

LOCAL ADMISSIONS FORUM

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

Date: Thursday, 29 March 2007

Time: 10.00 a.m.

A G E N D A

1. Apologies for Absence
2. Minutes of the previous meeting (Pages 1 - 4)
3. Matters Arising
4. Annual Consultation and the new Admissions Code (Pages 5 - 22)
5. Membership and Function of the LAF (Pages 23 - 29)
6. In-year Fair Access Protocol (extract from the new Code and current 'Hard to Place' protocol herewith). (Pages 30 - 39)
7. Wales/Kiveton Park Catchment Areas (Pages 40 - 46)
8. Update on the current admissions cycles (Verbal Report)
9. Any Other Business
10. Date and Time of Next Meeting
Thursday, 5th July, 2007 at 10.00 a.m.

**LOCAL ADMISSIONS FORUM
16th November, 2006**

Present:- Councillor St. John (in the Chair); Councillor Austen and Barron. Mrs. I. G. Hartley, Mr. B. N. Sampson, Ms. C. Thorpe, Mr. F. Hedge, Mrs. G. Atkin and Mr. G. Lancashire.

10. APOLOGIES

Apologies for absence were received from Mrs. P. Powell, Mrs. H. McLaughlin and Mrs. C. Sellars.

11. MINUTES OF PREVIOUS MEETING

Agreed:- That the minutes of the meeting held on the 6th July, 2006 be received as a correct record.

12. MATTER ARISING – APPEALS PROCESS

Discussion took place on the additional pressure being put on school places, particularly in certain schools, due to the high number of asylum seekers/immigrant workers coming into the area.

13. CONSULTATION ON THE ADMISSION ARRANGEMENTS FOR 2008/09 AND ON THE 'RELEVANT AREA' FOR CONSULTATION IN 2009/10

David Hill presented a paper which set out areas for consultation with school governors in respect of the admission arrangements which will apply for school admissions in 2008/09. The areas related to :-

- community and controlled schools
- voluntary aided schools
- general points relating to admission numbers
- co-ordinated admission arrangements
- consideration of the 'relevant area' for the purposes of admissions consultation

The paper submitted also set out information on the order of priority for the allocation of places and the proposed admission numbers for each school for 2008/09.

The timetable for the consultation was reported.

Particular comment was made relating to the 'relevant area' and the situation was clarified.

Agreed:- That the information be received and the outcome of the consultation be reported to the March meeting of this Forum.

14. CONSULTATION ON THE DRAFT SCHOOL ADMISSIONS CODES OF PRACTICE ON ADMISSIONS AND APPEALS

David Hill reported that the DfES has published new draft codes in respect of School Admissions and Appeals, together with associated draft Regulations.

Consultation on them was taking place up to 1st December, 2006. The report submitted highlighted some of the changes and some of the areas which will require a response to the consultation.

The main points requiring consideration were in respect of :-

- powers of Local Admissions Forums
- guidelines on Choice Advice and introduction of Choice Advisers
- proposed changes to operation of Co-ordinated Schemes
- other matters including publication of all school admission arrangements and implications for school transport provision

Particular concerns were expressed in respect of co-ordinated schemes and the DfES proposal that an authority operate one scheme for all its schools (equal preference or first preference scheme).

County schools and church aided schools in Rotherham operated different schemes and it was agreed that a seminar for all church aided schools, and members of this Forum, be arranged to fully discuss the situation in January, 2007.

The other issue of concern discussed was in respect of school transport and it was agreed that this be highlighted in the response to the consultation.

Agreed:- (a) That the report be received.

(b) That a suitable response, based on the areas highlighted, be forwarded to the DfES before the closing date for the consultation period.

15. CHOICE ADVICE

David Hill and Marina Jordan gave an update on the Choice Advice situation, clarifying the need for Choice Advice and the DfES proposal that each admissions authority should have on Admissions Adviser.

It was outlined that the admissions staff presently provided all the necessary advice for parents; it was clear that a Choice Adviser would

need strong links with the Admission Team and have full knowledge of all related procedures.

The Forum congratulated the school admissions team in Rotherham for its efficient and effective work, noting that a Choice Advice help line was being set up.

The Forum had regard to the DfES view that there was need for arms length, impartial advice on school admissions, highlighting the need for pro-active work in the community.

It was also noted that the DfES grant for the post of Choice Adviser was time limited.

Agreed:- (a) That the information be received.

(b) That a report on the matter of Choice Advice be submitted to the Cabinet Member for Children and Young People's Services, the outcome to be reported to this Forum in March 2007.

16. SCHOOL CATCHMENT AREAS - WALES PRIMARY/KIVETON PARK INFANT/KIVETON PARK MEADOWS JUNIOR SCHOOLS

David Hill reported on a request from the Wales Primary School Governing Body to review catchment areas applying to Wales Primary, Kiveton Park Infants and Kiveton Park Meadows Junior Schools.

The request relates to an area which is shared between the schools, where pupils lie between the schools catchment areas.

The report submitted gives the background to the review of the catchment areas and considers the advantages and disadvantages of the possible options.

The preferred option recommended is to allocate the shared area within the catchment area of Wales Primary School, but to seek the views of all relevant parties on the options as part of the review.

Agreed:- (a) That the report be received, it being noted that it had been forwarded to the school governing bodies concerned, parents of pupils attending the schools and local ward members requesting feedback on the content of the report.

(b) That a further report be submitted to the March meeting setting out the responses.

17. BOOKLET - ADMISSION TO PRIMARY SCHOOL

Copies of the booklet for 2007/08 were distributed.

Leaflets were shown which would be on display to remind all parents to submit their school preferences before the deadlines.

Reference was made to preferences received on-line, Rotherham had received 16% on line which was in excess of the government target of 15%.

18. DATE AND TIME OF NEXT MEETING

This was scheduled for Thursday, 29th March, 2007 at 10.00 a.m.

1.	Meeting:	Cabinet Member for Lifelong Learning
2.	Date:	13th March 2007
3.	Title:	Admissions Consultation: 1) Annual consultation feedback report for 2008/09 admission 2) New Schools Admissions Code - various matters
4.	Programme Area:	Children and Young People’s Services

5. Summary: This report covers issues that have arisen as a result of the annual consultation exercise with and between schools and other LEAs. (All admission authorities must determine their arrangements by 15th April 2007). It also updates members on the outcome of the DfES’ consultation on the new Schools Admissions Code, the final version of which has now been published.

6. Recommendations: That:

- i) the proposed admission numbers contained within Annex 1 for community and controlled schools be confirmed for 2008/09, subject to the clarifications/ amendments contained in Annex 2 Ai).
- ii) the potential amendments/additions to the admissions criteria for community and controlled schools in respect of twins/triplets/multiple births and for those resident in flats shown at Annex 2, 3 iii) and iv) be considered and determined.
- iii) changes relating to voluntary aided schools shown at Annex 2 b i) and ii) be noted.
- iv) the appropriate notice be published in respect of the proposed admission numbers for schools named in Annex 2, 4, where the current admission number will be less than that indicated by the current net capacity calculation.
- v) this report be placed on the Authority’s website, all appropriate admission authorities be informed of the determinations and the appropriate notice on final determination be published.
- vi) this report be forwarded to the Local Admissions Forum (LAF) for consideration at its next meeting and that the LAF be reminded, particularly of its need to consider its future membership and the requirements in relation to an ‘in-year fair access protocol’.
- vii) the co-ordinated schemes for Primary and Secondary preferences be confirmed.
- viii) The ‘relevant area’ for 2009/10 admissions be confirmed as the whole of the Rotherham borough.

7 Proposals and Details: Annex 1 shows details of the LEA's consultation document, which was considered by governing bodies during the Autumn Term 2006. This has also been accessible on the Authority's website between 1st February and 1st March 2007.

All feedback received by the Authority is summarised in Annex 2, which also includes an update on the final version of the new Schools Admission Code and its main implications.

The Local Admissions Forum also needs to consider this report.

8. Finance: The main possible financial consequence relates to the treatment of twins/triplets/multiple births and those living in flats/equidistant from a school. If admission above the published admission number were to take place this could have a financial consequence in relation to infant class size legislation.

9. Risks and Uncertainties: All consultees must be informed of any determination and it is possible for objections to be made to the Adjudicator.

10. Policy and Performance Agenda Implications: The new School Admissions Code seeks to promote equity and fair access and all the admission authorities in Rotherham, in complying with the code, show their commitment to that. The change relating to the abolition of the use of 'first preference first' may have some effect on admissions performance indicators, but this is impossible to evaluate at the present time.

Both the Local Authority and the Local Admissions Forum will closely monitor any changes in this respect.

11 Background Papers and Consultation: The annual consultation exercise is undertaken by reference to statutory regulations and the code of practice – principally, the School Standards and Framework Act 1998, Education Act 2002 and the Education and Inspections Act 2006 together with the new School Admissions Code.

Contact Name : Martin Harrop. Principal Officer, Forward Planning
(01709) 822415
e-mail: martin.harrop@rotherham.gov.uk

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL
REPORT TO GOVERNING BODIES – AUTUMN TERM 2006**

CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR 2008/09
AND ON THE 'RELEVANT AREA' FOR CONSULTATION IN 2009/10.

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 2008/09. 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 2006	Governing bodies consider the arrangements which will apply.
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By 12 th January 2007	All relevant details to be forwarded to the LEA.
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18 th January – 1 st March 2007	Period of consultation via the LEA's website.
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By end of March	LEA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority(ies).
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By 15 th April 2007	All admission authorities to determine their arrangements and notify those consulted.
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Community and Controlled Schools

For these schools, the LEA is the admission authority. The proposed admissions criteria for 2008/09 are shown at Appendix 1. There are no proposed changes to the criteria agreed for 2007/08.

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

Action: The governing body should complete and return the pro-forma to Martin Harrop, 1st Floor, Norfolk House, as soon as possible and no later than **12th January 2007**.

Voluntary Aided Schools

The governing body is the admission authority.

Full consultation is required this year. In addition, Governing Bodies of Church of England schools 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 LEA by 12th January 2007 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 martin.harrop@rotherham.gov.uk Pro-forma to be completed and returned as for community and controlled schools.

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 2007/08.

There are no proposed changes to the schemes for 2007/08, except for any necessary minor amendments to dates.

Action: Governing Bodies to note and to forward any comments, if any, on the pro-forma.

iii) **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 2009/10.

Action: Governing Bodies to note and to forward any comments, if any, on the pro-forma.

Admission Criteria for community and controlled schools – 2008/09

Primary Reception

Places will be allocated in the following order of priority:

- i) Relevant looked after children (see note 2 below).
- ii) Children living in the catchment area of the school as defined by the Authority.
- iii) Those children who live outside the catchment area whose older brothers or sisters will be on the roll of the preferred school or its associated junior school at the time of their admission.
- iv) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- v) 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.
- vi) Children who 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:-

- i) Relevant looked after children (see note 2 below).
- ii) Children in attendance at Y2 in the associated Infant School.
- iii) Children living in the catchment area of the school as defined by the Authority.
- iv) Children whose older brothers or sisters will be on the roll of the school at the time of their admission.
- v) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- vi) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**.

- vii) Children who 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:-

- i) Relevant looked after children (see note 2 below).
- ii) Children who, on the Allocated Date, are living in the catchment area of the school as defined by the Authority.
- iii) Those children who live outside the catchment area whose older brothers or sisters will be on the roll of the preferred school at the time of their admission.
- iv) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular** school essential.
- v) Children with 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.
- vi) Children who, on the allocation date, are on the roll of one of the associated Primary/ Junior/Junior and Infant schools as identified by the Authority.
- vii) Children who, on the Allocated 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. 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 also the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.
3. Places will be allocated in accordance with the LEA's co-ordinated admissions schemes for Primary and Secondary schools. In assessing preferences, the LEA 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.

4. Children issued with a statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

PRIMARY SCHOOLS

School	Net Capacity	Indicated Admission Number	Admission Number 2007/2008	Proposed Admission Number 2008/2009	Comments
Anston Brook Primary	253	36	40	40	
Anston Greenlands J&I	247	35	38	38	
Anston Hillcrest Primary	210	30	30	30	
Anston Park Infant	225	75	75	75	
Anston Park Junior	270	67	75	75	
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	316	45	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	120	40	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	
Broom Valley Infant	179	59	60	60	
Broom Valley Junior	272	68	68	68	
Canklow Woods Primary	270	38	38	38	
Catcliffe Primary	170	24	25	25	
Coleridge Primary	210	30	30	30	
Dalton Foljambe J&I	141	20	30	30	
Dinnington Primary	305	43	43	43	
St Joseph's Catholic Primary (Dinnington)	196	28	28		
East Dene J&I	420/350	60/50	50	50	To reduce in line with new build capacity
Ferham Primary	210	30	30	30	
Flanderwell Primary	175	25	30	30	
Greasbrough J&I	308	44	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 2007/2008	Proposed Admission Number 2008/2009	Comments
Kilnhurst Primary	168	28	28	28	
Kimberworth Primary	210	30	30	30	
Kiveton Park Infant	162	54	54	54/50	Possible reassessment of net capacity
Kiveton Park Meadows Junior	180	45	59	59	
Laughton CE Primary	105	15	15		
Laughton J&I	145	20	24	24	
Lilly Hall Junior	240	60	60	60	
Listerdale J&I	210	30	30	30	
Maltby Craggs Infant	210	70	70	70	
Maltby Craggs Junior	270	67	70	70	
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)	210	30	30		
Meadowhall Primary	280	40	40	40	
Ravenfield Primary	210	30	30	30	
Rawmarsh Ashwood J&I	210	30	30	30	
Rawmarsh St Mary's CE Primary	131	18	18		
Rawmarsh Monkwood Infant	173	57	60	60	
Rawmarsh Monkwood Junior	243	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	30		
Rawmarsh Thorogate J&I	210	30	30	30	
Redscope J & I	420	60	60	60	
Rockingham J&I	329	47	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	420	60	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 2007/2008	Proposed Admission Number 2008/2009	Comments
St Thomas' CE Primary (Kiln)	180	25	30	30	
Swallownest Primary	210	30	30	30	
Swinton Brookfield Primary	322	46	50	50	
Swinton Fitzwilliam Primary	350	50	50	50	
Swinton Queen Primary	315	45	45	45	
Thornhill Primary	210	30	30	30	
Thorpe Hesley Infant	210	70	80	80	
Thorpe Hesley Junior	285	71	81	80	
Thrybergh Fullerton CE Primary	105	15	17		
Thrybergh Primary	261	37	37	37	
St Gerard's Catholic Primary	140	20	20		
Thurcroft Infant	180	60	60	60	
Thurcroft Junior	373	93	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	164	23	30	30	
Wath CE Primary	210	30	30		
Wath Central Primary	420	60	60	60	
Our Lady & St Joseph's Catholic Primary	175	25	30		
Wath Victoria J&I	270	38	40	40	
Wentworth CE J&I	104	14	16	16	
West Melton J&I	128	18	28	28	
Whiston J&I	210	30	30	30	
Whiston Worrygoose J&I	210	30	30	30	
Wickersley Northfield Primary	419	59	60	60	
St Alban's CE Primary	210	30	30		
Woodsetts J&I	205	29	30	30	

SECONDARY SCHOOLS

School	Net Capacity Figure	Indicated Admission Number	Admission Number 2007/2008	Proposed Admission Number 2008/2009	Comments
Aston Comprehensive School, A Specialist School in Maths and Computing	1755	300	300	300	
Brinsworth Comprehensive School	1487	255	255	255	
Clifton Comprehensive	1433	286	250	250	To match new build capacity
Dinnington Comprehensive School	1444	252	252	252	
Maltby Comprehensive School	1638	290	290	290	
Oakwood Technology College	1050	210	210	210	
Rawmarsh School, A Sports College	1108	221	222	222	
Swinton Community School, A Maths & Computing College	1320	226	226	226	
Thrybergh Comprehensive	700	140	140	140	
Wales High School	1520	248	248	248	
Wath Comprehensive A Language College	1788	300	300	300	
Wickersley School and Sports College	1725	279	300	300	Net capacity should be 1850 in 2006
Wingfield Comprehensive	845	169	170	170	Net capacity should be 850 in 2006
Winterhill	1128 (before new build)	225	320	320	Net capacity should be 1600 following new build.
St Bernard's Catholic High, Specialist School for the Arts	664	132	132		New assessment pending
Pope Pius X Catholic High	650	130	130		

ADMISSION NUMBER FOR SIXTH FORMS

School Name	Admission Number for Y7-Y11	Proposed Admission Number for Y12 2008/09 *
Aston Comprehensive School, A Specialist School in Maths and Computing	300	45
Brinsworth Comprehensive School	255	38
Dinnington Comprehensive School	252	37
Maltby Comprehensive School	290	43
Swinton Community School, A Maths & Computing College	226	34
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.

1 Feedback from the annual admissions consultationA Community and Controlled Schoolsi) Admission numbers

The following matters have been raised:-

Kiveton Park Infants - governors were asked to consider whether 54 (the current admission number) or 50 would be most appropriate for the school. Governors preferred to retain 54 and this can be agreed.

Bramley Sunnyside Infant - governors have requested that the Authority should give consideration to increasing the admission number from 80 to 90, which would be a better organisation tool in respect of infant class sizes legislation.

Although the point about infant class size legislation is well made, the net capacity assessment would indicate a maximum possible admission number of 88 rather than 90. The school currently has year groups of 74/76/74. Governors should be informed that the admission number of 80 will remain in place but that the position in relation to the number of preferences will be monitored and that officers will contact the school for any potential year group of 80+ in order to ascertain whether exceeding that number would actually prejudice efficient education or not.

Broom Valley Juniors - governors have requested a reduction of the admission number from 68 to 60, which would match the admission number currently applicable to the associated Infant school.

The revised net capacity assessment for the school based on current usage shows an indicated admission number of 60 and this can, therefore, be agreed.

Canklow Woods Primary - the current admission number is 38, but the school will have a new building by 2008/09 which will have capacity for 30 pupils per year group. This school should be included in the Authority's notice regarding schools with a proposed admission number lower than that currently assessed by reference to the net capacity form.

Maltby Craggs Infant and Maltby Craggs Junior - both schools have recently had a reassessment of net capacity based on current usage. Governors have requested that the Authority considers an admission number of 60 rather than the current number of 70.

Admission numbers of 60, preferred by both schools, can be agreed based on the new assessments.

Aston Comprehensive, - A Specialist School in Maths and Computing - governors have requested an admission number of 280. This would be a reduction from the current number of 300 which equates to the indicated admission number derived from the net capacity calculation. Governors have put together a case for this (see Annex 3).

Numbers entering Aston are already dropping due to smaller cohorts coming through from primary schools. Even with an admission number of 300 for 2007/08, the initial allocation of places totals just 262 and, therefore, no preferences have been refused. It is unlikely that more than 280 preferences will be received in the next few years. The admission number could be reduced to 280, but this would be subject to inclusion within a public notice and possible objection to the Adjudicator

ii) Admissions criteria

The proposal to make no amendments to the admission criteria was fully endorsed. There may, however, need to be some minor changes brought about by the new admissions code in respect of the treatment of those living equidistant (eg in flats) from a school and for twins/triplets etc where an admission number is reached and a further tie-breaker may be required (see 3 iii) and iv) below).

iii) There was no feedback on the proposal to continue with the current co-ordinated schemes and the determination of the whole of Rotherham borough as being the 'relevant area' for admission purposes.

B Voluntary aided schools

i) Admission numbers

St Bernard's Catholic High School

St Bernard's has recently had a reassessment of the net capacity for the school. The indicated admission number is now 162, but the governors wish to retain the current admission number of 140. This can be done, subject to the publication of a notice with scope for objections to the Adjudicator.

ii) Admissions criteria

There were very few proposed changes in admissions criteria notified by voluntary-aided church schools. Those received showed only minor amendments to wording which the Local Authority would have no objection to.

The new admissions code has, however, had a fundamental effect on how admissions preferences will be assessed by church schools. This specifically

relates to the use of 'first preference first' as part of the criteria. Full details on this are given below at 3 ii).

2 The publication of the new Admission Code and its consequences

Members may recall earlier discussions on the draft Admissions Code. The final version of the new Code has now been published and it has brought with it some changes which were signalled in the draft and others that were not, or which have been amended once more. The following have been confirmed:

- Admissions Forums
- may publish an annual report
 - membership extended to all schools (although not necessarily expected to attend).
- Choice Advice
- introduction of Choice Advisers confirmed.
- Publication
- a notice to be published in a newspaper regarding the determination of all admission arrangements in order to allow for parental objection.
- School Transport
- extending the right to have free school transport for pupils from low income families.

3 Other Matters

i) In year fair access protocols

There has been a change to the provisions relating to hard to place children. 'Hard to Place' protocols are to be replaced by 'In-year fair access' protocols, which will extend current protocols to all Primary, as well as Secondary schools. The new protocol will also be required to include all pupils 'who arrive outside the normal admissions who may have difficulty securing a place'. Rotherham's current 'Hard to Place' protocol specifically assists categories of pupils in gaining a place eg those in public care, refugees/ asylum seekers, homeless, travellers etc. A new protocol will have to be put together by the Admissions Forum and agreed by all schools. Its main emphasis will continue to be to ensure that:

- access to education is secured quickly for children who have no place
- all schools in an area admit their fair share of children with challenging behaviour.

The protocol will need to be in place for September 2007.

ii) First preference first/equal preference

The draft code created some confusion in relation to the above. The final version has clarified things by simply stating that the use of 'first preference first' within admissions criteria is no longer lawful. This has meant that a revision is required to admissions criteria for all Rotherham's church aided schools. A seminar was held on 25th January 2007 with church school and diocesan representatives and consequently all church schools are now in the process of putting into place the necessary amendments.

ii) Twins/triplets/multiple births

Admissions arrangements need to be clear on how the above will be treated where one (or more) place(s) is available within an admission number, but there are insufficient places to accommodate all members of the family. The code makes it clear that siblings should have a high priority, particularly for Primary School admissions, **but that admission authorities need to comply with the law on infant class sizes.** Twins/triplets etc cannot be classed as 'exceptions' for admission in relation to infant class sizes and if admission beyond the published admission number resulted in a potential class size in excess of 30, schools would have to employ an additional teacher potentially for up to 3 years. Accordingly, consideration needs to be given as to whether or not the Authority's admission arrangements should make it clear that in such circumstances any final place in respect of a community /controlled school admitting into the infant phase would be allocated by 'random allocation' through the drawing of lots, or whether the admission numbers would be exceeded in these circumstances.

iii) Those resident in flats

A similar situation could arise where pupils resident in flats are being considered for a place via the distance criteria. Where pupils are judged to be equidistant from a school and where one or more places are available, but these are insufficient to allow all such pupils to gain entry within the admission number, then the allocation for the remaining places could be undertaken by the drawing of lots. Again, this could be particularly important in the infant phase where exceeding the Infant Class Size limit might have severe implications for schools. Consideration must also be given to this matter.

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

There remains a requirement for a notice to be published should any admission authority wish to have an admission number, which is lower than that indicated by the current net capacity calculation. For 2008/09, this would apply to the following schools:-

School	Change	Comments
Clifton	250 rather than 286	will have changed capacity through PFI – awaiting new assessment
Aston Comp	280 rather than 300	pressure on the school's accommodation
Canklow Woods	30 rather than 38	will have new school building with reduced capacity in 2008/09
Thurcroft Junior	70 rather than 93	Large classrooms inflate the capacity calculation

ASTON COMPREHENSIVE SCHOOL**REQUEST FOR REDUCTION OF THE ADMISSION NUMBER FOR SEPTEMBER 2008**

The published admission number for the academic year 2007/8 is 300. The Governing Body are requesting a reduction in this number to 280 students for the academic year 2008/9. This number is below the net capacity calculation which places Aston's admission number at 300 and the request to reduce admissions to below the net capacity has been taken for the following reasons.

It is the view of the Governing Body and Leadership Team that there is considerable pressure on the school's accommodation and resources and that this is detrimental to the quality of educational provision.

The original structure of the school buildings has not altered. This poses serious health and safety issues due to the movement of such a large number of individuals around an extremely congested site. Stairwells, corridors and other communal areas including dining halls and play areas are heavily over crowded, they require constant supervision to prevent injury and crushes. The strain on many school resources, for example toilets, is excessive and improvements to the site in the 'Building School's for the Future' programme will not take place until at least 2012.

The projected admissions from our Rotherham feeder schools are well below our admission number. The projection for 2008/9 is 202 and for 2009/10 it is 219 so a reduction in admissions to 280 students would not affect the allocation of places to students from our locality. A large number of students transfer to Aston from Sheffield primary schools. There are increasing difficulties in transporting these students to Aston. Many parents rely totally on the bus service provided by Mass Transport which delivers the students to school ten minutes after the designated start to the school day. This causes distress for both students who are constantly late for school and staff seeking to ensure a punctual start to the school day.

Our entry year group is divided into 10 tutor groups, each containing 30 students, which is the maximum number classrooms are resourced to accommodate. It is not possible to accommodate groups larger than 30 students. A reduction in admission numbers to 280 would provide a degree of flexibility in the allocation of students to tutor groups and subsequently teaching groups, especially when admitting in-year transfers.

Furthermore, as the Authority's inclusion policy aims to ensure that, as far as possible, students with special educational needs attend their local mainstream school, a reasonable match between numbers of students and the school's physical capacity must be observed. When a school becomes over-crowded as is Aston, then it becomes more difficult to effectively deploy resources to ensure our inclusion policy is consistent for all students. This is further enhanced by the move towards personalisation of students learning which inevitably requires a more flexible approach to the structure of the curriculum. This is extremely difficult when the site is already operating at its maximum capacity.

Further strain has been placed on the accommodation as a result of new legislation including Workforce Reform which has led to an increase in the number of support staff employed by the school. Any new appointments have to be given appropriate work space and this has had to be provided from the existing accommodation which was already under pressure. The situation is likely to be made more difficult in future years by the Extended Schools agenda which will further increase the need to provide space for other agencies to work on the site. For many of these services confidentiality is vital and subsequently communal spaces are inappropriate. This is already an issue when trying to accommodate our Education Welfare Officer, School Nurse and staff working for the Visually Impaired Service.

Car parking space is at a premium on the site and any new appointments or increase in visitors to the school places additional strain on already inadequate facilities. Cars are parked on hard standing areas used by students and access to these parking areas crosses routes used by students to reach the playing fields, netball courts and swimming pool. The main road leading to the school entrance is not suitable for on street parking of large numbers of vehicles and should we request staff or visitors to park on the roadside this would be hazardous for students at the beginning and end of the school day as most staff arrive before and leave after the students causing parents dropping off students to double park on the road over the brow of the hill. The school is about to undergo a building programme, which will cause disruption to the site and place additional pressure on the school facilities, including further reducing the amount of car parking space.

The 'Food in Schools' agenda encourages students to sit and eat a healthy meal at lunchtime within a calm and pleasant environment. As a school we do not allow students in Years 7, 8, 9 and 10 to leave the site at lunchtime unless they are going home for lunch. We have introduced a cash-free system to improve the speed of service however Aston does not have designated dining spaces and each day tables and chairs have to be set out and cleared away in our two halls. This does not provide sufficient space for all students to be able to sit at a table and eat either a school meal or a packed lunch. In addition the site does not provide any social/communal spaces for student use.

It is firmly believed that given the nature of the site and the number of years to pass before Aston students can be educated in a modern appropriately planned building it is necessary to alleviate the pressure on the existing facilities by reducing the number of students using the site. As a result the quality of educational provision for the remaining students would be improved.

EXTRACT FROM THE NEW ADMISSIONS CODE

Admission Forums

4.9 Section 85A of the School Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum¹. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Admission authorities of all maintained schools and Academies, when exercising their functions, **must** have regard to any advice offered by the Forum. Local authorities may establish a joint forum with one or more other local authorities to consider and advise on admissions in more than one authority area. Further information on the membership and procedures of Admission Forums is set out in Appendix 2.

Statutory role of Admission Forums

- 4.10 Admission Forums have a key role in ensuring a fair admissions system that promotes social equity and **must**, under section 84 of the School Standards and Framework Act 1998, act in accordance with this Code. The role of Admission Forums is set out in Regulations². Admission Forums **must**:
- a) consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
 - b) promote agreement on admission issues;
 - c) consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum;

¹ The Education (Admission Forums) (England) Regulations 2002 (SI 2002/2900) as amended by SI 2007/xxxx

² Education (Admission Forums) (England) Regulations 2002 (SI 2002/2900) as amended by SI 2007/xxxx

- d) consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
- e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- f) 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 this Code (see Chapter 3);
- g) promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- h) consider any other admissions issues that arise.

Ensuring fair access

4.11 In discharging these responsibilities, Admission Forums **should**:

- a) refer an objection to the Schools Adjudicator where either it identifies policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of this Code, or where their advice has been disregarded by admission authorities;
- b) review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus (see Appendix 4) and the delivery of Choice Advice (see Appendix 5); and
- c) agree, promote and monitor local authority In-Year Fair Access Protocols for potentially vulnerable children including those previously excluded from school, children in care, children with special educational need and/or disabilities, children who are hard to place, and those who arrive in the area outside the normal admissions round.

Reports on effectiveness of local admission arrangements

4.12 Admission Forums have an important power, under section 85A(1A) of the School Standards and Framework Act 1998 (as inserted by section 41 of the Education and Inspections Act 2006), to publish an annual report. Regulations³ set out the matters that reports will cover which include:

- a) a breakdown of preferences met by ranking (1st, 2nd, 3rd preference etc), and the main factors affecting whether preferences were met;
- b) the number of admission appeals made for schools in the area;
- c) the ethnic and social mix of pupils attending schools in the area, and factors which affect this;
- d) the extent to which existing and proposed admission arrangements serve the interests of vulnerable children;
- e) how well In-Year Fair Access Protocols are working and the number of children admitted to each school under the protocol;
- f) whether primary schools are complying with infant class size legislation;
- g) details of other matters that affect how fairly admission arrangements serve the interests of local children and parents;
- h) any recommendation or recommendations that the forum wishes to make in order to improve parental choice and access to education in the local authority's area.

4.13 These reports are a valuable tool in ensuring an open and fair admission system as admission authorities **must** have regard to any advice published by the Admission Forum. The reports will be drawn upon by the Schools Commissioner in drawing up his two yearly national review of fair access

³ Admission Forum (England) Regulations 2002 (SI 2002/2900) as amended by SI 2007/xxxx

APPENDIX 2

Admission Forums

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

Membership

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

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

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

Tenure

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

Procedure for meetings and appointment of officers

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

Promulgating advice and making objections

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

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

In-Year Fair Access Protocols

- 3.14 In-Year Fair Access Protocols (formerly referred to as 'hard to place pupil protocols') exist to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. Along with devolved funding and responsibility for alternative provision, an agreed protocol encourages schools to work together in partnership to improve behaviour and tackle persistent absence.
- 3.15 All admission authorities and Admission Forums **must** have Fair Access Protocols in place by September 2007. In addition, all schools and Academies **must** participate in their local authority area's protocol in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. For that reason, admission appeal panels **should not** view the fact that a protocol has obliged a school to admit over its admission number as an indication that it can do so in the normal admissions round without causing prejudice to the efficient provision of education or efficient use of resources.
- 3.16 There is a balance to be struck between finding a place quickly, when the place might be in an undersubscribed school or one facing challenging circumstances, and finding a school place that is appropriate for the child. In agreeing a protocol the local authority, Admission Forums and admission authorities **should** ensure that no school, including those with places available, is asked to take an excessive or unreasonable number of children who have been excluded from other schools.

- 3.17 Admission authorities and Admission Forums **must** ensure that all children who arrive outside the normal admissions round who may have difficulty securing a place are covered in their protocol. Children with special educational needs but without statements **should** be treated in the same way as all other applicants, but protocols **must** include arrangements for ensuring that, where there is prior need for particular support or for reasonable adjustments to be made for children with special educational needs or disabilities, such children are placed quickly. Children with statements of special educational needs that name a school and who arrive outside the normal admission round **must** be admitted to the school even if the school is full. Similarly, where a local authority, as the corporate parent, directs an admission authority to admit a child in care, the governing body **must** admit the child to the school at any specified time during the year, even if the school is full, unless the Adjudicator upholds an appeal from the admission authority¹.
- 3.18 The governing body of a voluntary aided or foundation school may under section 97 of the School Standards and Framework Act 1998 (as amended by section 49 of the Education and Inspections Act 2006) refer a local authority's decision to direct the admission of a child in accordance with a locally agreed protocol under section 96 of the School Standards and Framework Act 1998 to the Schools Adjudicator. The Adjudicator then determines which school is to be required to admit the child. The governing body of the school **must** admit the child. If a governing body refuses to comply with a direction under section 96 the local authority may refer the matter to the Secretary of State for consideration under section 497 of the Education Act 1996. Similarly, the local authority can refer the matter to the Secretary of State if an Academy refuses to admit a child in accordance with a protocol. In the case of a community or voluntary controlled school where the governing body refuses to accept the local authority decision as admission authority to admit the child, the local authority may refer the matter to the Secretary of State under section 496 or section 497 of the Education Act 1996.

¹ Section 97(3) of the SSFA 1998 as amended by section 49 of the EIA 2006

- 3.19 Once In-Year Fair Access protocols have been agreed Admission Forums **must** monitor how well they are working², how quickly the children are found places, and the contribution every school in the area is making. Additional guidance, along with example protocols and case studies of good practice can be found at www.dfes.gov.uk/sacode.

² The Education (Admissions Forums)(England) Regulations 2002 (SI 2002/2900) as amended by SI 2007/xxxx

Protocol for the Admission of Hard to Place Children

In response to the revised guidance contained within the DfES' School Admission's Code of Practice, the Rotherham Local Admissions Forum has agreed the following protocol in respect of Hard to Place Children. This protocol applies equally to all secondary schools within Rotherham.

Main Principles

The Local Admissions Forum recognises that some parents can find difficulty in obtaining a school place for their child(ren) and that this can lead to an unnecessary delay in the admission to a school. This can be for a number of reasons, but it often also results in undersubscribed schools (which may also be operating under challenging circumstances) being asked to admit a larger proportion of hard to place pupils than those schools which are operating at their admission number.

This protocol is designed to:-

- provide for a fairer distribution of hard to place pupils,
- work in the best interests of all Rotherham's pupils,
- recognise that hard to place pupils should not be denied access to their catchment/nearest/most appropriate denominational school save in exceptional circumstances.

Protocol

A preference in respect of a child falling within one of the following categories will be agreed, even where the preferred school is already operating at or above its admission number in the year group concerned, where the preferred school is the catchment/nearest/most appropriate denominational school :

- i) public care,
- ii) permanently excluded from school (but see **1.** and **2.** below),
- iii) attend a PRU and needing to be reintegrated back into mainstream education,
- iv) been out of education for longer than one school term (provided that an appropriate place has not already been allocated),
- v) refugees and asylum seekers not in accommodation centres,
- vi) homeless,
- vii) travellers.

(**1.** Further information relating to Rotherham's Secondary School Approach to the Re-integration of Permanently Excluded Pupils and Managed Moves for Children at Serious Risk of Exclusion can be found at Annex 1).

It is recognised that there are, inevitably, some instances where it is not appropriate to agree a preference made on behalf of a child for a specific school. This can equally apply to hard to place children. Preferences will not therefore be agreed as part of the above protocol where the hard to place child:-

- i) is a challenging child and the preferred school has a particularly high concentration of pupils in challenging behaviour, or the child is particularly challenging and, in either case, the school concerned:-

- a) is under special measures or has recently come out of them (within the last two years); or
 - b) has been identified by OFSTED as having serious weaknesses; or
 - c) is subject to a formal warning notice; or
 - d) is a Fresh Start school or Academy open for less than two years; or
 - e) is a secondary school where less than 25% of whose pupils are achieving 5 or more GCSEs at grade A*-C, or
- ii) has, in exceptional circumstances, a previously established connection with the school concerned,

and, in i) or ii) admission to the school would prejudice the provision of efficient education or the efficient use of resources.

NB. 2. Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1st September 1997, parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years following the second exclusion. However, this does not apply to:

- children who are below compulsory school age when excluded;
- pupils who were re-instated following a permanent exclusion;
- and pupils who would have been re-instated following a permanent exclusion had it been practicable to do so.

A permanent exclusion is regarded as taking effect from the first school day the headteacher has told the pupil not to attend school.

In such circumstances the LEA will offer a place at a school it deems to be most appropriate and, therefore, this protocol will not apply.

Annex 1

**A ROTHERHAM SECONDARY SCHOOL APPROACH TO THE
REINTEGRATION OF PERMANENTLY EXCLUDED PUPILS**

EXCLUDING SCHOOL

Penalty one	loss, pro-rata, of AWPU
Penalty two	loss of £4,000 Pupil Support Grant

ADMISSION TO PRU

- LEA has control of admission
- PRU staff best place to assess need and potential for reintegration placement
- £1000 per pupil held centrally towards costs of PRU or alternative provision

TRIAL REINTEGRATION PROGRAMME IN RECEIVING SCHOOL

- Not an admission
- Programme agreed with pupil, parents, PRU and receiving school
- Ten weeks maximum before recommendations / decisions are made
- Hopefully a shorter period if success evident
- Sadly shorter if success clearly not evident and serious issues arise

Reward one	£250 per week X 10 from PRU during trial “educated elsewhere”
Reward two	optional £500 support package from BSS staff, or the £500 (one advantage being dual tracking of issues as they arise)
Reward three	Pro Rata AWPU

REQUIREMENTS

All schools to participate, if necessary exceeding admission limit
Immediate goodwill required for this scheme
Schools must agree “fresh start” ethos from first meeting with the excluded pupil

PITFALLS

If across Rotherham the pupil re-integration via PRU and “educated elsewhere” is not working, we would have to return quite quickly to LEA “admitting” to schools instead.

The pupil re-integration may not be successful in the view of the school, but parents might, at the end of the trial “educated elsewhere”, still apply for the LEA for an admission to the school.

Agreed with secondary headteachers September 2002

Managed Moves for Children at Serious Risk of Exclusion

LEA Circular 59 states:

"A managed move. If a school feels that it can no longer manage the behaviour of a particular pupil, the school may ask another school to take over his or her education. This should only be done with the full knowledge and co-operation of all parties involved, including the parents/carers and the Council (Admissions Section), and in circumstances where it is in the best interests of the pupil. Parents/carers should never be pressured into removing their child from school under threat of permanent exclusion, nor should pupils be deleted from the roll to encourage them to find another school place.

If a managed move is agreed, it is essential that the relevant support services within the Council are kept informed."

- Where pupils are at serious risk of exclusion, then schools can work together to agree a system of managed moves. This would need full agreement of all secondary Head Teachers and Governing Bodies, Local Admissions Forum and have members' approval to become part of the LEA Admissions Code.
- This could only be used for pupils where a fresh start is considered appropriate by both school and parents/carers and there is a serious risk of permanent exclusion. The home school will need to demonstrate that all appropriate strategies, resources have been exhausted.
- A checklist of interventions has been drafted to help schools ensure that all appropriate strategies have been tried. (Appendix I)
- This would provide an opportunity for collaborative working across schools. If we are all committed to the principles of the Green Paper and "EVERY CHILD MATTERS" then this presents a genuine step forwards.
- As far as possible, managed moves should not involve pupils travelling excessive distances
- Headteachers will be responsible for the organisation of the scheme and it will depend upon mutual trust, understanding and co-operation.
- In essence, the home school will liaise with another school to agree a trial placement for an agreed period (a minimum of 10 school weeks) whereby the child will attend the new school, remaining on the roll of the home school. It will be essential that a case review with school, parents/Careers, support services is convened to agree that this is the only way forward. An end date for the trial period will be set when the move is first negotiated.
- If there is agreement to proceed with a system for managed moves, then a written policy agreed by Head Teachers will need to be approved by elected members and the Local Admissions Forum. This will include agreement to admit over and above the admission limit where schools are oversubscribed.
- The receiving school should use a Pastoral Support Plan to ensure that the move is planned and the pupil supported. Review meetings will involve both schools, parents/carers and support agencies. Arrangements for school uniform and travel will need to be resolved between parent/carer and receiving school. Where a child

has a Statement of Special Educational Needs, then SEN Section must be consulted.

- The Behaviour Support Service will act as facilitators of the scheme and keep a record of the managed moves negotiated.
- Following completion of a successful trial, the child will formally transfer and be placed on the roll of the new school. Formal paperwork agreeing the move will need to be completed and sent to Admissions.
- Where a receiving school considers that even after intensive support the trial placement is failing then the child, following a formal meeting with parents/carers, will return to the home school.
- It is recommended that in any one school year no school should be asked to take more than 2 pupils on a managed move.

There is unlikely to be any central funding or resources to support this process, however head teachers may agree to jointly fund a behaviour support worker(s), managed from BSS, who could support the reintegration – in line with the practice for permanently excluded pupils.

Statemented Pupils and Managed Moves

Advice from RMBC Legal Services is that where the behaviour of a statemented child is a cause of serious concern and it can be demonstrated that the school is unable within its delegated resources to meet the needs of the child then the statement needs to be formally reviewed. If the parent then expresses a preference for another school for the child an amended statement would need to be written for the child to move to a new school. The LEA is bound to make the provision specified in the statement, it cannot make alternative provision without the statement being amended or a fresh statement being issued and that would trigger the parent's right to make a preference. Hence managed moves should not be used for statemented pupils.

- **Issues relating to Admission Appeals raised through the Group**
 - Recent practice in Admissions Section means that schools are now contacted before appeals are heard and if a head teacher wishes to add to the case he/she may do so.

10.02.2004

Secondary Head Teachers meeting – March 18th 2004 –as recorded in the minutes of the meeting it was formally agreed that the above report is adopted and becomes operational at the start of summer term 200

APPENDIX I

Checklist of interventions needing to be evidenced before managed move should be considered:

	YES	NO
Pupil is at School Action Plus on Code of Practice and IEPs indicate little progress towards targets	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Support Plan in place and review(s) indicates little progress	<input type="checkbox"/>	<input type="checkbox"/>
The emotional needs of pupil have been identified and strategies put in place to meet need, e.g. recent bereavement, change in living circumstances	<input type="checkbox"/>	<input type="checkbox"/>
School internal support systems have been fully utilised to support the pupil	<input type="checkbox"/>	<input type="checkbox"/>
Central support services, e.g. EPS, BSS, Young People's Services have been consulted	<input type="checkbox"/>	<input type="checkbox"/>
Parents/carers have been invited to meetings to discuss school's concerns	<input type="checkbox"/>	<input type="checkbox"/>
Pupil has experienced a range of internal sanctions and is at risk of exclusion from the school	<input type="checkbox"/>	<input type="checkbox"/>
KS4 pupils have been offered alternative curriculum opportunities - work related learning etc.	<input type="checkbox"/>	<input type="checkbox"/>
Pupil's learning needs are met through appropriately differentiated work	<input type="checkbox"/>	<input type="checkbox"/>

Inclusion Services

<u>MANAGED MOVE AGREEMENT</u>	
Name of school pupil is currently attending:	
Name of new school	
Pupil Surname	Date of Birth
Pupil First name	Male / Female
Name of Parent / Carer	
Address	
Is the child looked after Yes / No	
SEN status	
Please give brief summary of pupil's circumstances	
Date trial starts at new school (pupil remains on roll of current school)	
Date trial will terminate	
Date of first review of trial	
All parties in agreement with the planned managed move to sign below	
Parent / Carer	
Pupil	
Current school signature Designation	
Receiving school signature Designation	
Date	
Please send a copy of this agreement to: Inclusion Support Services, International Centre, Simmonite Road, Kimberworth Park, Rotherham, S61 3EQ e-mail behaviour.support@rotherham.gov.uk	

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Children and Young People's Services
2.	Date:	23rd January, 2007
3.	Title:	Catchment Areas: Wales / Kiveton Park – report following consultation
4.	Programme Area:	Children and Young People's Services

5. Summary:

Following receipt of a request from the Wales Primary School Governing Body to review local catchment areas and, after agreeing to a consultation exercise, this report summarises the responses and seeks a decision on the matter.

6. Recommendations:

That:

- i) The consultation feedback report be received,**
- ii) Option 1 (no change) be agreed as the way forward for the present, with the situation to be monitored and a further report to be produced in 2009/10, and**
- iii) All consultees be informed of the decision.**

7. Proposals and Details:

The Wales Primary School Governing Body requested a review of local catchment areas and a report was considered at the Cabinet Member and Advisers meeting held on the 5th September (see attached).

The report included the following options:

1. Make no change
2. Combine all of the areas and make one whole 'shared area'
3. Allocate all of the addresses within the 'shared area' to Wales
4. Allocate all of the addresses within the 'shared area' to the two Kiveton schools
5. Divide the 'shared area' and draw two conjoined catchment areas
6. Draw two new conjoined catchment areas.

Consultation has now taken place and the following can be reported:

Local stakeholders (parents/governors – individual responses)

The overall response rate was 36%.

Of the 82 responses, 39 (47.5%) opted for no change.

There was, therefore, a small majority (43 respondents i.e 52.5%) who opted for change, but this was divided between the various options put forward in the report.

If there was to be a change, the largest number (24 respondents i.e. 29% of the total) preferred Option 3, whilst 12 (14.5%) preferred Option 2. There was only minor support for the other listed options.

Governing Bodies

Both the Kiveton Park Infant and the Kiveton Park Meadows Junior Schools Governing Bodies felt unable to support the report's preferred Option 3 and both recommended Option 1(no change).

Comments

Generally, there was support for the concept of parental preference and the ability to 'choose' a school. (The legal right to make a parental preference is not affected by any decision in this matter. Catchment areas are part of the Authority's admission criteria, which are a mechanism to prioritise preferences and these are used only where any school is oversubscribed).

Some of the consultees offered the opinion that 'if it ain't broke – don't fix it', making reference to the fact that, currently, all preferences are satisfied. (All preferences are currently satisfied simply because both schools are undersubscribed and any change to the catchment area would have no effect in that situation).

Some respondents were concerned that any removal of the shared area would be detrimental to parents living in that area and, in particular, that those moving into new housing in the Kiveton Park catchment would have a higher priority for admission to those schools than those currently living in the shared area, even though they would be living further away from the schools.

There was also no real confirmation of the original assertion that the shared area was confusing for parents.

It is, perhaps, the latter two points when considered alongside the original report that need to be fully taken into account when making a decision on this matter.

As a reminder, the original report suggested that Option 3 would be the most appropriate option, because it would:

- a) Be a minor rather than a major change
- b) End any confusion arising from the use of a 'shared area' and
- c) Mainly reflect the current trend of parents preferences in the area.

8. Finance:

There are no financial consequences in making a decision on this matter.

9. Risks and Uncertainties:

The Authority must keep catchment areas under review. Admissions policies (including catchment areas) should be clear and concise. Admissions matters can be subject to challenge and judicial review.

10. Policy and Performance Agenda Implications:

The consultation exercise supports the aims within the corporate plan under the themes of a learning and a proud council.

11. Background Papers and Consultation:

Original report enclosed. This issue was also previously considered in 1995.

Contact Name :

*Martin Harrop, PO Forward Planning. Tel.(01709) 822415
e-mail: martin.harrop@rotherham.gov.uk*

ROTHERHAM METROPOLITAN BOROUGH COUNCIL**ANNEX A****REPORT:****CATCHMENT AREAS: SCHOOLS - WALES PRIMARY AND
KIVETON PARK INF./KIVETON PARK MEADOWS JUN****Introduction**

The Wales Primary School Governing Body has written to the Authority requesting a review of the catchment areas for the above-named schools. A map dating from the period of the previous review of the area, which took place in 1995, is attached. Areas of the more recent housing development in the area, from 2001 onwards, are indicated.

The drawn catchment areas have an area of overlap ('shared area'). Dwellings within the shared area are included in both catchment areas.

The governing body feels that the 'shared area' can be confusing for parents – there are no other instances of two community schools sharing an area in Rotherham. Additionally, the position was not clear on the authority's 'Mapkey' or Rotherham's web page 'The Knowledge', but changes have recently been made to these sites and both now reflect the current position. The governing body is also mindful of the extent of recent housing development in the area and its location.

A review of the catchment areas could lead to the following options:

1. make no change,
2. combine all of the areas and make one whole 'shared area',
3. allocate all of the addresses within the 'shared area' to Wales.
4. allocate all of the addresses within the 'shared area' to the two Kiveton Schools
5. divide the 'shared area' and draw two conjoined catchment areas, or
6. draw two new conjoined catchment areas.

Any decision on a preferred option should take account of the information presented in the following sections.

Statistical Background

As previously stated, the latest review of the area was conducted in 1995. The 'shared area' was already in existence and the decision at that time was to leave this unchanged.

The following fall within the 'shared area':

Beeches Road	Manor Road
Brooklands Farm	Old Quarry Avenue
Cedar Nook	Orchard Croft
Church Close	Poplar Nook
Forge Road	Rookery Close
Horseshoe Close	The Square
Horseshoe Gardens	Wales Road (small no. of
Lodge Hill Drive	properties)

The above contain 228 properties in total. This number of properties would be expected to produce around 6/7 pupils in an average year group (based on a planning formula of 3 pupils per year per 100 dwellings). At the time this report was compiled, the pupils from this area attending the schools was as follows:

	R(FS2)	Y1	Y2	Y3	Y4	Y5	Y6	TOTALS
Kiveton Park	0	2	1	1	2	0	2	8
Wales	2	3	4	5	7	3	2	26
TOTALS	2	5	5	6	9	3	4	34

There was an average of around 5 pupils per year within the 'shared area', with the majority preferring to attend Wales Primary School.

Parental preference and relative size of the schools.

For admission to Reception (FS2), parents will make a preference for Kiveton Park Infant, Wales Primary or any other Infant/J & I/Primary school. There are currently places available at both schools to satisfy all parental preferences with the number on roll, average year group and admission number being:

SCHOOL	NOR	AVERAGE	ADM. No.
KIVETON PARK I	119	39.7	54
WALES PRIM	156	22.3	30

Interestingly, the average numbers on roll in each year group and the admission numbers are almost exactly the same proportion for each school (i.e 5:9).

Main points for consideration

These can be summarised as follows:

1. The Authority remains committed to the use of catchment areas within its admission criteria where any school is oversubscribed.
2. Although there is a duty to keep catchment areas under review, it is recognised that they should not be subject to frequent change.
3. Catchment area change should not be a mechanism for simply moving pupils from one school to another.
4. Parental preference should be maximised as far as possible and all preferences will be satisfied where schools are not oversubscribed.
5. The admissions process (including drawn catchment areas) should be clear rather than confusing.

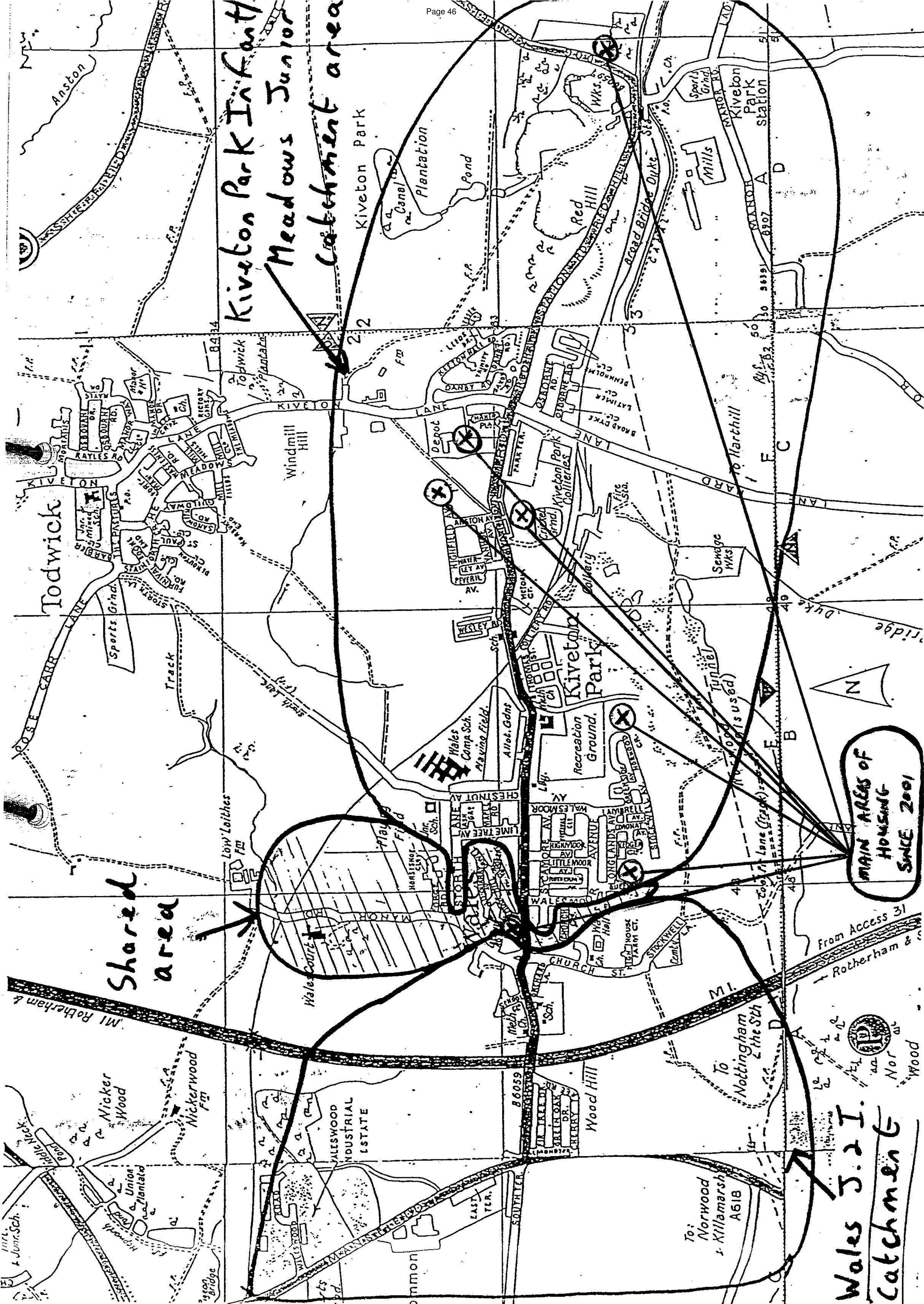
If we consider each of the options described in the introduction within the context of these points, it is suggested Option 3 would be the most appropriate option to follow, by allocating all of the addresses within the 'shared area' to Wales Primary School. The main reasons for this are :

1. If options 1 and 2 were followed the potential for confusion because of the 'shared' nature of the area continue.
2. If options 5 and 6 were followed, the change could continue any confusion and may contradict the pattern of parental preferences as described above.
3. If option 4 was followed then this would contradict the pattern of parental preferences as described.

4. Option 3 would be the most appropriate option because it would:
 - a) be a minor rather than a major change.
 - b) end any confusion arising from the use of a school area.
 - c) mainly reflect the current trend of parents preferences in the area.

Next Steps

Before making any final decision on this matter, the Authority will wish to seek the views of the schools' governing bodies and also local parents. It is recommended that this report is sent out, together with an appropriate pro-forma, in order to collect feedback. Details should also be forwarded to local ward members. A further report will then be prepared in order to consider the responses before a final decision is made.



Kiveton Park In East Meadows Junior Catchment area

Shared Area

MAIN AREAS OF HOUSING SINCE 2001

Wales J.I. Catchment

To: Norwood & Killamarsh A618

From Access 31 Rotherham & Nottingham

