



## Notice of a public

### Decision Session - Executive Member for Children, Young People and Education

**To:** Councillor Cuthbertson

**Date:** Tuesday, 11 February 2020

**Time:** 4.00 pm

**Venue:** The Snow Room - Ground Floor, West Offices (G035)

### AGENDA

#### **Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm on Thursday 13 February 2020**.

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Friday 7 February 2020**.

#### **1. Declarations of Interest**

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests;
- any prejudicial interests;
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

**2. Minutes**

(Pages 1 - 4)

To approve and sign the minutes of the Decision Session held on 17 December 2019.

**3. Public Participation**

At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm** on Monday, 10 February 2020. Members of the public can speak on agenda items or matters within the Executive Member's remit. To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

**Filming, Recording or Webcasting Meetings**

Please note that, subject to available resources, this meeting will be filmed and webcast ,or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [https://www.york.gov.uk/downloads/file/11406/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809](https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809)

**4. Coordinated Admissions Schemes and Admission Arrangements for the 2021-2022 School Year** (Pages 5 - 20)

This report asks the Executive Member to approve the admissions policies / published admission numbers for community and voluntary controlled schools, and the coordinated admissions schemes for the City of York area, for the school year beginning in September 2021.

*Note: As there have been no changes to the admissions policies, Annexes AA to X to the above report have not been included within the printed agenda papers, but are available to view with the published agenda on the website.*

**5. Additional Admissions Consultation for the 2021-2022 School Year Relating to Bishopthorpe Infant School.** (Pages 21 - 32)

This report seeks approval to reduce the published admission number for Bishopthorpe Infant School for the school year beginning in September 2021.

**6. Urgent Business**

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Angela Bielby

Contact Details:

Telephone – (01904) 552599

Email – a.bielby@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

**This information can be provided in your own language.**

**我們也用您們的語言提供這個信息 (Cantonese)**

**এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)**

**Ta informacja może być dostarczona w twoim  
własnym języku. (Polish)**

**Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)**

**یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)**

** (01904) 551550**

City of York Council

Committee Minutes

---

Meeting	Decision Session - Executive Member for Children, Young People and Education  (Note: Agenda item 4 (Minute No 13) (Signing the Local Government Declaration on Healthy Weight) was considered in consultation with the Executive Member for Health & Adult Social Care)
Date	17 December 2019
Present	Councillors Cuthbertson (Executive Member for Children, Young People and Education) and Runciman (Executive Member for Health & Adult Social Care)

---

## 10. DECLARATIONS OF INTEREST

The Executive Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. They confirmed they had none.

## 11. MINUTES

Resolved: That the minutes of the Decision Session held on 15 October 2019 be approved and signed by the Executive Member as a correct record.

## 12. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

**13. SIGNING THE LOCAL GOVERNMENT DECLARATION ON HEALTHY WEIGHT**

The Executive Member for Children, Young People and Education considered a report on the Local Government Declaration on Healthy Weight in consultation with the Executive Member for Health & Adult Social Care.

The Specialty Registrar in Public Health and Director of Public Health were in attendance to present the report. The Specialty Registrar in Public Health explained that the Local Government Declaration on Healthy Weight was created by the charity FoodActive in 2016 and had been signed by 20 Local Authorities, as well as by some CCGs and hospital trusts. The proposed City of York Council Declaration for York was included at Annex A and the roadmap of actions after signing the Declaration was included at Annex B.

The Specialty Registrar in Public Health gave a detailed explanation of the Declaration and roadmap noting that should it be approved, it would be added onto the Council Plan and would be measured and reported on. The Director of Public Health highlighted that the Declaration related to healthy weight.

The Executive Member for Health & Adult Social Care commented that she was pleased to see the work that had already been undertaken and Executive Member for Children, Young People and Education noted the benefits of maintaining healthy weight.

It was then:

**Resolved:** That the Executive Member for Children, Young People and Education and Executive Member for Health and Adult Social Care note the City of York Council's Local Government Declaration on Healthy Weight, signed today by both of them and the Director of Public Health.

**Reason:** In order to signal the Council's intention to work towards improving the local food and physical activity environment.

**14. SCHOOL CAPITAL MAINTENANCE PROGRAMME  
2020/2021**

The Executive Member for Children, Young People and Education considered a report that sought approval for 16 proposed capital maintenance schemes with estimated budgets between £100,000 and £500,000. Annex A of the report detailed the proposed Capital Maintenance Schemes 2020/21.

The Corporate Director, Children, Education and Communities and Head of School Services were in attendance to present the report. Head of School Services introduced the report noting that the 16 capital maintenance schemes (detailed in Annex A) highlighted the work that was required by schools. He added that funding at present was £5.6million with a shortfall of £74,000 and that if approved, scoping reports for the 16 schemes would begin and the work would be undertaken between now and September 2020.

The Executive Member noted that emergency work on schools would be taken on a case by case basis. He then:

Resolved: That;

- i. The resources available in the Children, Education & Communities Capital Programme for maintenance and building work at schools be noted.
- ii. The 16 capital maintenance schemes between £100,000 and £500,000 be approved.
- iii. The approval of expenditure on individual schemes be delegated to Officer level.

Reason: In order to maximise the programme of maintenance within the maintained school estate, dealing with the most urgent issues for 2020/21.

Cllr Cuthbertson, Executive Member  
[The meeting started at 9.30 am and finished at 9.50 am].

This page is intentionally left blank





---

## **Meeting of the Decision Session – Executive Member for Education, Children and Young People**

**11 February 2020**

Report of the Corporate Director of Children, Education and Communities

### **Coordinated admissions schemes and admission arrangements for the 2021-2022 school year**

#### **Summary**

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2021.
2. It also seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2021.

#### **Recommendations**

3. The Executive Member for Education, Children and Young People is recommended to approve:
  - The proposed published admission numbers for all City of York Council schools for the school year beginning in September 2021, as set out in Annex A.
  - The coordinated schemes and admissions policies for all City of York Council schools for the 2021-2022 school year, as set out in Annexes B – AB.

*Reason: to meet the statutory requirements of the School Admissions Code of Practice.*

#### **Background**

4. It is the duty of the admission authority to carry out a consultation each year on admission arrangements where these have changed,

or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school.

5. In the case of maintained schools, the admission authority is the local authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
6. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admission authority for all schools within the MAT. As the number of academies in York has increased and resulted in larger trusts, the centralisation of the policy and admissions functions has become more prevalent. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
7. Admissions policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is where there are more applications for places than there are places available.
8. Published admissions numbers (PANs) are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.
9. Separate from the responsibility to set admission arrangements for its schools, it is also the duty of the LA to have in place area-wide coordinated admissions schemes for each coordinated year of entry. These schemes apply to all state funded schools in the LA area and detail how and when applications can be made and coordination between admission authorities and local authorities will take place.

## Consultation

10. After an invitation from the LA, all admission authorities within the LA area again agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2021-2022 in one place.
11. LA officers continue to work with the school leadership teams of those schools that have converted to academy status, in preparation for when the LA ceases to be the admission authority for these schools.
12. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Continuing the work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs that the LA supports with the formation of their admission arrangements.
13. This work not only ensures that academies have valid admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also ensures that the admissions policies of all non-faith schools are, and continue to be aligned. This work has continued the consistency of the admissions process.
14. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admission authority remain the responsibility of the respective governing body/academy trust.
15. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2020 for the school year beginning in September 2021. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.

16. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.
17. The consultation ran from 07 October 2019 until 29 November 2019 and included all admission arrangements for schools in the LA area for the 2021-2022 school year. Information was made widely available online and publicised by schools and the LA in newsletters and notices with reminders via social media and email.

### **Options**

18. The recommendations in this report have been prepared following consultation with schools and others. The Executive Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached annexes. The Executive Member may also choose to raise a statutory objection to voluntary aided and academy schools admission arrangements, though these bodies will have undertaken a parallel process of determining their arrangements since the consultation closed, and therefore some may have already formally determined their arrangements.

### **Admissions Policies**

19. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2021-2022 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex A. The City of York proposed coordinated schemes and admissions policies are set out in Annexes B–G. Policies for voluntary aided and academy schools are contained in annexes H – W with Year 12 admissions policies contained in annexes X–AB.
20. The coordinated schemes are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.
21. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own

admissions policies, though as stated above those of schools that have recently become their own admission authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies to the benefit of residents.

22. The City of York admissions policies have had no changes from those determined last year during which time a significant amount of work has been completed to clarify terms, definitions and safeguard standardisation wherever possible.

### **Published Admission Numbers (PAN)**

23. The following general principles should apply when considering increases in PANs:
- a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
  - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.
  - c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
24. The following general principles should apply when considering decreases in PANs:
- a) The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).
  - b) The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the

infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.

## VA and Academy proposals

- a) The following changes in PAN have been proposed by voluntary aided and academy schools, who are their own admission authorities
25. Based on the principles in paragraph 26, officers propose, following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Rufforth Primary School (Pathfinder Multi Academy Trust)	Increase PAN from 14 to 15	Approve	To support the school with use of financial resources to allow for class sizes of 30 for mixed year group classes.

### Analysis – Rufforth Primary School

26. The LA received a request from the governing body to increase the published admission number from 14 to 15 from September 2021. A proposal that has been approved by the school governing body and MAT.
27. The request to increase the PAN from 14 to 15 will potentially have a positive impact on the school's financial position and leave the school in a better position to provide for its pupils. Officers believe it will have minimal impact on neighbouring schools. It will allow the school to maximise pupil numbers when operating mixed classes of 30 pupils.
28. Rufforth Primary School is the only school located in Primary Planning Area 12. Demand within the area is forecast to be for 11 places per year until 2025. However increasing the PAN allows for additional places should the need arise and the opportunity to operate at maximum pupil numbers in infant classes in particular taking into account infant class size limitations of 30 pupils.

29. As such officers recommend that the increase be approved for the reasons above.
30. Based on the principles in paragraph 27, officers propose, following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Lakeside Primary School (Ebor Academy Trust)	Decrease PAN from 60 to 45	Approve	To aide the school with more appropriate class organisation and use of resources

### **Analysis – Lakeside Primary School**

31. The LA received a request from the governing body to lower the published admission number from 60 to 45. The head teacher of the school has outlined to officers how the school could plan appropriately around this lower PAN within the existing school estate whilst supporting teaching and learning at the school.
32. Lakeside Primary School is located within Planning Area 2 which has three other primary schools Burton Green Primary School who have been under PAN for the last three years of entry allocations, Clifton Green who have been under PAN for two of the last three years of entry allocations and Clifton With Rawcliffe who have allocated fully in two of the last three years. This highlights that Lakeside Primary School and also the neighbouring schools have capacity within their pupil numbers and PAN should demand increase in the locality.
33. This is further evidenced with pupil forecasts showing a surplus of pupil places (based on the current 60 PAN of Lakeside) at the year of entry of 32 places for 2021/22, 29 places for 2022/23 and 2023/24 and 28 places for 2024/25 and 2025/26.
34. In recent years, the number of places allocated at the year of entry to Lakeside Primary School has been significantly below the PAN of 60. In 2017, 36 places were allocated, 45 places in 2018 and only 26 places were allocated in 2019.

35. The reasons stated by the school Head teacher for this request are that there were 40 surplus reception places within planning area 2 in 2019/20 of which 33 places were at Lakeside Primary School. Within the same planning area, there are a total of 271 surplus places of which Lakeside Primary School hold 176 of those places.
36. Within Lakeside Primary, the largest year group has 47 significantly less than the PAN of 60.
37. The reduced PAN and reorganised class structure would allow for the 13 physical spaces to be utilised more effectively, it would ease stress on the already run down porta cabin teaching areas and also increase to possibility of areas to use for interventions and other activities such as music lessons.
38. The school have committed to review this should numbers and/or demand increase again in the future.
39. On balance, officers recommend that the decrease be approved for the reasons above.
40. No other increases or decreases are being proposed by officers within this report.

### **Admission Consultation Responses**

41. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. 42 school-based responses were received– significantly more than in previous years. Schools were greatly supportive of the draft LA policy and the proposed PAN for their schools. Comments made as part of the consultation included
  - Westfield Primary School responded with a proposal to decrease its PAN in the future, however this has been delayed and will be discussed further and not pursued within this 2021/22 consultation.
  - Haxby Road Primary School, Part of Ebor Academy Trust has commented on the need for additional teaching space due to the Autism and ERP provision onsite. However they have not requested a reduced PAN.



- Huntington Secondary School commented on the need to monitor and possibly review sixth form admission numbers as the pupil increase moves towards sixth form.

42. 6 consultation responses were received from members of the public, including parents. None of the consultees left any comments to report on.

### **Additional Consultations**

43. The LA as school Admission Authority, will be holding an additional consultation regarding changing PAN of Bishopthorpe Infant School, the school have requested a PAN reduction from 60 to 50 pupils, which will be consulted and reported on separately.

44. Archbishop Holgate's CE School, part of the Pathfinder Multi Academy Trust, have conducted their own admissions consultation to increase their PAN from 270 to 300. The increase in the PAN has been proposed to accommodate the planned expansion of the school, which has been coordinated between the MAT and City of York Council. The expansion is due to be completed by September 2021. The Pathfinder MAT, as the school's Admission Authority, has consulted locally and will determine their PAN for September 2021 by 28 February 2020 at which point they will notify the Local Authority, of the decision.

45. Archbishop of York CE Junior School, part of South York Multi Academy Trust wish to change the order of their oversubscription criteria, as the school's Admissions Authority, the MAT are conducting their own Admissions Consultation regarding this minor change.

46. No other consultations are taking place.

### **Council Plan**

#### **Safe Communities and Culture for All.**

47. When schools are able to change their published admission numbers to the benefit of their pupils, staff and the local community, it illustrates a great deal of consideration for the needs of the local community and provides an effective learning environment for all.

## **A Greener and Cleaner City of York Council**

48. Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for children and parents to walk or cycle to school.

## **A Better Start for Children and Young People**

49. A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

## **An Open and Effective Council**

50. An open and transparent admission consultation involving all community, voluntary aided, voluntary controlled and academy schools allows for fair, effective and efficient coordination of school admissions for all.

## **Implications**

### **Financial**

51. Changes to admission limits at schools has no direct impact on Local Authority funding as the council will continue to be funded for all pupils at the same level, regardless of the schools that they attend. For individual schools, pupil numbers does have an impact on school funding, particularly if the school is changing in size as pupil led funding is lagged (based on the previous autumn census numbers for the following financial year). For schools that are growing the additional pupils will not be funded for the first 7 months (12 months for academies) but, depending on the scale of the growth, they may be eligible for some funding from the pupil growth fund. For those schools with decreasing pupil numbers, they are protected from funding reductions for those pupils for 7 months (12 months for academies) but will need to adjust their budgets during that period to manage the subsequent funding reduction.

### **Human Resources**

52. There are no HR implications.

### **Equalities**

53. There are no implications relating to equalities.

### **Legal**

54. Under section 88C of the School Standards and Framework Act 1998 (SSFA) and Regulation 15 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authority must before the beginning of each school year, determine the admission arrangements which are to apply for that year and must carry out consultation about the proposed arrangements, unless there has been no change in the admissions arrangements in any of the six preceding determination years.
55. Under Regulation 2 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, “determination year” in relation to the proposed admission arrangements for a school means the school year beginning two years before the school year to which the arrangements relate.
56. Section 88D of the SSFA requires an admission authority for a maintained school to include a determination of the number of pupils in each relevant age group that it is intended to admit to a school in that year.
57. Under Regulation 18 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as provided by Section 92 of the SSFA) a local authority must publish on or before 15 March in the determination year, the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year.
58. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination year whether they have secured the adoption of a qualifying scheme or not.

**Crime and Disorder**

59. There are no Crime and Disorder implications.

**Information Technology (IT)**

60. There are no IT implications.

**Property**

61. There are no property implications.

**Other Implications**

62. There are no other implications.

**Risk Management**

63. No direct implications.

**Contact Details**

<b>Author:</b>	<b>Chief Officer Responsible for the report:</b>		
Rachelle White School Admissions Children, Education and Communities 01904 554239	Amanda Hatton Corporate Director of Children, Education and Communities		
	<b>Report approved</b>	✓	<b>Date</b> 13/1/20
<b>Specialist Implications Officer(s)</b> Legal: Peter Cairns Employment / Education Lawyer 01904 551095			
<b>Wards Affected:</b>			<b>All</b> ✓
<b>For further information please contact the author of the report</b>			

**Background Papers**

None

**Annexes**

<b>Annex A</b>	2021/22 Proposed Published Admission Numbers
<b>Annex B</b>	2021/22 Coordinated admissions scheme – applying to start infant or primary school
<b>Annex C</b>	2021/22 Coordinated admissions scheme – applying to start junior school
<b>Annex D</b>	2021/22 Coordinated admissions scheme – applying to start secondary school
<b>Annex E</b>	2021/22 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
<b>Annex F</b>	2021/22 Admissions policy – City of York Council community and voluntary controlled junior schools
<b>Annex G</b>	2021/22 Admissions policy – City of York Council community and voluntary controlled secondary schools
<b>Annex H</b>	2021/22 Admissions policy – All Saints RC Aided School
<b>Annex I</b>	2021/22 Admissions policy – Archbishop Holgate’s CE Academy
<b>Annex J</b>	2021/22 Admissions policy – Ebor Academy Trust
<b>Annex K</b>	2021/22 Admissions policy – Heworth CE Primary Academy
<b>Annex L</b>	2021/22 Admissions policy – Hope Learning Trust
<b>Annex M</b>	2021/22 Admissions policy – Huntington Primary Academy
<b>Annex N</b>	2021/22 Admissions policy – Manor CE Academy
<b>Annex O</b>	2021/22 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School
<b>Annex P</b>	2021/22 Admissions policy – Pathfinder Multi Academy Trust
<b>Annex Q</b>	2021/22 Admissions policy – South Bank Academy Trust

<b>Annex R</b>	2021/22 Admissions policy – South York Multi Academy Trust
<b>Annex S</b>	2021/22 Admissions policy – St Aelred’s RC Aided Primary School
<b>Annex T</b>	2021/22 Admissions policy – St George’s RC Aided Primary School
<b>Annex U</b>	2021/22 Admissions policy – St Lawrence’s CE Primary Academy
<b>Annex V</b>	2021/22 Admissions policy – St Wilfrid’s RC Aided Primary School
<b>Annex W</b>	2021/22 Admissions policy – Wheldrake and Thorganby Church of England Primary School
<b>Annex X</b>	2021/22 Admissions policy for Year 12 entry – All Saints RC Aided School
<b>Annex Y</b>	2021/22 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy
<b>Annex Z</b>	2021/22 Admissions policy for Year 12 entry – Fulford School
<b>Annex AA</b>	2021/22 Admissions policy for Year 12 entry – Huntington School
<b>Annex AB</b>	2021/22 Admissions policy for Year 12 entry – The Joseph Rowntree School

<b>Reception Published Admission Number</b>				
Estab	Community and Voluntary Controlled Primary and Infant Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
2386	Bishophorpe Infant	60	60	50
2003	Carr Infant	90	90	90
2018	Clifton Green Primary	60	60	60
2013	Copmanthorpe Primary	60	60	60
2007	Dringhouses Primary	45	45	45
3152	Elvington CE Primary	20	20	20
2008	Fishergate Primary	45	45	45
2241	Headlands Primary	45	45	45
3158	Lord Deramore's Primary	30	30	30
3159	Naburn CE Primary	12	12	12
2014	Poppleton Road Primary	60	60	60
2058	Ralph Butterfield Primary	50	50	50
2349	Rufforth Primary	14	14	15
2169	Skelton Primary	20	20	20
3002	St Barnabas' CE Primary	30	30	30
3222	St Mary's CE Primary	15	15	15
3156	St Oswald's CE Primary	45	45	45
3003	St Paul's CE Primary	27	28	28
2227	Stockton on the Forest Primary	15	15	15
2017	Westfield Primary	90	90	90
2240	Wigginton Primary	40	40	40
2015	Yearsley Grove Primary	60	60	60
<b>Voluntary Aided and Academy Primary Schools</b>				
2000	Acomb Primary	45	45	45
2431	Badger Hill Primary	30	30	30
2024	Burton Green Primary	30	30	30
2430	Clifton with Rawcliffe Primary	90	90	90
3151	Dunnington CE Primary	30	30	30
2009	Haxby Road Primary Academy	45	45	45
2001	Hempland Primary	60	60	60
3302	Heworth CE Primary	20	20	20
2028	Hob Moor Primary	45	45	45
2180	Huntington Primary	60	60	60
2011	Knavesmire Primary	60	60	60
2428	Lakeside Primary	60	60	45
2021	New Earswick Primary	30	30	30
2176	Osballdwick Primary	45	45	45
3904	Our Lady Queen of Martyrs Primary	60	60	60
2012	Park Grove Primary	40	40	40
2029	Poppleton Ousebank Primary	60	60	60
3212	Robert Wilkinson Primary Academy	85	85	85
2016	Scarcroft Primary	60	60	60
3401	St Aelred's RC Primary	30	30	30
3402	St George's RC Primary	30	30	30
2020	St Lawrence's CE Primary	30	30	30
3403	St Wilfrid's RC Primary	40	40	40
2429	Tang Hall Primary	30	30	30
3380	Wheldrake CE Primary	30	30	30
2027	Woodthorpe Primary	60	60	60
<b>Total Reception places available</b>		<b>2138</b>	<b>2139</b>	<b>2115</b>

**Year 3 Published Admission Number**

Estab	Community and Voluntary Controlled Junior Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
3229	Archbishop of York's CE Junior	60	60	60
2002	Carr Junior	90	90	90
<b>Total Year 3 places available</b>		<b>150</b>	<b>150</b>	<b>150</b>

<b>Year 7 Published Admission Number</b>				
Estab	Community and Voluntary Controlled Secondary Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
4063	Huntington School	239	239	239
4508	Joseph Rowntree School	232	232	232
<b>Voluntary Aided and Academy Secondary Schools</b>				
4702	All Saints RC School	178	178	178
4500	Archbishop Holgate's CE School	270	270	270
4153	Fulford School	240	240	240
4602	Manor CE Academy	232	240	240
4229	Millthorpe School	212	212	212
4000	Vale of York Academy	190	150	150
4001	York High School	180	180	180
<b>Total Year 7 places available</b>		<b>1973</b>	<b>1941</b>	<b>1941</b>

**Year 12 'External' Published Admission Number**

Estab	Community and Voluntary Controlled Secondary Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
4063	Huntington School	30	30	30
4508	Joseph Rowntree School	30	30	30
<b>Voluntary Aided and Academy Secondary Schools</b>				
4702	All Saints RC School	35	35	35
4500	Archbishop Holgate's CE School	40	40	40
4153	Fulford School	35	35	35
<b>Total 'external' Year 12 places available</b>		<b>170</b>	<b>170</b>	<b>170</b>

This page is intentionally left blank





---

## **Meeting of the Decision Session – Executive Member for Education, Children and Young People**

**11 February 2020**

Report of the Corporate Director of Children, Education and Communities

### **Additional admissions consultation for the 2021-2022 school year relating to Bishopthorpe Infant School.**

#### **Summary**

1. This report seeks approval of the reduction of the published admission number (PAN) for Bishopthorpe Infant School for whom the City of York Council is the admission authority – for the school year beginning in September 2021.

#### **Recommendations**

2. The Executive Member for Education, Children and Young People is recommended to approve:
  - The proposed published admission numbers for all City of York Council schools for the school year beginning in September 2021, as set out in Annex A.

*Reason: to meet the statutory requirements of the School Admissions Code of Practice.*

#### **Background**

3. It is the duty of the admission authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school. A full coordinated consultation took place 06 October 2019 until 29 November 2019 however during the period Bishopthorpe Infant School advised that they wished to reduce their PAN and as such an additional consultation was arranged which took place from 01 October 2019 until Friday 17 January 2020.

4. In the case of Bishopthorpe Infant School as a maintained schools, the admission authority is the local authority (LA).
5. Published admissions numbers (PANs) are important because they relate to the maximum number of children it intends to admit in the year of entry, in the case of Bishopthorpe Infant School this relates to school entry into reception.

## **Consultation**

6. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2020 for the school year beginning in September 2021. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.
7. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York were sent details of the Bishopthorpe Infant School additional consultation. The views of residents and parent/carers were also sought with details being published on Bishopthorpe Infant School website and City of York Council website. Three people replied to the consultation, their emails were received and responded to.
8. The consultation ran from 06 December 2019 until 17 January 2020 and included the PAN reduction and admission arrangements for Bishopthorpe Infant School for the 2021-2022 school year (although the admission arrangements remained unchanged). Information was made widely available online on the Bishopthorpe Infant School website, City of York Council website and emails to neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York.

## **Options**

9. The recommendations in this report have been prepared following consultation with Bishopthorpe Infant School. The Executive Member can approve, reject or modify the proposals

## **Admissions Policies**

10. The LA on the proposed admissions arrangements for the 2021-2022 school year. The City of York has proposed the published admission number (PAN) reduction for Bishopthorpe Infant School, highlighting any changes in Annex A.
11. The coordinated schemes are applicable to all state funded schools in York including Bishopthorpe Infant School are unchanged during this additional consultation.
12. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools including Bishopthorpe Infant School are unchanged during this additional consultation.

## **Published Admission Numbers (PAN)**

13. The following general principles should apply when considering increases in PANs:
  - a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
  - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.
  - c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
14. The following general principles should apply when considering decreases in PANs:
  - a) The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).

- b) The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.

### **City of York proposals**

- a) The following changes in PAN have been proposed Bishopthorpe Infant School for whom the LA is their admissions authority.
15. Based on the principles in paragraph 14, officers propose, following detailed investigation of potential implications, the following change to PANs:

<b>School</b>	<b>Proposal</b>	<b>Recommendation</b>	<b>Reason</b>
Bishopthorpe Infants School	Decrease PAN from 60 to 50	Approve	To aide the school with more appropriate class organisation and use of resources

### **Analysis – Bishopthorpe Infant School**

16. The LA received a request from the governing body to lower the published admission number from 60 to 50. The head teacher of the school has outlined to officers how the school could plan appropriately around this lower PAN within the existing school estate whilst supporting teaching and learning at the school.
17. Bishopthorpe Infant School is located within Planning Area 5, which has 4 primary schools Dringhouses Primary School, Copmanthorpe Primary School, Woodthorpe Primary School and St Mary's CE Primary School. The planning area also includes Archbishop of York C of E Junior School. Pupil forecasts for reception year of entry for the planning area show significant surplus in the coming years from September 2021.

Forecast Pupil Numbers by Reception for Planning Area 5					
	2019/20	2020/21	2021/22	2022/23	2023/24
Reception Demand	211	239	212	217	219
Reception Places	240	240	240	240	240
Surplus/Deficit	29	1	28	23	21
Surplus with PAN reduction			18	13	11

18. In recent years, the number of places allocated at the year of entry to Bishopthorpe Infant School has been below the PAN of 60. In 2017 56 places were allocated, 59 places in 2018 and only 51 places were allocated in 2019.
19. The reasons stated by the school Head teacher for this request are that there were 29 surplus reception places within planning area 5 in 2019/20. Although forecasts show a bulge in 2020/21 with 1 surplus place, Bishopthorpe will continue their existing PAN of 60 to accommodate this, with the proposed reduction coming into effect in September 2021.
20. Projected birth rates data for the number of children expected to be born in the Bishopthorpe catchment area and the projected number of children expected to be living in catchment at the reception year of entry are significantly below the proposed PAN illustrating that Bishopthorpe Infant School would still be able to provide school places to catchment children.

Reception Year	Actual Births		Projected Births							
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Number of children born or expected to be born in catchment	31	27	28	29	29	29	28	29	30	30
Number projected to be living in catchment to start reception	42	36	37	39	39	39	37	39	40	40

21. The reduced PAN and reorganised class structure would allow for the physical spaces to be utilised more effectively and also increase to possibility of areas to use for interventions and other activities.
22. Reducing the PAN would allow the school to make strategic decisions about structures and resources that will allow the school to run in a financially sustainable manner to best meet the needs of the children and the local community.
23. The school have committed to review this should numbers and/or demand increase again in the future. However there are currently no plans for future housing developments in the surrounding area that would attract young families.
24. On balance, officers recommend that the decrease be approved for the reasons above.
25. No other increases or decreases are being proposed by officers within this report.

### **Admission Consultation Responses**

26. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PAN reduction however no school-based responses were received.
27. Consultation responses were received from 3 members of the public which were responded to. The main queries raised within the responses were regarding the availability of places for children within Bishopthorpe and whether there will be sufficient places for children living within the village. Responses were provided with information regarding pupil projections within the planning area and year of entry projections for the school catchment area (point 17 and 20). One query also included the suggestion of Bishopthorpe Infant School and Archbishop of York's CE Junior should be a primary school and the inconvenience of the junior application process. Queries were comprehensively replied to within the consultation period and no further replies have been received to date (21 January 2020).
28. No other consultations are taking place.

## **Council Plan**

### **Safe Communities and Culture for All.**

29. When schools are able to change their published admission numbers to the benefit of their pupils, staff and the local community, it illustrates a great deal of consideration for the needs of the local community and provides an effective learning environment for all.

### **A Greener and Cleaner City of York Council**

30. The Admission Consultation within the City of York focuses on providing a local school for local children. Attending a local school allows greater opportunity for children and parents to walk or cycle to school supporting the plans for City of York to reach zero carbon emissions by 2030.

### **A Better Start for Children and Young People**

31. Published admission numbers that are agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

### **An Open and Effective Council**

32. An open and transparent admission consultation inviting responses from all community, voluntary aided, voluntary controlled and academy schools allows for fair, effective and efficient coordination of school admissions for all.

## **Implications**

### **Financial**

33. Changes to admission limits at schools has no direct impact on Local Authority funding as the council will continue to be funded for all pupils at the same level, regardless of the schools that they attend. For individual schools, pupil numbers does have an impact on school funding, particularly if the school is changing in size, as pupil led funding is lagged (based on the previous autumn census numbers for the following financial year). For Bishopthorpe Infant School wishing to decrease pupil numbers, they are protected from

funding reductions for those pupils for 7 months (12 months for academies) but will need to adjust their budgets during that period to manage the subsequent funding reduction. The Headteacher is aware of the financial implications and is confident that the decrease in pupil numbers and subsequent funding has been planned for and that strategic decision making regarding class organisation and resource management will prevent any negative impact on the financial position of the school.

### **Human Resources**

34. There are no HR implications.

### **Equalities**

35. There are no implications relating to equalities.

### **Legal**

36. Under section 88C of the School Standards and Framework Act 1998 (SSFA) and Regulation 15 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authority must before the beginning of each school year, determine the admission arrangements which are to apply for that year and must carry out consultation about the proposed arrangements, unless there has been no change in the admissions arrangements in any of the six preceding determination years.
37. Under Regulation 2 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, “determination year” in relation to the proposed admission arrangements for a school means the school year beginning two years before the school year to which the arrangements relate.
38. Section 88D of the SSFA requires an admission authority for a maintained school to include a determination of the number of pupils in each relevant age group that it is intended to admit to a school in that year.
39. Under Regulation 18 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as provided by Section 92 of the SSFA) a local authority must publish on or before 15 March in the



determination year, the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year.

40. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination year whether they have secured the adoption of a qualifying scheme or not.

**Crime and Disorder**

41. There are no Crime and Disorder implications.

**Information Technology (IT)**

42. There are no IT implications.

**Property**

43. There are no property implications.

**Other Implications**

44. There are no other implications.

**Risk Management**

45. No direct implications.

**Contact Details**

<b>Author:</b>	<b>Chief Officer Responsible for the report:</b>
Rachelle White	Amanda Hatton Corporate Director of Children, Education and Communities

School Admissions Children, Education and Communities 01904 554239	<b>Report approved</b>	✓	<b>Date</b>	13/1/20	
<b>Specialist Implications Officer(s)</b> Legal: Peter Cairns Employment / Education Lawyer 01904 551095					
<b>Wards Affected:</b>				<b>All</b>	✓
<b>For further information please contact the author of the report</b>					

## Background Papers

None

## Annexes

<b>Annex A</b>	2021/22 Proposed Published Admission Numbers
----------------	--

<b>Reception Published Admission Number</b>				
Estab	Community and Voluntary Controlled Primary and Infant Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
2386	Bishophorpe Infant	60	60	50
2003	Carr Infant	90	90	90
2018	Clifton Green Primary	60	60	60
2013	Copmanthorpe Primary	60	60	60
2007	Dringhouses Primary	45	45	45
3152	Elvington CE Primary	20	20	20
2008	Fishergate Primary	45	45	45
2241	Headlands Primary	45	45	45
3158	Lord Deramore's Primary	30	30	30
3159	Naburn CE Primary	12	12	12
2014	Poppleton Road Primary	60	60	60
2058	Ralph Butterfield Primary	50	50	50
2349	Rufforth Primary	14	14	15
2169	Skelton Primary	20	20	20
3002	St Barnabas' CE Primary	30	30	30
3222	St Mary's CE Primary	15	15	15
3156	St Oswald's CE Primary	45	45	45
3003	St Paul's CE Primary	27	28	28
2227	Stockton on the Forest Primary	15	15	15
2017	Westfield Primary	90	90	90
2240	Wigginton Primary	40	40	40
2015	Yearsley Grove Primary	60	60	60
<b>Voluntary Aided and Academy Primary Schools</b>				
2000	Acomb Primary	45	45	45
2431	Badger Hill Primary	30	30	30
2024	Burton Green Primary	30	30	30
2430	Clifton with Rawcliffe Primary	90	90	90
3151	Dunnington CE Primary	30	30	30
2009	Haxby Road Primary Academy	45	45	45
2001	Hempland Primary	60	60	60
3302	Heworth CE Primary	20	20	20
2028	Hob Moor Primary	45	45	45
2180	Huntington Primary	60	60	60
2011	Knavesmire Primary	60	60	60
2428	Lakeside Primary	60	60	45
2021	New Earswick Primary	30	30	30
2176	Osballdwick Primary	45	45	45
3904	Our Lady Queen of Martyrs Primary	60	60	60
2012	Park Grove Primary	40	40	40
2029	Poppleton Ousebank Primary	60	60	60
3212	Robert Wilkinson Primary Academy	85	85	85
2016	Scarcroft Primary	60	60	60
3401	St Aelred's RC Primary	30	30	30
3402	St George's RC Primary	30	30	30
2020	St Lawrence's CE Primary	30	30	30
3403	St Wilfrid's RC Primary	40	40	40
2429	Tang Hall Primary	30	30	30
3380	Wheldrake CE Primary	30	30	30
2027	Woodthorpe Primary	60	60	60
<b>Total Reception places available</b>		<b>2138</b>	<b>2139</b>	<b>2115</b>

<b>Year 3 Published Admission Number</b>				
Estab	Community and Voluntary Controlled Junior Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
3229	Archbishop of York's CE Junior	60	60	60
2002	Carr Junior	90	90	90
<b>Total Year 3 places available</b>		<b>150</b>	<b>150</b>	<b>150</b>

<b>Year 7 Published Admission Number</b>				
Estab	Community and Voluntary Controlled Secondary Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
4063	Huntington School	239	239	239
4508	Joseph Rowntree School	232	232	232
<b>Voluntary Aided and Academy Secondary Schools</b>				
4702	All Saints RC School	178	178	178
4500	Archbishop Holgate's CE School	270	270	270
4153	Fulford School	240	240	240
4602	Manor CE Academy	232	240	240
4229	Millthorpe School	212	212	212
4000	Vale of York Academy	190	150	150
4001	York High School	180	180	180
<b>Total Year 7 places available</b>		<b>1973</b>	<b>1941</b>	<b>1941</b>

<b>Year 12 'External' Published Admission Number</b>				
Estab	Community and Voluntary Controlled Secondary Schools	Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
4063	Huntington School	30	30	30
4508	Joseph Rowntree School	30	30	30
<b>Voluntary Aided and Academy Secondary Schools</b>				
4702	All Saints RC School	35	35	35
4500	Archbishop Holgate's CE School	40	40	40
4153	Fulford School	35	35	35
<b>Total 'external' Year 12 places available</b>		<b>170</b>	<b>170</b>	<b>170</b>

This page is intentionally left blank