

## LOCAL ADMISSIONS FORUM

**Venue:** Town Hall, Moorgate  
Street, Rotherham.

**Date:** Thursday, 11 November  
2004

**Time:** 9.30 a.m.

### A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Appointment of Chairman
4. Appointment of Vice-Chairman
5. Apologies
6. Minutes of the previous meeting of the Local Admissions Forum held on 13th May, 2004 (copy herewith). (Pages 1 - 2)
7. Matters Arising
8. Minutes of a meeting of the School Organisation Committee held on 30th September, 2004 (copy herewith). (Pages 3 - 7)
9. Matters Arising
10. Admissions Consultation 2006/07 (information herewith). (Pages 8 - 14)
11. Co-ordinated Admission Arrangements (verbal report)
12. Primary and Secondary Admission Booklets (copies to be provided at the meeting).
13. Date and Time of Next Meeting

**LOCAL ADMISSIONS FORUM  
THURSDAY, 13TH MAY, 2004**

Present:- Councillor Hodgkiss (in the Chair); Councillor Boyes. and Mr. B. N. Sampson (Church of England), Mr. M. Robertson (Church of England), Mrs. S. Green, Mrs. J. Griffiths, Mr. F. McDermott (Diocese of Hallam), Mr. P. Storey (Diocese of Hallam), Mr. M. Harrop, Mrs. M. Jordan, Mrs. P. Powell (Community Representative), Mr. F. Hedge (Community Representative) and Mr. G. Lancashire (Junior and Infant Schools)

**1. APOLOGIES**

Apologies for absence were received from Councillor Austen, Mrs. I. Hartley and Mrs. G. Atkin.

**2. MINUTES OF PREVIOUS MEETING HELD ON 1ST APRIL, 2004**

The minutes of the meeting held on the 1<sup>st</sup> April, 2004 were accepted as a true record.

**3. ADMISSION TO SECONDARY SCHOOL 2005/06 - DRAFT BOOKLET**

Consideration was given to the contents of a draft Booklet to parents on Rotherham's admission arrangements for entry to Secondary Schools in 2005/2006.

The changes are intended to make school admissions fairer for all parents and to improve the admission processes that parents often find stressful, the aim of the Authority being to encourage greater co-ordination and co-operation between the Authority, the governing bodies of voluntary aided schools and neighbouring local education authorities. It was hoped this would produce an admissions system which is streamlined and reduces the number of application forms parents have to complete where they apply for more than one school.

In the first year of introducing these changes in 2005/2006 the Authority shall be co-ordinating admission arrangements with all other local education authorities, but particularly those in South Yorkshire (Sheffield, Barnsley and Doncaster).

It will mean that every parent resident in Rotherham who has applied for a school place in any area of South Yorkshire will receive a single offer of a secondary school place on the same day from the authority.

The booklet outlined the following factors:-

- Five-step process of the new admission arrangements
- Co-ordinated admission arrangements

- Terminology
- Frequently Asked Questions
- Information on All Schools
- Eligibility for a Place
- Making an Application for a School Place
- How will Your Application be Processed?
- Transfers During the School Year
- Appeals for Admission to School
- Useful Contacts
- Additional Information
- Pupil and Student Transport Policy

A number of suggestions were made, discussed and noted for action.

Agreed:- (1) That the draft Booklet "Admission to Secondary School 2005/2006" be approved, subject to amendment, as discussed.

(2) That Martin Harrop and Marina Jordan, Joanne Griffiths and all other members of staff within the Admissions Section of the Local Authority, be thanked for their work in the compilation of the Booklet.

#### **4. DATE AND TIME OF NEXT MEETING**

Agreed:- That the meeting arranged for Thursday, 8<sup>th</sup> July, 2004 be cancelled and that the next meeting be arranged for October/early November 2004, details of which to be circulated at the appropriate time.

**SCHOOL ORGANISATION COMMITTEE  
THURSDAY, 30TH SEPTEMBER, 2004**

Present:- Councillor Boyes (in the Chair)

Mr. F. McDermott (Roman Catholic Schools)  
Mr. M. Robertson (Church of England)  
Mr. P. Robins (Junior and Infant Schools)  
Mr. B. Sampson (Church of England)  
Mr. M. Sulleman (Minority Communities Group)  
Mr. A. Walker (11-16 Secondary Schools)  
Mrs. B. Watson (Infant Schools)  
Mr. P. White (Church of England)

Also in attendance were the following officers:-

Mr. M. Harrop (Education, Culture and Leisure Services)  
Mr. D. Hill (Education, Culture and Leisure Services)  
Mrs. A. Hercock (Education, Culture and Leisure Services)  
Mrs. S. Green, Democratic Services Officer

**1. WELCOME NEW MEMBERS AND INTRODUCTIONS**

Susan Green, Committee Services Officer, welcomed those in attendance, and particularly a new Member attending for the first time.

**2. APOLOGIES**

Apologies for absence were received from Ann Winfield, Christine Lawler, Councillor Austen, Pat Lennighan, and Jackie Scott.

**3. APPOINTMENT OF CHAIRMAN**

Resolved:- That Councillor Boyes be appointed Chairman of this Committee for 2004/2005.

(Councillor Boyes took the Chair for this meeting).

**4. APPOINTMENT OF VICE CHAIRMAN**

Resolved:- That Bronwen Watson be appointed Vice-Chairman of this Committee for 2004/2005.

**5. MINUTES OF PREVIOUS MEETING HELD ON 5TH FEBRUARY, 2004**

Resolved:- That the minutes of the previous meeting held on 5<sup>th</sup> February, 2004 be received as a correct record.

**6. MINUTES OF A MEETING OF THE LOCAL ADMISSIONS FORUM**

**HELD ON 13TH MAY, 2004**

Resolved:- That the minutes of a meeting of the Local Admissions Forum held on 13<sup>th</sup> May, 2004 be received as a correct record.

**7. UPDATE TO SCHOOL ORGANISATION PLAN 2003/04-2007/08**

Martin Harrop reported on the proposed update to the School Organisation Plan 2003/04-2007/08. This had been put together in response to DfES advice and gave an opportunity to look at the demographic information, particularly in relation to the actual numbers entering schools in 2003/04 compared to the estimates contained within the Plan.

The main issues referred to and discussed were:-

**Section 1 - % of schools with 25% + unfilled places**

8 Primary Schools – 1 Secondary School

However, in both the Primary and Secondary sectors the numbers entering Reception and Y7 were greater than estimated and, therefore, the % of surplus places overall were smaller in both cases. In line with this, the % of pupils in excess of school capacity in secondary schools rose, as anticipated, but to a slightly greater extent.

Members considered the schools which had 25%+ surplus places and the changes which were already in the pipeline such as new build at Dinnington Primary, PFI at Maltby Craggs and the closure of Kimberworth Comprehensive.

**Section 7 – Numbers entering Reception**

Statistics showed that rather than migration away from Rotherham, it was now the opposite position.

The Chair commented that, certainly in terms of work addressed within the regeneration of Rotherham, evidence did point to the beginning of a growth in population.

This factor also seemed to be the case regarding Admission Appeals and more families were coming to Rotherham from neighbouring authorities.

The figure relating to the birth rate had shown a slight rise and a tendency to follow the evidence in terms of when Rotherham last had a very small cohort which was approximately 25/26 years ago.

**Secondary Schools – Forecast for Yr7**

Figures highlight some of the problems in terms of admissions and that

numbers were very much at the height currently going into Year 7. The final entry figure was 3840 compared to an estimate of 3777, an increase of 63.

### **Section 9 – Primary Schools**

This section dealt with the twelve planning areas.

Aston/Aughton has the biggest difference of predicted and actual numbers on roll. Other areas where actuals were greater than the predicted numbers were considered, particularly in relation to Appendix 7 of the Plan, which outlined the largest house building development areas.

Members referred to the Admission Appeals process and the fact that Dinnington/Wales/Aston had the most pressure on schools with no other schools in the area to send children.

The meeting discussed the issue of some Rotherham schools filling with children from outside the authority and a situation which then arose when Rotherham parents did not submit early applications and numbers were high.

One member raised a question on whether new schools were planned for Aston/Aughton.

Reference was made to the 30 limit legislation which could mean a child not being able to attend a primary school next door to their home address.

### **Section 11 – Special Education Provision**

Proposals for statutory changes at 5 of the 7 Special Schools had been agreed, as outlined.

In addition, there were 3 changes in terms of SEN units at three other schools – Swinton Community School, A Maths and Computing College, Rawmarsh Sandhill and Wales Primary.

It was noted that there will be a Single Education Plan in 2006, details of which were presently awaited.

Resolved:- That the information be received.

## **8. REVISED GUIDANCE ON STATUTORY PROPOSALS TO CLOSE RURAL SCHOOLS AND CONSULTATION ON THE EDUCATION (MISCELLANEOUS)(ENGLAND)(AMENDMENT) REGULATIONS 2004**

### **(a) Revised Guidance on Statutory Proposals to close Rural Schools**

Consideration was given to a report of the Principal Officer, Planning, Resources and Information which outlined revised guidance to replace the

previous DfES guidance for decision makers (i.e. the School Organisation Committee/LEA/Adjudicator) on the closure of rural schools.

The difference was only slight but placed an onus on proposers to provide evidence to demonstrate that within their proposal they have considered specific matters.

The current information held on Edubase showed wards rather than schools being classed as rural, although the guidance also made the point that it was up to School Organisation Committees to determine what they consider to be rural in their individual areas.

One Member commented that Rotherham LEA had a very good record of supporting small schools, which it was felt was reflected in a rise in the quality of education.

The revised guidance, which is statutory, comes into effect from 1<sup>st</sup> October, 2004.

(b) Consultation on the Education (Miscellaneous) (England) (Amendment) Regulations 2004

The proposed regulations would amend parts of three pieces of current school organisation legislation – the Education (School Organisation Proposals) (England) Regulations 1999, the Education (School Organisation Committee) (England) Regulations 1999 and the Education (References to Adjudicator) Regulations 1999.

It is intended that regulations 2-4 and 11-13 will come into force in the Autumn, and regulations 5-10 in February, 2005. The latter are the regulations which relate to membership of the SOC.

Martin Harrop, on behalf of the School Organisation Committee, had responded to the proposals.

The most significant changes and the ones where action may/will be required are amending the definition of 'relevant school' to include nursery schools which will then also enable, through further amendment, the inclusion of a nursery school representative within the Schools Group of the SOC where there is at least one such school in the area. The requirement to include a Special School Representative is removed but only where there is no special school within the LEA area.

As the information from DfES on nursery representation had been ambiguous, this had been discussed with them. DfES had agreed to look into this matter and a response was presently awaited, the outcome of which may mean the need to obtain a Nursery representative to serve on the School Organisation Committee.

Resolved:- (1) That the report be noted.

(2) That further information from DfES on a proposed change to the inclusion of a nursery school representative on the School Organisation Committee be submitted to a future meeting.

**9. MEMBERSHIP/RESIGNATIONS/TERMS OF REFERENCE**

The Secretary submitted details of recent new membership on to the Minority Communities Group, and resignations on the School Organisation Committee.

Resolved:- (1) That an advertisement be placed in the next School Governors Newsletter asking for representatives to substitute on the following Schools' Groups:-

11-16 Secondary Schools  
11-18 Secondary Schools  
Infant School

(2) That, on behalf of the School Organisation Committee, the Secretary write to Sue Birkin thanking her for the work she has carried out on the Committee and extending the Committee's very best wishes for her future health.

**10. LATEST NEWS FROM SCHOOL ORGANISATION UNIT, DFES**

The meeting considered an e-mail received from Jo Bell, School Organisation Unit informing of the Forum's Home Page entitled 'SOC Health Checks Available', now being offered by the Chief Schools Adjudicator following a recent pilot exercise.

The aim of the programme is to improve SOC's understanding of their statutory duties and framework in which they operate, and provide information and support to SOCs to help ensure they reach well founded decisions in accordance with regulations and guidance.

Martin Harrop reported that no further information was available due to the website having recently been unavailable.

Resolved:- That further information on this matter be submitted to the next meeting.

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

This was agreed for Thursday, 20<sup>th</sup> January, 2005 at 9.30 a.m.



**ROTHERHAM METROPOLITAN BOROUGH COUNCIL  
REPORT TO GOVERNING BODIES – AUTUMN TERM 2004**

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR  
2006/07**

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 2006/07. The Local Admission Forum has previously considered the requirements for consultation and has agreed that the LEA should facilitate this, as far as possible, by use of the Authority's Internet site.

The timetable for the year is:-

Autumn Term 2004	Governing bodies consider the arrangements which will apply.
By 14 <sup>th</sup> January 2005	All relevant details to be forwarded to the LEA.
18 <sup>th</sup> January – 1 <sup>st</sup> March 2005	Period of consultation via the LEA's website.
By end of March	LEA and other Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority(ies).
By 15 <sup>th</sup> April 2005	All admission authorities to determine their arrangements and notify those consulted.

Community and Controlled Schools

For these schools, the LEA is the admission authority. The proposed admissions criteria remain the same as those determined for 2005/06. Admission numbers for 2005/06 and proposed numbers for 2006/07 are as shown in the Appendix.

**Action:** If the governing body consider that a different number would be more appropriate for the school, then details should be forwarded to Martin Harrop, 1<sup>st</sup> Floor, Norfolk House, as soon as possible and no later than **14<sup>th</sup> January 2005**.

Voluntary Aided Schools

The governing body is the admission authority. Governing Bodies of Church of England schools should consult their Diocesan Board before consulting anyone else.

Governing bodies to consider any changes to their admission criteria and/or admission number.

**Action:** Full details of the admissions criteria and admissions number to be forwarded to the LEA by 14<sup>th</sup> January 2005 in order for the full consultation with all the appropriate consultees to be carried out via the Internet. This should be done by e-mail to [martin.harrop@rotherham.gov.uk](mailto:martin.harrop@rotherham.gov.uk) It should be noted that if the full consultation is carried out appropriately for all admission authorities within the 'relevant area' (ie Rotherham), then the requirement to consult will only apply every other year for voluntary aided schools where no change to the arrangements are proposed. This could, therefore, apply for 2007/08, if full consultation is done for all schools for 2006/07.

#### Further General Points

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

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

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

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

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Martin Harrop on 01709 822415.

#### ii) Co-ordinated Admission Arrangements

Schemes for the co-ordination of admission arrangements for Primary and Secondary schools were agreed for 2005/06.

For 2006/07, the LEA intends to amend the scheme for Secondary preferences, but only in respect of extending the existing arrangements applying to all LEAs in South Yorkshire to include Nottinghamshire and Derbyshire. Both these LEAs are happy to agree this arrangement in order to avoid the possibility of some pupils receiving more than one offer of a school place.

**Action:** Governing Bodies to note and to forward any comments, if any, to the LEA marked for the attention of Martin Harrop.

## PRIMARY SCHOOLS

School	Net Capacity	Indicated Admission Number	Admission Number 2005/2006	Proposed Admission Number 2006/2007	Comments
Anston Brook Primary	253	36	40	40	
Anston Greenlands J&I	266	38	38	38	
Anston Hillcrest Primary	210	30	30	30	
Anston Park Infant	225	75	75	75	
Anston Park Junior	270	67	75	75(67)	Govs could consider the lower number
Aston CE J&I	210	30	30		
Aston Fence J&I	140	20	20	20	
Aston Hall J&I	210	30	30	30	
Aston Lodge Primary	210	30	30	30	
Aston Springwood Primary	210	30	30	30	
Aughton Primary	195	27	30	30	
Badsley Moor Infant	270	90	90	90	
Badsley Moor Junior	360	90	90	90	
Blackburn Primary	392	56	56	56	
Bramley Grange Primary	280	40	40	40	
Bramley Sunnyside Infant	240	80	80	80	
Bramley Sunnyside Junior	320	80	80	80	
Brampton Cortonwood Infant	115	38	40	40	
Brampton the Ellis CE Infant	120	40	40		
Brampton the Ellis CE Junior	269	67	70		
Brinsworth Howarth J&I	210	30	30	30	
Brinsworth Manor Infant	240	80	80	80	
Brinsworth Manor Junior	320	80	80	80	
Brinsworth Whitehill Primary	296	42	42	42(40)	Govs could consider the lower number
Broom Valley Infant	208	69	75	75	
Broom Valley Junior	272	68	68	68	
Canklow Woods Primary	270	38	40	40(38)	Govs could consider the lower number
Catcliffe Primary	170	24	25	25	
Coleridge Primary	210	30	30	30	
Dalton Foljambe J&I	150	21	30	30	
Dinnington Primary	431	61	52	52	New building in Sept 2004
St Joseph's Catholic Primary (Dinnington)	196	28	28		
East Dene J&I	420	60	60	50	To reduce in line with new build capacity
Ferham Primary	266	38	30	30	New building
Flanderwell Primary	206	29	30	30	
Greasbrough J&I	328	46	50	50	
Harthill Primary	180	25	30	30	
Herringthorpe Infant	210	70	70	70	
Herringthorpe Junior	280	70	70	70	
High Greave Infant	180	60	60	60	
High Greave Junior	240	60	60	60	

School	Net Capacity	Indicated Admission Number	Admission Number 2005/2006	Proposed Admission Number 2006/2007	Comments
Kilnhurst Primary	168	28	28	28	
Kimberworth Primary	210	30	N/A	30	New school will have capacity of 210 (R-Y6)
Kiveton Park Infant	150	50	50	50	
Kiveton Park Meadows Junior	200	50	59	59	
Laughton CE Primary	105	15	15		
Laughton J&I	145	20	24	24	
Lilly Hall Junior	268	67	67	67	
Listerdale J&I	210	30	30	30	
Maltby Craggs Infant	240	80	70	70	Will be based on capacity of new buildings = 210
Maltby Craggs Junior	320	80	70	70	Will be based on capacity of new buildings = 280
Maltby Hall Infant	178	59	60	60	
Maltby Manor Infant	180	60	60	60	
Maltby Manor Junior	243	60	60	60	
Maltby Redwood J&I	315	45	45	45	
St Mary's Catholic Primary (Maltby)	208	29	30		
Meadowhall Primary	350	50	N/A	50	New school will have capacity for 350 (R-Y6)
Ravenfield Primary	210	30	30	30	
Rawmarsh Ashwood J&I	210	30	30	30	
Rawmarsh St Mary's CE Primary	131	18	30		
Rawmarsh Monkwood Infant	173	57	60	60	
Rawmarsh Monkwood Junior	240	60	60	60	
Rawmarsh Rosehill Junior	240	60	60	60	
Rawmarsh Ryecroft Infant	180	60	60	60	
Rawmarsh Sandhill Primary	209	29	30	30	
Rawmarsh St Joseph's Catholic Primary	196	28	28		
Rawmarsh Thorogate J&I	210	30	30	30	
Redscope Infant	180	60	60	60	
Redscope Junior	240	60	60	60	
Rockingham J&I	390	55	56	56	
Roughwood Primary	392	56	56	56	
Sitwell Infant	228	76	76	76	
Sitwell Junior	300	75	76	76	
St Ann's J&I	345	57	60	60	
St Bede's Catholic Primary	280	40	40		
St Mary's Catholic Primary (Herr)	208	29	30		

School	Net Capacity	Indicated Admission Number	Admission Number 2005/2006	Proposed Admission Number 2006/2007	Comments
St Thomas' CE Primary (Kiln)	180	25	30	30(25)	Govs could consider the lower number
Swallownest Primary	210	30	30	30	
Swinton Brookfield Primary	347	49	50	50	
Swinton Fitzwilliam Infant	150	50	50	50	
Swinton Fitzwilliam Junior	200	50	60	60	
Swinton Queen Primary	315	45	45	45	
Thornhill Primary	231	33	30	30	New building
Thorpe Hesley Infant	210	70	80	70	
Thorpe Hesley Junior	324	81	81	81	
Thrybergh Fullerton CE Primary	105	15	15		
Thrybergh Primary	315	45	50	50	
St Gerard's Catholic Primary	140	20	20		
Thurcroft Infant	180	60	60	60	
Thurcroft Junior	355	88	70	70	
Todwick J&I	210	30	30	30	
Treeton CE Primary	259	37	37		
Trinity Croft CE J&I	112	16	16		
Wales Primary	171	24	30	30	
Wath CE Primary	210	30	30		
Wath Central Junior *	240	60	60	60	
Our Lady & St Joseph's Catholic Primary	175	25	30		
Wath Park Infant *	180	60	60	60	
Wath Victoria J&I	240	34	40	40	
Wentworth CE J&I	104	14	14	14	
West Melton J&I	140	20	28	28(20)	Govs could consider the lower number
Whiston J&I	210	30	30	30	
Whiston Worrygoose J&I	210	30	30	30	
Wickersley Northfield Primary	419	59	60	60	
St Alban's CE Primary	210	30	30		
Woodsetts J&I	176	29	30	30	

\* Schools will amalgamate with a net capacity of 420 and admission limit of 60.

## SECONDARY SCHOOLS

School	Net Capacity Figure	Indicated Admission Number	Admission Number 2005/2006	Proposed Admission Number 2006/2007	Comments
Aston Comprehensive School, A Specialist School in Maths and Computing	1833	313	319	319	
Brinsworth Comprehensive School	1487	255	255	255	
Clifton Comprehensive	1433	286	250	250	
Dinnington Comprehensive School	1444	252	252	252	
Maltby Comprehensive School	1639	290	290	290	
Oakwood Technology College	1050	210	210	210	
Rawmarsh School, A Sports College	1112	222	217	222	
Swinton Community School, A Maths & Computing College	1320	226	241	241(226)	Govs could consider the lower number
Thrybergh Comprehensive	704	140	140	140	Net capacity should be 700 for 2006
Wales High School	1520	248	248	248	
Wath Comprehensive A Language College	1740	290	300	300	Net capacity should be 1800 for 2006
Wickersley School and Sports College	1725	279	300	300	Net capacity should be 1850 for 2006
Wingfield Comprehensive	845	169	170	170	Net capacity should be 850 for 2006
Winterhill	1128 (for Old Hall)	225	320	320	Net capacity should be 1600 with new build
St Bernard's Catholic High, Specialist School for the Arts	664	132	132		
Pope Pius X Catholic High	650	130	130		

**ADMISSION NUMBER FOR SIXTH FORMS**

<b>School Name</b>	<b>Admission Number for Y7-Y11</b>	<b>Proposed Admission Number for Y12 2006/07 *</b>
Aston Comprehensive School, A Specialist School in Maths and Computing	319	47
Brinsworth Comprehensive School	255	38
Dinnington Comprehensive School	252	37
Maltby Comprehensive School	290	43
Swinton Community School, A Maths & Computing College	241	36
Wales High School	248	37
Wath Comprehensive A Language College	300	45
Wickersley Schools and Sports College	300	45

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