13		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
St Mary's Catholic Primary School (Maltby)	St Mary's Catholic Primary School (Maltby)	Jul-13		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
Wingfield Academy	Wingfield Business and Enterprise College	Aug-13		None	PFI School
Canklow Woods Primary School	Canklow Woods Primary School	Sep-13		White Woods Primary Academy Trust	Sponsored Academy
Whiston Junior & Infant School	Whiston Junior and Infant School	Sep-13		White Woods Primary Academy Trust	Sponsored Academy
Whiston Worrygoose Junior & Infant School	Whiston Worrygoose Junior and Infant School	Sep-13		White Woods Primary Academy Trust	
Thrybergh Academy and Sports College	Thrybergh School and Sports College	Oct-13		None	PFI School
Sandhill Primary Academy	Rawmarsh Sandhill Primary School	Dec-13		Sandhill Multi Academy Trust	
Oakwood Academy	Oakwood High School	Dec-13		Oakwood Learning Community Trust	

Brookfield Primary Academy	Swinton Brookfield Primary School	Jan-14		Wakefield City Academies Trust	
Maltby Redwood Academy	Maltby Redwood Junior & Infant School	Feb-14		Maltby Learning Trust	
St Joseph's Catholic Primary School (Dinnington)	St Joseph's Catholic Primary School (Dinnington)	Feb-14		Holy Spirit Umbrella Trust (St Bernard's Learning Community)	
Wickersley School and Sports College	Wickersley School and Sports College	Mar-14		Wickersley Partnership Trust	PFI School
Rawmarsh Ashwood Academy	Rawmarsh Ashwood Primary School	Apr-14		Ashwood Multi-Academy Trust	
Thrybergh Academy and Sports College	Dalton Foljambe Primary School (Thrybergh Academy and Sports College)	May-14		Thrybergh Academy and Sports College	This is an amalgamation between Thrybergh and Dalton to form a 3-16 through school.
Sitwell Junior School	Sitwell Junior School	Jul-14		Oakwood Learning Community Trust	
Thrybergh Primary School	Thrybergh Primary School	Jul-14		Ashwood Multi-Academy Trust	Sponsored Academy
Rawmarsh Community School	Rawmarsh Community School	Aug-14		Wickersley Partnership Trust	Sponsored Academy
Bramley Grange Primary School	Bramley Grange Primary School	Oct-14		The Grange Trust	
Rawmarsh Monkwood Primary School	Rawmarsh Monkwood Primary School	Oct-14		Sandhill Multi Academy Trust	
St Albans CofE School	St Albans C of E School	Oct-14		DS Academy Trust	
Listerdale Primary School	Dalton Listerdale Junior and Infant School	Nov-14		The Children's Academy Trust	
Anston Greenland's Primary School	Anston Greenland's Primary School	Nov-14		The Children's Academy Trust	
Wickersley Northfield Lane Primary School	Wickersley Northfield Lane Primary School	Nov-14		White Woods Primary Academy Trust	
Aston All Saints C of E School	Aston All Saints C of E School	Dec-14		DS Academy Trust	
Maltby Manor Academy	Maltby Manor Junior and Infant School	Dec-14		Maltby Learning Trust	Sponsored Academy
Flanderwell Primary School	Flanderwell Primary School	Feb-15		DS Academy Trust	
Thrybergh Fullerton C of E Primary Academy	Thrybergh Fullerton C of E School	Feb-15		DS Academy Trust	
Trinity Croft C of E Primary Academy	Trinity Croft C of E School	Feb-15		DS Academy Trust	

Dinnington High School	Dinnington Comprehensive School	Feb-15		Learner Engagement and Achievement Partnership Multi-Academy Trust	
Maltby Lillyhall Academy	Maltby Lillyhall Primary School	Mar-15		Maltby Learning Trust	
Ravenfield Primary Academy	Ravenfield Primary School	Mar-15		Maltby Learning Trust	
Herringthorpe Junior School	Herringthorpe Junior School	Apr-15		Willow Tree Academy	
Greasbrough Primary School	Greasbrough J & I School	Jul-15		Willow Tree Academy	Sponsored Academy with Herringthorpe Junior School
Springwood Junior Academy	Aston Springwood Junior and Infant School	Jul-15		Aston Community Education Trust	
Eastwood Village Primary School	NA	Sep-15		Central Learning Partnership Trust	New school.
Winterhill School	Winterhill School	Feb-16		Leaders in Learning Multi Academy Trust	PFI School
*Maltby Hilltop	Maltby Hilltop		Apr-16	Nexus Multi Academy Trust	
*Kelford School	Kelford School		Apr-16	Nexus Multi Academy Trust	
*Dinnington Primary School	Dinnington Primary School		Apr-16	White Woods Primary Academy Trust	
*Abbey School	Abbey School		May-16	Nexus Multi Academy Trust	Will be sponsored by Maltby Hilltop and Kelford School as part of their MAT.
*Catcliffe Primary School	Catcliffe Primary School		Jul-16	Learner Trust	
*High Greave Infant School	High Greave Infant School		Jul-16	Learner Trust	
*High Greave Junior School	High Greave Junior School		Jul-16	Learner Trust	
*Swinton Fitzwilliam Primary School	Swinton Fitzwilliam Primary School		Sep-16	White Woods Primary Academy Trust	
*Brinsworth Manor Junior School	Brinsworth Manor Junior School		Sep-16	White Woods Primary Academy Trust	
*Wentworth CofE Primary School	Wentworth CofE Primary School		Sep-16	White Woods Primary Academy Trust	

* Name of academy to be confirmed

MAT - Multi Academy Trust