

LOCAL ADMISSIONS FORUM

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

Date: Thursday, 19 March 2009

Time: 10.00 a.m.

A G E N D A

1. Apologies for Absence
2. Minutes of the Previous Meeting held on 13th November, 2008 (copy attached) (Pages 1 - 5)
3. Matters arising from the minutes of the meeting held on 13th November, 2008
4. The School Admissions Regulations 2008 and Membership of the Local Admissions Forum (report attached) (Pages 6 - 13)
5. Annual Admissions Consultation - Feedback (report attached) (Pages 14 - 31)
6. Revisions to the School Admissions Code (and Admissions Appeals Code) of Practice (report attached) (Pages 32 - 38)
7. Current School Admissions Cycles - Secondary School Entry in September 2009 - Update (copy attached) (Page 39)
8. Statistics of School Admission Appeals - School Year 2006 to 2007 (report attached) (Page 40)
9. Date and Time of Next Meeting : Thursday, 2nd July 2008 at 10.00 a.m.

**LOCAL ADMISSIONS FORUM
THURSDAY, 13TH NOVEMBER, 2008**

Present:- Councillor Rushforth (in the Chair); Mr. B. N. Sampson (Church of England), Mrs. I. G. Hartley (Community School Governor), Mr. M. Hall (Parent Governor), Father A. Hayne (Catholic Diocese), Mr. G. Lancashire (Voluntary Aided School Governor), Mrs. H. Morris (Voluntary Aided Schools), Mr. P. Robins (Community Representative) and Mrs. C. Thorpe (Catholic Diocese).

Apologies for absence were received from:- Councillor Falvey, Mrs. G. Atkin (Church of England Schools), Mr. F. Hedge (Community Representative) and Mrs. P. Powell (Community Representative)

14. RETIREMENT OF MR. FRANK HEDGE

The Chair reported that Mr. Frank Hedge (community representative) had decided to retire from service with the Local Admissions Forum.

Members placed on record their appreciation of the services of Mr. Frank Hedge and wished him a long and happy retirement.

15. MINUTES OF THE PREVIOUS MEETING HELD ON 3RD JULY 2008

Agreed:- That the minutes of the previous meeting of the Local Admissions Forum, held on Thursday, 3rd July, 2008, be approved as a correct record.

16. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3RD JULY 2008

With regard to Minute No. 7(d) (Ministerial Statement by Schools Minister Jim Knight M.P. – Consultation), it was noted that the Department for Children Schools and Families' consultation about changes which would include an updated Code for Admissions would now be ending on 15th November 2008. The reason for the extended deadline for submission of comments was that the DCSF was seeking views about 'cross siblings' and about transitional arrangements for partially selective schools.

17. LOCAL ADMISSIONS FORUM ANNUAL REPORT 2008

Further to Minute No. 9 of the meeting of the Local Admissions Forum held on 3rd July, 2008, consideration was given to a draft of the annual report for the Rotherham Local Admissions Forum.

During consideration of the draft annual report, a number of issues were discussed:-

- surplus places in schools;
- waiting lists for admissions to schools;

- applications submitted on-line, for admission to Rotherham schools
- the comparative costs of school uniforms;
- school admission appeals and the '30 limit' qualifying measures appeals;
- the uptake of free school meals;
- the number of casual/in year transfers of schools;
- children arriving from overseas and joining Rotherham schools
- the role of the Welcome Centre
- Looked After Children and pupils with Special Educational Needs

Agreed:- (1) That the draft annual report be received and the document be approved as the Rotherham Local Admissions Forum Annual Report 2008, subject to the following:-

(a) the minor amendments to wording on page 3, as discussed and agreed;

(b) the amendment to the admission number of Clifton, a Community Arts School (250 rather than 150) within Appendix 6;

(c) the inclusion of the following recommendations:-

(i) that the Local Authority should give further consideration to the information to be collected in the annual parental survey (via the form currently included within the Admission to Schools booklets) in order to better inform future annual reports;

(ii) that the Local Authority should endeavour to provide the most up to date national comparative statistics in relation to admission appeals in future reports.

(2) That the Annual report 2008 be submitted to the Local Authority (Borough Council), its schools and to the Schools Commissioner at the Department for Children Schools and Families and a copy also be published on the Borough Council's Internet web site.

(3) That the Local Admissions Forum supports the intention of the Department for Children, Schools and Families to undertake a consultation process about whether the '30 limit' qualifying measures appeals, for admission to primary schools, ought to be reviewed by an appointed official, instead of being dealt with by an independent appeals panel.

(4) That every endeavour be made to fill the vacant places on the Rotherham Local Admissions Forum, including: raising the matter at the next meeting of the Chairs and Vice-Chairs of Schools' Governing Bodies and publishing appropriate articles in the Newsletter issued to all School Governors and in the 'Rotherham News' community publication.

(5) That a report be submitted to the next meeting of the Local Admissions Forum containing the latest comparative statistics of school

admission appeals processed by this Council and by similar local authorities.

(6) That a report be submitted to a future meeting of the Local Admissions Forum containing a summary of the responses received to the parental satisfaction survey about the school admissions process.

18. SCHOOL ADMISSIONS CONSULTATION FOR ENTRY IN THE 2010/2011 ACADEMIC YEAR

Further to Minute No. 10 of the meeting of the Local Admissions Forum held on 3rd July, 2008 and to Minute No. 35 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 15th July, 2008, consideration was given to a report presented by the Principal Officer, Forward Planning (Children and Young People's Services) concerning the admission arrangements (ie: criteria and admission number) which would apply for school admission in the 2010/2011 academic year.

The timetable for the year is:-

Autumn Term, 2008	governing bodies to consider the arrangements which will apply
by 10 th January, 2009 the	all relevant details to be forwarded to Borough Council
from 17 th January until 1 st March, 2009	period of consultation via the Borough Council's Internet web site
by end of March, 2009	Borough Council and the Local Admissions Forum consider any changes and forward any comments to appropriate Admission Authority(ies)
by 15 th April, 2009	all admission authorities to determine their arrangements and notify those consulted

The report made reference to the admission criteria and numbers for both community and controlled schools and for voluntary aided schools. The Local Admissions Forum noted that there were no proposed changes to the co-ordinated admission arrangements.

Included within the report were the proposed changes to the admissions criteria applying to community and controlled schools (detailed at appendix one of the report) and details of each community and controlled school's proposed admission number for 2010/2011 (appendix two of the report submitted).

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

(2) That a further report be submitted to the next meeting of the Local Admissions Forum detailing the outcome of the consultation process about the school admission arrangements for the 2010/11 academic year.

19. ASTON ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL - OBJECTION TO ADMISSION ARRANGEMENTS - SCHOOL ADJUDICATOR'S DECISION

Further to Minute No. 7(5) of the meeting of the Local Admissions Forum held on 3rd July, 2008, consideration was given to the contents of the determination of the Schools Adjudicator in response to the objection lodged by the Rotherham Local Admissions Forum about the inclusion of a "place request form" as a tie breaker in the admissions criteria for Aston All Saints Church of England (Aided) Primary School.

The Schools Adjudicator's decision was dated 23rd September, 2008 and, in accordance with Section 90(3) of the School Standards and Framework Act 1998, upheld the objection made by the Rotherham Local Admissions Forum to the admission arrangements determined by the governing body of Aston All Saints Church of England Primary School for admissions in September, 2009.

The determination stated that, in relation to the oversubscription criteria, the first tie-breaker paragraph be removed, and the second and third tie breaker paragraphs renamed 'First' and 'Second'; also that the definition notes relating to a 'Place Request Form' and a 'Preliminary Waiting List' be removed in their entirety; and that no use shall be made of any 'Place Request Form' or 'Preliminary Waiting List', or of any process similar to that which underlies the form and list.

Agreed:- That the report be received and the contents of the determination of the Schools Adjudicator be noted.

20. ADMISSION TO PRIMARY SCHOOL 2009/2010 - DISTRIBUTION OF BOOKLET

Members of the Local Admissions Forum received copies of the booklet for admission to primary school 2009/2010, which had been distributed to parents. It was noted that the booklet included information about sustainable travel choices, encouraging parents to consider using more environmentally friendly ways of transporting their children to and from school.

5

21. DATE AND TIME OF NEXT MEETING - THURSDAY 19TH MARCH, 2009 AT 10.00 AM

Agreed:- That the next meeting of the Local Admissions Forum be held at the Town Hall, Rotherham on Thursday, 19th March, 2009, commencing at 10.00 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Members for Lifelong Learning and CYPS Joint briefing meeting
2.	Date:	21st January, 2009 (and to Local Admissions Forum on 19 March 2009)
3.	Title:	School Admissions (New Regulations) and Membership of the Local Admissions Forum
4.	Directorate:	Children and Young People’s Services (All wards)

5. Summary: There are a number of new regulations which cover school admissions and the salient points are shown at Appendix 1. Changes will be required to the membership of the Local Admissions Forum (LAF).

6. Recommendations: That:

- i) the changes, as outlined in Appendix 1 to the report, are noted
- ii) consideration is given to the membership of the LAF in line with the requirements of the School Admissions (Local Authority Reports and Admission Forums)(England) Regulations 2008.

7. Proposals and Details: Appendix 1 lists the new regulations and the points that need to be picked up in terms of changes to procedure, dates etc relating to the school admissions processes.

The main changes to note are:

- 1) Admissions consultation now includes parents and ‘others who appear to have an interest’.
- 2) Consultation can be undertaken every 3 years (rather than annually) where there are no proposed changes to the arrangements.
- 3) Co-ordination of admission arrangements will, from 10/11, fully cover Primary and Secondary applications (including late and in-year applications) and all applications will be made to the home authority.
- 4) The LA rather than the LAF will produce the main annual report on school admissions matters.
- 5) Appeals panels can consider the lawfulness of admission arrangements and can uphold an infant class size appeal if an unlawful admissions policy prevented a place being offered to the appellant.
- 6) New regulations amend the membership of the LAF.

It is point 6) above which requires particular consideration.

The current membership of the LAF is shown at **Appendix 2**. This was agreed by the Authority in line with the provisions contained within the Education (Admissions Forums)(England) Regulations 2002 as amended by the Education (Admissions Forums) (England) (Amendment) Regulations 2007, which allowed for a core membership made up as follows:

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

The outcome of the DCSF’s recent consultation on admissions matters was that:

‘There was general agreement by consultation respondents to our proposals to make Forums small advisory groups representing those with an interest in school admissions in the local area. There were concerns that local authority schools are too heavily represented. The most common consultation response was that Forums function differently in different areas and so need to reflect the local context, be less prescriptive and more flexible in operation. We have therefore revised the membership of Admission Forums, through the revised School Admissions Code and Regulations, to set a maximum number of 20 and replace the current prescriptive and complex membership with a make-up that reflects the local area.’

The actual make up of the membership should now be derived from Section 8 of the new regulations which states:

‘Membership of a forum

8.—(1) A forum must comprise no more than 20 members, appointed by the authority in accordance with this regulation and regulation 9, and must include—

(a) at least one representative of each of the following schools which are in the relevant area—

(i) community schools,

- (ii) voluntary controlled schools,
 - (iii) voluntary aided schools,
 - (iv) foundation schools,
 - (v) Academies, and
 - (vi) city technology colleges and city colleges for the technology of the arts;
- (b) one representative from each body or person representing the religion or religious denomination of any foundation or voluntary schools or Academies in the relevant area which are designated as having a religious character by an order under section 69(3) or section 124B(9);
- (c) at least one parent member ; and
- (d) at least one person who appears to the members appointed under sub-paragraphs (a) to (c) to represent the interests of any section of the community in the relevant area, and who is not eligible for appointment as a member under any of those sub-paragraphs.

(2) Members falling within paragraph (1)(a) must be either the head teacher or a governor (other than a governor who is appointed to the governing body by the authority and is a member of the authority) and must be appointed following a nomination by the governing body of a maintained school within the relevant area.

(3) Members falling within paragraph (1)(b) must be appointed following a nomination by the relevant body or person prescribed in relation to the religion or religious denomination in regulation 12(7) of the Admission Arrangements Regulations.

(4) Members falling within paragraph (1)(c) must be resident in the relevant area, and the parent of a child who—

(a) has attained the age of two and is receiving primary education, or

(b) is of compulsory school age

at the time of their appointment.

(5) Members falling within paragraph (1)(d) must be appointed following a recommendation by the members appointed under paragraph (1)(a) to (c).

(6) For the purposes of Parts 2 and 3 of these Regulations “authority” means the local education authority for the area for which the forum has been (or is to be) established, or in the case of a joint forum, the local education authorities for the areas for which the forum has been (or is to be) established.’

The above means that there will be a minimum of 6 (7 if the Authority opens an academy) with a maximum of 20 members.

There is no automatic place for either Local Authority members or members of the community, although appointments could be made via paragraph 1(d) by those members falling within paragraphs 1(a) to (c). Bearing in mind the commitment already shown by the, in most cases, long standing members of the current LAF and also the lack of volunteers that there has been when vacancies have arisen, it is suggested that the model shown at **Appendix 3** could be adopted and this would allow for the potential reappointment of all of the current members.

8. Finance: No specific financial consequences.

9. Risks and Uncertainties: The changed regulations provide uncertainty for current members of the LAF. The suggested make up of the new membership could allow for reappointments and mitigate against the risks of losing some expertise that has been built up over the years.

10. Policy and Performance Agenda Implications: Local Admissions Forums work towards ensuring fairness and equality within the school admissions processes.

11. Background Papers and Consultation: All relevant regulations are listed in Appendix 1 and can be accessed via the internet at:
<http://www.opsi.gov.uk/stat.htm>

Contact Name : *insert name, position, telephone extension and e-mail address*
Martin Harrop, PO Forward Planning, ext 2415
e-mail: martin.harrop@rotherham.gov.uk

School Admissions (and Appeals) – New Regulations.

Appendix 1

Following recent consultation, the DCSF has now agreed changes and released new regulations as follows:

- The School Admissions (Admission Arrangements)(England) Regulations 2008
- The School Admissions (Co-ordination of Admission Arrangements)(England) Regulations 2008
- The School Admissions (Local Authority Reports and Admission Forums)(England) Regulations 2008
- The Education (Admissions Appeals Arrangements)(England)(Amendment) Regulations 2008
- The School Information (England) Regulations 2008

The first listed came into force on 31st December 2008 and the others will come into force on 10th February 2009.

The main points to note in the regulations can be summarised as follows:

The School Admissions (Admission Arrangements)(England) Regs 2008

- a number of previous regulations are revoked (see Schedule 1)
- consultation requirements now include 'relevant parents' and 'such other persons in the relevant area or the additional radial area who appear to the admission authority to have an interest in the proposed admission arrangements.'
- where any proposed admission arrangements include an admission number which exceeds the previous number by 27 or more, the admission authority must also consult any Trade Union representing staff at the school who may be affected by the proposed increase.
- only need to consult every 3 years where there are no proposed changes to the previously agreed arrangements
- consultation must last for at least 8 weeks and be held between the period 1st November and 1st March.
- must publish, in a newspaper, information about where a copy of the proposed admission arrangements may be obtained and detail of the person to whom comments may be sent.
- any determined arrangements should be communicated to everyone who responded to the consultation.
- the determination notice published in a local newspaper must include a statement about parents' rights of objection to the Adjudicator.

The School Admissions (Co-ordination of Admission Arrangements)(England) Regs 2008

- the 2007 regulations are revoked.
- qualifying schemes cover Primary and Secondary and should include (for 10/11) all applications, including those made outside of the normal admissions round and also all in-year transfers. (All applications to be made to the home authority).
- schemes must specify that any notification of acceptance of a school place must be received by the authority within 2 weeks after the date of the offer.
- there are specified dates for the return of common application forms, which are 31st October (secondary) and 15th January (primary).

The School Admissions (Local Authority Reports and Admission Forums)(England) Regs 2008

- the 2002 and the 2007 (amendment) regulations are revoked.
- the Local Authority Report will cover much the same ground as the current (recently produced) LAF report (see regs for full list).
- the report must be made no later than the 30th June each year.
- Forums must comprise of no more than 20 members. Membership differs from the current membership set up by Rotherham based on the previous regs and, therefore, the authority will have to look at this afresh (see Part 3 of the regs) – no specific representation for the LA.
- the Forum to consider if it wishes to produce a report for the purposes of Section 85A (1A) of the Act.

The Education (Admissions Appeals Arrangements)(England) Regs 2008

- these regs amend the 2002 regulations.
- the new regs allow panels to consider whether admission arrangements are lawful and a new regulation 6 provides that a panel may uphold an infant class size appeal if a child would have been offered a place if the admission arrangements had been lawful.
- a new Schedule 2 to the 2002 regs allows children, as well as their parents, to appeal against a decision refusing a place in a school sixth-form.

The School Information (England) Regs 2008

- the 2002 regs and subsequent amendment regs are revoked.
- a composite prospectus (or 2 as in Rotherham) must be published by 12th September (i.e. should be on the website and available, on request, from the central office and any school).
- composite prospectus must include information on Academies, city technology colleges etc.

LOCAL ADMISSIONS FORUM

Appendix 2

Current membership:

Rotherham LEA (3)

Councillor Amy Rushforth
(1st Term of Office from May, 2007)

Councillor Jacquie Falvey
(1st Term of Office from May 2007)

Councillor Colin Barron
(1st Term of Office from June, 2005)

Church of England (3)

Mr. B. N. Sampson
(2nd Term of Office from 10th July, 2002)
Heather Morris
Mrs. G. Atkin
(2nd Term of Office from 10th July 2002)

Diocese of Hallam, RC (3)

Clare Thorp (PA) – 0114/2562246
(Frank McDermott and P. Storey retired)

Mrs. H. McLaughlin (St. Mary's RC School)
(1st Term of Office late 2006)
Father Anthony Hayne
(1st Term of Office from 29th March, 2007)

SCHOOLS

Community & Controlled (3)

Mrs. I. G. Hartley - (**Vice-Chairman**)
(2nd Term of Office from 10th July, 2002)

Two vacancies

Voluntary Aided (3)

Mr. G. Lancashire
(1st Term of Office from 10th July 2003)

Two vacancies

COMMUNITY REPS

Mrs. P. Powell
Mr. P. Robins (added 2nd February, 2007)
1 Vacancy created by F Hedge retirement 2008

Parent Governor Rep (1)

Mr. Mick Hall

Others invited to attend:- Early Years Development Officer (S. Henchley) and Mr. M. A. Khan
(Bev Booker, Welcome Centre to also attend if there is a specific item on the agenda).

Appendix 3

POTENTIAL MEMBERSHIP OF THE LAF

Community Schools	2 members (1 Primary and 1 Secondary) Mrs. I Hartley (Wath Comp) – existing member Vacancy (Primary) – Mr T. Kelsey (Bramley S'side Inf) recent nomination.
Voluntary Controlled	1 member Vacancy – would require a nomination from Wentworth or Kilnhurst CE schools.
Voluntary Aided	3 members Mrs G. Atkin (St. Albans) – existing member Mrs. H. McLaughlin (St. Mary's) – existing member Father Hayne (St. Mary's) – existing member
Academy	1 member (To be appointed if an Academy is approved)
Dioceses	2 members 1 Diocese of Hallam (Ms. C. Thorpe?) – existing 1 Sheffield Diocese (Mrs. H. Morris?) - existing
Parent	1 member Mr. M. Hall – existing member

The above would provide 10 members, which leaves scope for a further 10 members at the most (maximum of 20 members).

The additional membership would be appointed as 'community representatives'.

It is suggested that as there are 5 members representing the dioceses/voluntary aided schools(i.e 3 +2) then there should be 3 Local Authority members appointed, which would provide 2 community schools + 3 members = 5. (The LA determines the admissions policy for community schools).

This would then leave a further 7 additional places.

The following current members could be considered:

**Mr. B. Sampson
Mr. G. Lancashire
Mrs. P. Powell
Mr. P. Robins
Mrs. S. Henchley
Mr. M. A. Khan**

1.	Meeting:	Cabinet Member for Lifelong Learning
2.	Date:	31st March 2009 and Local Admissions Forum on 19 March 2009
3.	Title:	Admissions Consultation - Annual consultation feedback report for 2010/11 admission
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, other LEAs and parents. (All admission authorities must determine their arrangements by 15th April 2009).

6. Recommendations: That:

- i) the proposed admission numbers contained within Annex 1 for community and controlled schools are confirmed for 2010/11, subject to the clarifications included in Annex 2, 1A,
- ii) the proposed admissions criteria for community and controlled schools for 2010/11, including the changes outlined in the consultation document, are agreed and adopted,
- iii) changes relating to voluntary aided schools’ admissions criteria as outlined in Annex 2, 1B are noted,
- iv) both Brampton Ellis CE Infant and Brampton Ellis CE Junior schools are added to the list of schools that could be offered, as appropriate, for those applications falling under ‘preferences which cannot be satisfied’ contained within Section D of the co-ordinated scheme for primary schools,
- iv) the appropriate notice is published in respect of the proposed admission numbers for schools named in Annex 2, where the admission number will be less than that indicated by the current net capacity calculation,
- v) the co-ordinated schemes for Primary and Secondary preferences are confirmed with minor changes to dates as outlined plus the changes agreed at iv) above.
- vi) this report is placed on the Authority’s website
- vii) further consideration is given to the admission criteria applying to applications for entry into FS1 at community schools in the light of changes agreed at ii) above.

7. Proposals and Details: Annex 1 shows details of the LEA's consultation document, which was considered by governing bodies during the Autumn Term 2008. This has also been accessible on the Authority's website up to 1st March 2009 and there was an article in the press outlining the consultation with parents which must now be included as part of the process.

All feedback received by the Authority is summarised in Annex 2.

The Local Admissions Forum has also had the opportunity to consider these matters at its recent meeting held on 19th March.

8. Finance: There are no specific quantifiable financial consequences arising from this report.

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

10. Policy and Performance Agenda Implications: The 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 potential changes to the ranking of the admissions criteria may have some effect on admissions performance indicators, but this is likely to be minimal and 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 and Regulations.

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**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -
REPORT TO GOVERNING BODIES – AUTUMN TERM 2008**

Annex 1

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR
2010/11**

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 2010/11. The Local Admission Forum has previously considered the requirements for consultation and has agreed that the LA should facilitate this, as far as possible, by use of the Authority's Internet site.

The timetable for the year is:-
Autumn Term 2008

Governing bodies consider the arrangements which will apply.

By 10th January 2009

All relevant details to be forwarded to the LA.

17th January – 1st March 2009

Period of consultation via the LA's website.

By end of March

LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority(ies).

By 15th April 2009

All admission authorities to determine their arrangements and notify those consulted.

Community and Controlled Schools

For these schools, the LA is the admission authority. The proposed admissions criteria for 2010/11 are shown at Appendix 1. **There are proposed changes to the criteria which applied for 2009/10 and the LA is consulting on these – further details are overleaf.**

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

Action: The governing body is requested to complete and return the pro-forma to Martin Harrop, 1st Floor, Norfolk House, as soon as possible and no later than 10th January 2009.

Voluntary Aided Schools

The governing body is the admission authority. Full consultation is required this year.

If there are any proposed changes at Church of England schools, Governing Bodies should consult their Diocesan Board before consulting anyone else.

Action: Governing Bodies to consider both the admissions criteria and the admission number appropriate for the school. If there are any proposed

changes, full details of the admissions criteria and admissions number to be forwarded to the LEA by 10th January 2009 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 2009/10.

Once again, there are no proposed changes to those schemes, except for any necessary minor amendments to dates.

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

Proposed changes to the admissions criteria applying to community and controlled schools

The Authority is consulting on possible amendments to its admissions criteria applying to community and controlled schools. This is in response to provisions contained within the Schools Admissions Code under Chapter 2 – Setting fair oversubscription criteria, particularly in relation to Government advice on the treatment of siblings and also in relation to those with a specified medical/social need.

There was a proposal to make some changes last year, but this was not agreed following feedback and also as a result of a likely new revised Admissions Code which may make changes as regards possibly enhanced consultation requirements. The following gives the background to the proposed changes.

The current School Admissions Code includes under Section 2 (Setting Fair Oversubscription Criteria) a number of paragraphs which consider the position of siblings and also those children with a Social or Medical need.

Paragraph 2.18 ‘Siblings at Primary Schools’ reads:

‘Families must be at the heart of the admissions system and the Government expects the admission authorities for primary schools to take the needs of parents with young children into account in deciding which oversubscription criteria will be used. At primary schools it is good practice to give priority to siblings. Admission authorities **should** ensure in their oversubscription criteria that, as far as possible, siblings (including twins, triplets or children from other multiple births) can attend the same primary school, as long as they comply with the infant class size regulations.’

Interestingly, in respect of secondary school aged children Paragraph 2.19 reads: ‘At secondary school age, children are usually more independent but many parents will still want their children to attend the same schools. Giving priority to siblings at secondary schools that have no more than 10% selection by ability and aptitude is acceptable and can be good practice.’

On **‘Social and medical need’ the Code includes at Paragraph 2.25:**

‘Admission authorities **must not** use this criterion to give a child a lower priority in obtaining a place at the school, but it is acceptable to give higher priority to children or families where there is a social or medical need (for example where one or both parents or the child has a disability that may make travel to a school further away more difficult).’

Rotherham has always used catchment areas as part of the published criteria and this has usually been afforded top priority, save for the mandatory requirement, now in place, which puts ‘relevant looked after children’ as the first criterion and the special conditions, in relation to Y3, where attendance at the associated Infant school has a higher priority. The majority of children entering community and controlled schools fall into the ‘catchment area’ category and the Code confirms that use of catchment areas is lawful and acceptable. However, living in the catchment area does not guarantee a place in a school as, in some instances, there will be more catchment area preferences than places available. Where that is the case, the distance tie-breaker comes into use, but it means that with reference to the current priority order, those living outside the catchment area with a sibling on roll at the school and those with a recognised social or medical need would not be offered a place. In respect of the latter, that decision would seem particularly perverse since the pupil would fall into a category which the LA (the admission authority for the school) would be agreeing would make attendance **at that particular school essential**.

It also means that in some instances someone who lives in a catchment area **and who also has a sibling** in attendance in the school might not gain a place on the distance tie-breaker.

Feedback from some schools last year, particular those close to the border of Rotherham was that those schools would not be in favour of the sibling criterion being placed above the catchment area criterion.

In view of the above, the LA (as the admission authority for all Rotherham’s community and controlled schools) is, once again, consulting on proposed amended admissions criteria for the 2010/11 admissions year (see Appendix 1).

Proposed admission criteria for community and controlled schools – 2010/11

Primary Reception

Places will be allocated in the following order of priority:

Those who on the closing date are:

- i) Relevant looked after children (see note 2 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school.
- iv) Children living in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission.
- v) Children living in the catchment area of the school as defined by the Authority.
- vi) Children living outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- vii) Children who live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

Year 3

Places in Year 3 at a Junior School will be allocated in the following order of priority:-

Those who on the closing date are:

- i) Relevant looked after children (see note 2 below).
- ii) Children in attendance at Y2 in the associated Infant School.
- iii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iv) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's

education would be seriously impaired if he or she did not attend the preferred school.

- v) Children living in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school at the time of their admission.
- vi) Children living in the catchment area of the school as defined by the Authority.
- vii) Children living outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school at the time of their admission.
- viii) Children who live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

Secondary Year 7

Places will be allocated in the following order of priority:-

Those who on the closing date are:

- i) Relevant looked after children (see note 2 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular** school essential.
- iii) Children with a compelling social reason which the Authority is satisfied 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.
- iv) Children living in the catchment area of the school as defined by the Authority who will also have an older brother or sister on the roll of the preferred school at the time of their admission
- v) Children living in the catchment area of the school as defined by the Authority.
- vii) Children living outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school at the time of their admission.
- vi) Children who are on the roll of one of the associated Primary/ Junior/Junior and Infant schools as identified by the Authority.
- vii) Children who live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, "as the crow flies").

Notes

1. Where the admission number for any school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g in flats), the final place will be allocated by the drawing of lots by officers of the authority.
3. A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and also the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.
4. 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.
5. Children issued with a statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

PRIMARY SCHOOLS

Appendix 2

School	Net Capacity	Indicated Admission Number	Admission Number 2009/2010	Proposed Admission Number 2010/2011	Comments
Anston Brook Primary	253	36	30	30	Revised capacity following building work = 210
Anston Greenlands J&I	210	30	30	30	
Anston Hillcrest Primary	210	30	30	30	
Anston Park Infant	225	75	75	75	
Anston Park Junior	300	75	75	75	
Aston CE J&I	210	30	30		
Aston Fence J&I	140	20	30	30	New build cap = 210
Aston Hall J&I	210	30	30	30	
Aston Lodge Primary	210	30	30	30	
Aston Springwood Primary	210	30	30	30	
Aughton Primary	150	21	30	30	
Badsley Moor Infant	270	90	90	90	
Badsley Moor Junior	360	90	90	90	
Blackburn Primary	316	45	56	56	
Bramley Grange Primary	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	280	70	70		
Brinsworth Howarth J&I	175	25	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 Primary	420	60	60	60	
Canklow Woods Primary	270	38	30	30	New build cap = 210
Catcliffe Primary	170	24	25	25	
Coleridge Primary	210	30	30	30	
Dalton Foljambe J&I	140	20	30	30	
Dinnington Primary	301	43	43	43	
St Joseph's Catholic Primary (Dinnington)	196	28	28		
East Dene J&I	330	47	50	50	

Ferham Primary	210	30	30	30	
Flanderwell Primary	175	25	30	30	
Greasbrough J&I	270	38	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 2009/2010	Proposed Admission Number 2010/2011	Comments
Kilnhurst Primary	196	28	28	28	
Kimberworth Primary	210	30	30	30	
Kiveton Park Infant	162	54	54	54	
Kiveton Park Meadows Junior	180	45	59	59	
Laughton CE Primary	105	15	15		
Laughton J&I	146	20	24	24	
Lilly Hall Junior	240	60	60	60	
Listerdale J&I	210	30	30	30	
Maltby Craggs Infant	180	60	60	60	
Maltby Craggs Junior	240	60	60	60	
Maltby Hall Infant	180	60	60	60	
Maltby Manor Primary	420	60	60	60	
Maltby Redwood J&I	300	42	45	45	
St Mary's Catholic Primary (Maltby)	210	30	30		
Meadow View Primary	300	42	40	40/42	Govs to consider.
Ravenfield Primary	210	30	30	30	
Rawmarsh Ashwood J&I	210	30	30	30	
Rawmarsh Monkwood Primary	420	60	60	60	
Rawmarsh Rosehill Junior	240	60	60	60	
Rawmarsh Ryecroft Infant	180	60	60	60	
Rawmarsh Sandhill Primary	210	30	30	30	
Rawmarsh St Joseph's Catholic Primary	197	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	222	74	74	74	
Sitwell Junior	300	75	76	76	
St Ann's J&I	420	60	60	60	
St Bede's Catholic Primary	280	40	40		
St Mary's Catholic Primary (Herr)	208	29	30		

School	Net Capacity	Indicated Admission Number	Admission Number 2009/2010	Proposed Admission Number 2010/2011	Comments
St Thomas' CE Primary (Kiln)	150	21	30	30	
Swallownest Primary	210	30	30	30	
Swinton Brookfield Primary	300	42	50	50	
Swinton Fitzwilliam Primary	315	45	45	45	
Swinton Queen Primary	300	42	45	45	
Thornhill Primary	210	30	30	30	
Thorpe Hesley Infant	210	70	70	70	
Thorpe Hesley Junior	268	67	80	70/80	Governors could consider reducing to 70 from 80
Thrybergh Fullerton CE Primary	111	15	17		
Thrybergh Primary	245	35	37	37	
St Gerard's Catholic Primary	140	20	20		
Thurcroft Infant	180	60	60	60	
Thurcroft Junior	361	90	70	70	Subject to annual notice
Todwick J&I	210	30	30	30	
Treeton CE Primary	259	37	37		
Trinity Croft CE J&I	112	16	16		
Wales Primary	175	25	30	30	
Wath CE Primary	210	30	30		
Wath Central Primary	420	60	60	60	
Our Lady & St Joseph's Catholic Primary	175	25	30		
Wath Victoria J&I	240	34	40	40	
Wentworth CE J&I	112	16	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	205	29	30		
Woodsetts J&I	210	30	30	30	

SECONDARY SCHOOLS

School	Net Capacity Figure	Indicated Admission Number	Admission Number 09/10	Proposed Admission No 10/11	Comments
Aston Comprehensive School, A Specialist School in Maths and Computing	1755	300	280	280	Subject to annual notice – lower no. than IAN
Brinsworth Comprehensive School	1487	255	255	255	
Clifton Comprehensive	1433	286	250	250	To match new build capacity
Dinnington Comprehensive	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	1833	300	300	300	
Wingfield Comprehensive	850	170	170	170	
Winterhill	1577	315	320	315/320	Governors could consider reduction to 315
St Bernard's Catholic High, Specialist School for the Arts	792	158	140		Subject to annual notice no. lower than IAN
Saint Pius X Catholic High – A Specialist School in Humanities	650	130	130		

ADMISSION NUMBER FOR SIXTH FORMS

School Name	Admission Number for Y7-Y11	Proposed Admission Number for Y12 2010/11*
Aston Comprehensive School, A Specialist School in Maths and Computing	280	42
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.

PRO- FORMA
ADMISSIONS CONSULTATION FOR 2010/11 ENTRY

SOPD

A) Community and Controlled Schools

1) There are proposed changes to the LA's current admissions criteria applicable to community and controlled schools shown at Appendix 1. The revised priority order would provide a better fit with the requirements of the new Code, but it does retain catchment area pupils above siblings living outside the catchment

Does the Governing Body -

Agree with the changes

Disagree

(tick as appropriate)

If disagreeing with the changes, please indicate below what you would wish to see in terms of the priority order:

2) The proposed Admission Number for 2010/11 is shown in Appendix 2.

Does the Governing Body -

Agree with the number

Disagree

(tick as appropriate)

If disagree, the suggested admission number for the school is

Reasons:

B) Voluntary Aided Schools

- 1) There are no proposed changes to the current admission criteria.
or
Amendments will be made to the admissions criteria
for the school admission year 2010/11

(tick as appropriate)

- 2) The proposed admission number for the school for
2010/11 is

C) All Schools

- 1) There are no proposed changes to the co-ordinated schemes applying to both Primary and Secondary schools, except for any necessary minor changes to dates.

Noted and agree

Comments (if any):

NB Please complete this pro-forma and return to Martin Harrop by no later than **10th January 2009**.

All voluntary aided schools should forward a copy of their full proposed admissions criteria via e-mail to martin.harrop@rotherham.gov.uk by the same date, in order that appropriate consultation can be undertaken via the website.

Signature _____

Date _____

School _____

1 Feedback from the annual admissions consultation**A Community and Controlled Schools****i) Admission numbers**

The following matters have been raised:-

Anston Brook Primary

The school has requested an admission number of 35 (rather than the proposed 30). The reason for this is that the school has had variable numbers entering over the last few years and has some year groups with quite low numbers (e.g.18/19) and a year group of 35 could boost overall numbers, increase the school's funding and enable the school, through utilising mixed-age classes, to maintain 7 classes.

The rebuilt school (now complete) has had a reduction in capacity which is a reflection of the lower numbers that have been entering the school. The admission number of 30 is better for class organisation in that it can limit numbers to 30 in any year group where the school is potentially oversubscribed and the Infant Class Size legislation can be in danger of being breached.

Although numbers in some year groups are low, there is always potential for pupil numbers to grow through in-year recruitment and agreeing an admission number of 35 would not be advisable. However, the school should be advised that if it is oversubscribed for 2010/11 (unlikely to be the case based on pupil projections) then, as is normal practice, the Headteacher would be contacted to find out the likely class organisation for the year. If, through mixed-aged arrangements, it would be possible for more than 30 children to be admitted without causing 'prejudice to efficient education or the efficient use of resources' or breaching the infant class size limit of 30 then a limited number of admissions above 30 might be agreed in exceptional circumstances. There would, however, have to be clear evidence that the infant class size limit would not be in danger of being exceeded in any of the next 2 years (i.e. if the school was likely to admit 30 in the two ensuing years).

Maltby Community School: Specialising in Business and Enterprise

The school has requested an admission number for Y12 of 100 rather than the proposed 43, which would better reflect the capacity in the sixth-form. This is simply a misunderstanding of what the number relates to in that it is the maximum number that would be agreed for applicants who are not already on the school roll. In other words, the 43 limit does not include pupils who are already attending the school in Y11.

The school should be informed of this and the admission number should remain at 43 (or 30 i.e. 15% of 200, if the Academy proposals are agreed).

Meadow View Primary**Thorpe Hesley Junior****Winterhill**

These schools were asked to give consideration to an alternative number to that agreed for 2009/10.

Feedback from the governing bodies is that the following numbers were the preferred option:

Meadow View Primary - 42

Thorpe Hesley Junior - 70

Winterhill - 315

ii) **Admissions criteria**

The proposal to make amendments to the ranking of the admissions criteria was agreed by the vast majority of Governing bodies. Just two returns from schools registered some comment. Additionally, there was just a single response from parents. The two responses from schools were as follows:

Herringthorpe Infants School – The school agreed with the changes although there was some concern that the number of children judged to have ‘social’ or ‘medical’ needs might grow in number. The school, therefore, requested that, if such criteria were being considered for an application for that school, then the Headteacher should be consulted before any decision to place a preference into one of those two categories was finalised. There is no reason why this cannot be included as part of the process for any school in such circumstances.

Wentworth CE J & I School – The governors unanimously agreed that, as a rural village school with restricted public transport, their preference would be for criteria iv) and v) of the Reception entry priority list to carry equal weight. In other words, the governing body did not agree that there should be an additional category of **catchment and siblings**.

Parent responses – There was just one e-mail which believed that sibling rights should be maintained within the policy whether residence is in or outside the catchment area. A response has been made that assures the parents that, even if a change is agreed, the sibling (living outside the catchment area) criterion will still be maintained within the policy.

iii) **Co-ordinated Schemes**

There was full agreement on the proposal to continue with the current co-ordinated schemes save for any necessary minor changes to dates.

B Voluntary aided schools

i) **Admission numbers**

There were no proposed changes to those admission numbers already applying to 2009/10.

ii) **Admissions criteria**

There are no proposed major changes to any school’s admissions criteria. A number of schools have made minor changes which have been necessary following the admission arrangements compliance exercise undertaken last year by the Office of the Schools Adjudicator. For most schools this related to ensuring that certain definitions (siblings/distance measuring etc) are fully explained within the admissions policy. These have been agreed with the schools concerned and the dioceses.

iii) **Co-ordinated Schemes**

There are two schools wishing to make a request in relation to the Co-ordinated Scheme for Primary Schools. These are:

Brampton Ellis CE Infant and Brampton Ellis CE Junior School Both schools would wish to be included under Section D of the current scheme. Section D is headed ‘Preferences which cannot be satisfied’ and is used where it is not possible to satisfy any

of the preferences contained within an application. In such circumstances the catchment school, or if that is not available, the next nearest Rotherham community or controlled school with places available will be offered. Both Brampton Ellis schools are voluntary aided and the governing body is the admissions authority for the school in each case. Voluntary aided schools are not presently included within the offer to be made under Section D, but there is no particular reason why they cannot be included, if the governing bodies so wish.

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

There remains a requirement for a notice to be published should any admission authority wish to have an admission number, which is lower than that indicated by the current net capacity calculation. For 2010/11, this would apply to the following schools:-

School	Change	Comments
Clifton: A Community Arts School	250 rather than 286	will have changed capacity through PFI – awaiting new assessment (publication may not be necessary if new capacity assessment is available)
Aston Comp A Specialist School In Maths & Comp.	280 rather than 300	pressure on the school's accommodation as agreed for 2008/09 and 2009/10
St. Bernard's Catholic High Specialist School For the Arts	140 rather than 158	pressure on the school's accommodation as agreed for 2008/09 and 2009/10
Canklow Woods Primary	30 rather than 38	will have new school building with reduced capacity in 2009/10 and an admission number of 30 already agreed for that year.
Thurcroft Junior	70 rather than 93	large classrooms inflate the capacity calculation
Anston Brook Primary	30 rather than 36	reduced capacity through rebuild and reduction of surplus places. Revised net capacity calculation awaited.

**SUMMARY OF THE MAIN CHANGES TO THE REVISED SCHOOL ADMISSIONS
CODE**

<p>Sustainable travel (paragraph 1.8)</p>	<p>To promote sustainable, healthy travel to school, admission authorities of primary schools are encouraged to ensure admission arrangements promote children walking or cycling safely to school where possible, and that other schools support sustainable and healthy travel where possible.</p>
<p>Admission numbers (paragraph 1.19)</p>	<p>Admission authorities must determine a higher admission number where they admit more than 26 children above the published admission number in any three year period.</p>
<p>Consultation (paragraph 1.26)</p>	<p>All admission authorities are required to consult on 2010-11 admission arrangements for a minimum of eight weeks by 1 March 2009. Parents and local groups with an interest in the local area must also be consulted when admission authorities are setting their admission arrangements.</p> <p>For 2011-12 admission arrangements and subsequent years, admission authorities are required to consult between 1 November and 1 March for a minimum of eight weeks in the determination year. Admission authorities need only consult every three years unless arrangements are not the same as the previous consultation.</p>
<p>Catchment areas (paragraph 1.30(i) and 2.45)</p>	<p>Admission authorities must consult on any catchment areas to be used and are prohibited from setting catchment areas after admission arrangements are determined.</p>
<p>Applications from children (paragraph 1.41)</p>	<p>In relation to the 2010-11 school year, children above compulsory school age will have the right to apply and appeal for any school place. Children will also have the right to make an application and appeal for a school sixth form place independently of their parents.</p>
<p>Withdrawing offers of places (paragraph 1.50)</p>	<p>If a parent has not responded to the offer of a school place within a reasonable time, the admission authority must remind the parent of the need to respond within a further 7 days and point out that the place may be withdrawn if they do not (see also Schedule 1 - 1(f) and Schedule 4 - 1(g) of the Co-ordination Regulations 2008).</p>
<p>Application forms (paragraph 1.75)</p>	<p>Local authorities must not require parents to attend the school in person to collect a form or require them to return their completed application form to the school.</p>

Ensuring fair admission arrangements (paragraph 1.76)	Local authorities must not inform an admission authority of the rank order of parents' preferences.
Supplementary forms (paragraph 1.78)	Admission authorities must not ask parents for any financial contribution; to agree to support the ethos of the school in a practical way or; require both parents to sign the form.
Use of photographs and birth certificates (paragraph 1.81)	Clarification that photographs and "long" birth certificates are prohibited from being used during the admissions application process. Use of a photograph will only be permitted in order to verify the child's identity where entry tests are used.
Proof of date of birth (paragraph 1.81)	Admission authorities can only request proof of date of birth in the form of a short birth certificate once an offer of a school place has been made.
School charging (paragraph 1.97)	Governing bodies must make it clear to parents where charging may be expected for board and lodging on residential visits.
Prohibition of oversubscription criteria (paragraph 2.16)	(f) Admission authorities must not take into account reports from previous schools. (g) Governors have no discretion over the admission of children with statements of SEN. (p) Admission authorities must not use oversubscription criteria that give priority to children according to the alphabetical order of their first name or surname, or their date of birth.
Siblings of children who are still at the school (paragraph 2.22)	Admission authorities must clearly explain in their admission arrangements how priority to younger siblings will be given and on what basis. This includes giving priority to children on the basis that they have an older sibling at another school with which they have close links.
The ethos of the school (paragraphs 2.31 and 2.32)	Admission authorities may include a factual statement of the school's ethos in their admission arrangements but must not prioritise on this basis.
Additional guidelines for faith schools (paragraph 2.52)	Admission authorities must have regard to guidance provided by the religious authority which sets out what objective processes and criteria may be used to establish whether a child is a member of, or whether they practise, the faith.
Boarding schools (paragraphs 2.59 and 2.60)	Admission authorities of boarding schools must give priority (after priority to children in care) for boarding places to children of members of the UK Armed Forces. The category for the next highest priority (children

	with boarding need) includes children of Service personnel who have died while serving or who have been discharged as a result of attributable injury.
Additional guidelines for secondary schools (paragraph 2.72)	Admission authorities for secondary schools must not include independent primary schools as feeder schools.
2010-2011 admissions – Co-ordination of applications made during the normal admissions round (paragraph 3.3)	There are no changes to the requirements for co-ordinating applications made during the course of the normal admissions round for admission in the 2010-2011 academic year.
In-year applications from the 2010-11 academic year (paragraph 3.4)	Local authorities must coordinate all in-year applications for parents in their area from the 2010-2011 academic year onwards. The arrangements for co-ordinating these applications must be formulated by 1 January 2010.
Co-ordination of admissions from 2011-2012 onwards (paragraph 3.6)	Local authorities must formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group.
Main obligations imposed by the Co-ordination Regulations (paragraph 3.15)	<p>A national closing date for secondary applications of 31 October in the Offer Year (from the admissions round for admission in the 2011-2012 academic year).</p> <p>A national closing date for primary applications of 15 January in the Offer Year (from the admissions round for admission in the 2011-2012 academic year).</p> <p>Parents must be allowed to express at least three preferences. For in-year applications this will apply from September 2010. For the normal admissions round this will apply for admissions in the 2011-2012 academic year.</p> <p>Only the home local authority can make offers for primary and secondary school places (from September 2010 for in-year admissions and the normal admissions round for 2011-2012 admissions).</p> <p>The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require that, in the case of primary admissions made during the normal admissions round, the necessary communication between local authorities must be completed by the last working day in March in the offer year for admission in the 2011-2012 academic year.</p>

<p>Waiting lists (paragraph 3.19)</p>	<p>From September 2009 each admission authority must maintain a waiting list for at least the first term in the academic year of admission for every oversubscribed school.</p>
<p>Children of UK Service personnel and other Crown servants (inc. Diplomats) (paragraph 3.27)</p>	<p>Local authorities and admission authorities must:</p> <p>b) allocate a school place in advance, if accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, if the applicant would meet the criteria on relocation;</p> <p>d) accept a Unit postal address, or if appropriate, a “quartering area” address in the absence of a new home postal address.</p>
<p>Children who have been permanently excluded twice (paragraph 3.30)</p>	<p>Local authorities are responsible for providing suitable full-time education from the 6th day of exclusion. For children of secondary school age, the local authority, schools and Pupil Referral Units should work together through their local behaviour partnership to help arrange the education required.</p>
<p>Children with challenging behaviour (paragraph 3.32)</p>	<p>A change to one of the exceptions where a school may refuse to admit a child even though there are places available:</p> <p>e) a secondary school where fewer than 20% of children are achieving 5 or more A*-C GCSEs including English and mathematics, or a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.</p>
<p>Local authority power to direct admission to a foundation or voluntary aided school (paragraph 3.39)</p>	<p>In considering whether to make a direction the local authority must be satisfied that admission will not seriously prejudice the efficient use of resources at the school and that the admission of the child will not pose serious risks to the child or the school.</p>
<p>Local authority decision to admit a child to a community or voluntary controlled school (paragraph 3.41)</p>	<p>Local authorities must ensure that the schools for which they are the admission authority are not asked to take a greater proportion of children with challenging behaviour than other schools in the area.</p>
<p>Fair Access Protocols (paragraphs 3.43 to 3.47)</p>	<p>Local authorities must not require undersubscribed schools to admit a greater proportion of children with a recent history of challenging behaviour than other schools.</p> <p>Each local authority must have a Fair Access Protocol.</p>

	<p>Admission authorities must include in the Fair Access Protocol, as a minimum, the list of categories of children set out in Appendix 3.</p> <p>The home local authority should contact a neighbouring (maintaining) authority to help secure a school place in that area under its protocol where appropriate.</p>
Complex admission arrangements (paragraph 4.3)	The Schools Adjudicator may consider and amend, or replace entirely, admission arrangements that he considers to be complex, including those with complex points systems.
Local authority reports (paragraph 4.7)	Local authorities are required to make a report to the Schools Adjudicator about the admission arrangements of schools in their area by 30 June each year.
Objections to the Schools Adjudicator (paragraph 4.20)	The date by which objections should be referred to the Schools Adjudicator in the determination year is 31 July.
Objections to the Schools Adjudicator (paragraph 4.22)	When considering admission arrangements brought to his attention, the Adjudicator may decide changes are appropriate and specify changes to be made. The admission authority must revise their admission arrangements immediately to give effect to the Adjudicator's decision.
Admission Forums (paragraph 4.28)	The main focus of an Admission Forum is to consider the fairness of arrangements in their local context.
Membership of Forums (paragraphs 4.29 and 4.30)	<p>Membership must reflect the types of schools in the locality including up to two local authority representatives.</p> <p>The membership of the Forum must not exceed 20.</p>
Statutory role of Admission Forums (paragraph 4.31)	<p>Admission Forums must:</p> <ul style="list-style-type: none"> • review guidance produced for parents and the delivery of Choice Advice within the area of the forum • advise on whether the authority's proposed co-ordinated admission arrangements differ substantially from the previous year • monitor the effectiveness of local authority Fair Access Protocols
Ensuring fair access (paragraph 4.32)	An Admission Forum should review the impact of local admissions policies on achieving fair access.

Appendix 1 (paragraph 18)	The appeal panel must refer to the Schools Adjudicator any admission arrangements brought to their attention that they consider to be in breach of the Code.
Appendix 3	A new appendix on placing children with challenging behaviour and Fair Access Protocols.
Appendix 4	<p>(3) Admission authorities must, in the determination year, publish their determined admission arrangements on their website, if they have one, for the whole offer year, unless amended.</p> <p>(4) Local authorities must by 1 May in the determination year publish the determined admission arrangements of all schools in the area. Local authorities must also publish a notice in local newspapers providing details of where the determined arrangements can be viewed.</p> <p>(7) Local authorities must publish a composite prospectus by 12 September in the offer year.</p> <p>(11) The composite prospectus must include a copy of the common application form.</p>
Appendix 4 - Information in respect of each school mentioned (paragraphs 13 and 14)	<p>Governing bodies of all maintained schools within the area must provide the local authority with the required information by 8 August in the offer year.</p> <p>(e) Supplementary information forms must, as a minimum, appear on the Local Authority's website and school's website (where they have one) and be available on request in hard copy at the local authority's offices.</p> <p>(14) Where an objection has been raised against a school's admission arrangements and the Schools Adjudicator has not reached a decision in time for the publication date, local authorities must include the arrangements with a statement that an objection is still outstanding.</p> <p>(18) Choice Advisers may support parents in preparing their appeal and may accompany parents to the appeal hearing. With local agreement, they may also present an appeal on parents' behalf.</p>
Appendix 5 – Choice Advice	This appendix has been revised to place an emphasis on the importance of the independence of Choice Advice and of proactively targeting parents in need of Choice Advice.

**SUMMARY OF CHANGES TO THE REVISED SCHOOL ADMISSION APPEALS
CODE**

Membership (paragraph 1.5(c))	Only employees of the local education authority (not the local authority as a whole) are disqualified from serving on Appeal Panels.
Representation (paragraph 2.13)	Local MPs are permitted to attend appeal hearings where there is no conflict of interest.
Primary and secondary school admission appeals (paragraph 3.2(a))	Clarification of the extent to which Appeal Panels can consider the lawfulness of admission arrangements.
The right of children to appeal against decisions for admissions from the 2010-2011 academic year (paragraphs 1.31, 2.3, 2.5, 2.35)	In relation to admissions for the school year 2010-2011 onwards: <ul style="list-style-type: none"> • children will have the right to apply for a school sixth form and appeal against decisions refusing their applications; • children above compulsory school age will have the right to apply for a school place other than school sixth form and appeal against decisions refusing their applications.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Children and Young People's Services

Allocation of Secondary School Places - 2009/10

Please find below the allocation figures for Year 7 in September 2009.

96% of children have been allocated their first choice of school.

99% of children have been allocated a place at one of their preferred schools.

	Number of Places Allocated	Number of Places Available	Number on Waiting List
ASTON	276	4	
BRINSWORTH	242	13	
CLIFTON	224	26	
DINNINGTON	220	32	
MALTBY	214	76	
OAKWOOD	210	0	0
RAWMARSH	192	30	
SWINTON	144	82	
THRYBERGH	108	32	
WALES	248	0	44
WATH	300	0	17
WICKERSLEY	300	0	71
WINGFIELD	170	0	8
WINTERHILL	240	80	
ST PIUS X	128	2	
ST BERNARD'S	140	0	29

TABLE 3: APPEALS LODGED BY PARENTS AGAINST NON-ADMISSION OF THEIR CHILDREN TO LOCAL AUTHORITY MAINTAINED PRIMARY AND SECONDARY SCHOOLS

Year: 2006/07 (Provisional)

Coverage: Local Authorities and Government Office Regions in England

	LA Maintained Primary Schools										of which are Infant Class Appeals:						LA Maintained Secondary Schools							
				Appeals Heard			Appeals decided in parent's favour						Appeals Heard			Appeals decided in parent's favour								
	Number of schools admissions Sept 2006 to Jan 2007 ¹	Number of schools admissions including those in August 2006 ²	Number of appeals lodged ³	Number	Percentage ⁴	Percentage (including admissions in August 2006) ⁵	Number	Percentage ⁶	Number of schools admissions Sept 2006 to Jan 2007 ¹	Number of schools admissions including those in August 2006 ²	Number of appeals lodged ³	Number	Percentage ⁴	Percentage (including admissions in August 2006) ⁵	Number	Percentage ⁶	Number of schools admissions Sept 2006 to Jan 2007 ¹	Number of schools admissions including those in August 2006 ²	Number of appeals lodged ³	Number	Percentage ⁴	Percentage (including admissions in August 2006) ⁵	Number	Percentage ⁶
ENGLAND	848,590	858,260	26,440	17,380	2.0	2.0	5,590	32.2	396,690	403,100	12,980	8,650	2.2	2.1	1,590	18.4	685,330	710,490	53,570	39,230	5.7	5.5	13,860	35.3
NORTH EAST⁷	37,920	37,930	860	630	1.7	1.7	300	47.6	12,880	12,880	330	230	1.8	1.8	110	45.3	38,650	38,820	1,800	1,400	3.6	3.6	710	50.2
841 Darlington	1,602	1,602	202	136	8.5	8.5	60	44.1	712	712	10	8	1.1	1.1	1	12.5	1,236	1,239	272	199	16.1	16.1	67	33.7
840 Durham	8,768	8,768	214	174	2.0	2.0	122	70.1	3,737	3,737	111	86	2.3	2.3	53	61.6	7,050	7,050	223	177	2.5	2.5	136	76.8
390 Gateshead	3,214	3,216	45	18	0.6	0.6	2	11.1	1,261	1,261	25	7	0.6	0.6	0	0.0	2,411	2,411	174	92	3.8	3.8	34	37.0
805 Hartlepool	1,144	1,144	23	16	1.4	1.4	6	37.5	284	284	15	10	3.5	3.5	4	40.0	1,414	1,414	49	44	3.1	3.1	16	36.4
806 Middlesbrough	1,903	1,904	12	12	0.6	0.6	7	58.3	347	347	7	7	2.0	2.0	5	71.4	1,143	1,143	40	40	3.5	3.5	19	47.5
391 Newcastle upon Tyne	3,880	3,880	105	91	2.3	2.3	14	15.4	1,549	1,549	52	43	2.8	2.8	10	23.3	4,448	4,454	284	251	5.6	5.6	116	46.2
392 North Tyneside	2,634	2,634	51	33	1.3	1.3	11	33.3	678	678	19	6	0.9	0.9	2	33.3	3,069	3,083	175	125	4.1	4.1	58	46.4
929 Northumberland	3,645	3,645	41	21	0.6	0.6	13	61.9	1,464	1,464	23	6	0.4	0.4	1	16.7	7,807	7,810	175	119	1.5	1.5	48	40.3
807 Redcar and Cleveland	2,066	2,069	0	0	0.0	0.0	0	.	422	422	0	0	0.0	0.0	0	.	1,833	1,972	62	49	2.7	2.5	32	65.3
393 South Tyneside	2,551	2,554	10	5	0.2	0.2	2	40.0	748	750	7	3	0.4	0.4	1	33.3	1,991	1,992	113	98	4.9	4.9	50	51.0
808 Stockton-on-Tees	2,262	2,263	27	22	1.0	1.0	2	9.1	445	446	0	0	0.0	0.0	0	.	2,416	2,416	25	18	0.7	0.7	7	38.9
394 Sunderland	4,251	4,251	125	102	2.4	2.4	61	59.8	1,233	1,233	65	58	4.7	4.7	29	50.0	3,831	3,831	212	191	5.0	5.0	122	63.9
NORTH WEST⁷	108,500	109,180	3,140	2,040	1.9	1.9	760	37.2	50,090	50,520	1,400	930	1.9	1.8	190	20.5	96,880	98,380	6,790	4,950	5.1	5.0	2,080	42.0
875 Cheshire	10,976	10,981	393	263	2.4	2.4	117	44.5	6,531	6,533	235	166	2.5	2.5	56	33.7	8,791	8,792	554	389	4.4	4.4	237	60.9
876 Halton	1,823	1,823	33	29	1.6	1.6	4	13.8	1,236	1,236	13	13	1.1	1.1	0	0.0	1,575	1,575	52	41	2.6	2.6	21	51.2
340 Knowsley	2,307	2,535	21	15	0.7	0.6	9	60.0	512	583	5	3	0.6	0.5	3	100.0	2,087	2,087	9	8	0.4	0.4	5	62.5
888 Lancashire	15,985	16,078	460	341	2.1	2.1	213	62.5	10,856	10,941	34	23	0.2	0.2	18	78.3	21,081	21,534	851	644	3.1	3.0	296	46.0
341 Liverpool	7,093	7,098	60	36	0.5	0.5	3	8.3	2,395	2,395	32	25	1.0	1.0	0	0.0	6,336	6,338	461	368	5.8	5.8	111	30.2
352 Manchester	7,718	7,720	554	352	4.6	4.6	78	22.2	1,871	1,872	335	200	10.7	10.7	4	2.0	4,953	4,953	1,040	731	14.8	14.8	323	44.2
353 Oldham	4,654	4,656	49	46	1.0	1.0	3	6.5	1,307	1,309	39	39	3.0	3.0	2	5.1	3,289	3,289	55	52	1.6	1.6	10	19.2
354 Rochdale	3,963	3,963	83	69	1.7	1.7	25	36.2	1,907	1,907	57	48	2.5	2.5	16	33.3	2,909	2,909	80	55	1.9	1.9	28	50.9
355 Salford	3,247	3,248	67	26	0.8	0.8	6	23.1	554	554	41	18	3.2	3.2	0	0.0	2,316	2,316	101	69	3.0	3.0	11	15.9
343 Sefton	4,269	4,269	44	34	0.8	0.8	21	61.8	1,829	1,829	21	14	0.8	0.8	7	50.0	3,902	3,902	282	173	4.4	4.4	93	53.8
342 St. Helens	2,581	2,581	89	64	2.5	2.5	19	29.7	1,095	1,095	53	37	3.4	3.4	7	18.9	2,606	2,608	133	93	3.6	3.6	21	22.6
356 Stockport	4,311	4,311	128	25	0.6	0.6	10	40.0	1,954	1,954	15	10	0.5	0.5	4	40.0	3,216	3,216	260	37	1.2	1.2	20	54.1
357 Tameside	3,224	3,224	103	59	1.8	1.8	10	16.9	1,055	1,055	64	34	3.2	3.2	5	14.7	3,005	3,005	315	262	8.7	8.7	53	20.2
358 Trafford	3,924	3,925	72	49	1.2	1.2	14	28.6	993	993	42	24	2.4	2.4	4	16.7	3,217	3,217	259	191	5.9	5.9	45	23.6
359 Wigan	4,486	4,704	82	65	1.4	1.4	21	32.3	2,397	2,557	50	39	1.6	1.5	4	10.3	3,635	4,302	205	158	4.3	3.7	104	65.8
YORKSHIRE AND THE HUMBER⁷	84,590	84,650	3,640	2,270	2.7	2.7	830	36.6	33,570	33,590	2,130	1,320	3.9	3.9	310	23.2	69,730	70,080	7,430	5,140	7.4	7.3	2,080	40.5
370 Barnsley	3,040	3,040	84	56	1.8	1.8	26	46.4	1,150	1,150	13	10	0.9	0.9	0	0.0	2,727	2,727	103	79	2.9	2.9	27	34.2
380 Bradford	10,121	10,131	1,473	908	9.0	9.0	214	23.6	3,594	3,602	865	596	16.6	16.5	104	17.4	6,695	6,675	1,511	1,191	17.8	17.3	299	25.1
381 Calderdale	3,384	3,384	85	73	2.2	2.2	49	67.1	1,503	1,503	44	38	2.5	2.5	21	55.3	3,211	3,212	158	114	3.6	3.5	46	40.4
371 Doncaster	4,788	4,788	62	43	0.9	0.9	15	34.9	1,238	1,238	20	13	1.1	1.1	0	0.0	4,514	4,515	115	84	1.9	1.9	39	46.4
811 East Riding of Yorkshire	5,068	5,069	59	31	0.6	0.6	7	22.6	2,618	2,619	41	25	1.0	1.0	1	4.0	4,780	4,780	120	72	1.5	1.5	31	43.1
810 Kingston Upon Hull, City of	3,577	3,577	53	44	1.2	1.2	37	84.1	1,387	1,387	6	5	0.4	0.4	0	0.0	3,110	3,110	453	390	12.5	12.5	159	40.8
382 Kirklees	7,783	7,783	285	192	2.5	2.5	88	45.8	2,830	2,830	190	132	4.7	4.7	55	41.7	6,209	6,209	383	252	4.1	4.1	151	59.9
383 Leeds	11,171	11,172	768	336	3.0	3.0	69	20.5	4,602	4,602	563	220	4.8	4.8	22	10.0	9,042	9,051	2,652	1,507	16.7	16.7	541	35.9
812 North East Lincolnshire	3,034	3,034	38	37	1.2	1.2	18	48.6	1,042	1,042	0	0	0.0	0.0	0	.	2,213	2,225	195	174	7.9	7.8	73	42.0
813 North Lincolnshire	3,000	3,001	50	42	1.4	1.4	35	83.3	977	977	8	6	0.6	0.6	1	16.7	2,310	2,310	102	95	4.1	4.1	77	81.1
815 North Yorkshire	8,167	8,215	167	120	1.5	1.5	89	74.2	4,511	4,518	120	79	1.8	1.7	55	69.6	8,959	8,966	682	472	5.3	5.3	225	47.7
372 Rotherham	5,069	5,069	117	95	1.9	1.9	65	68.4	1,613	1,613	34	21	1.3	1.3	7	33.3	3,914	3,929	309	261	6.7	6.6	196	75.1
373 Sheffield	9,071	9,071	267	191	2.1	2.1	65	34.0	3,716	3,716	175	130	3.5	3.5	25	19.2	5,792	5,792	346	242	4.2	4.2	101	41.7
384 Wakefield	4,977	4,978	123	96	1.9	1.9	52	54.2	1,493	1,493	52	44	2.9	2.9	15	34.1	4,204	4,204	231	154	3.7	3.7	95	61.7
816 York	2,340	2,340	9	8	0.3	0.3	2	25.0	1,297	1,297	2	2	0.2	0.2	0	0.0	2,051	2,179	72	57	2.8	2.6	24	42.1
EAST MIDLANDS<																								