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**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:

<b>School</b>	<b>Proposal</b>	<b>Recommendation</b>	<b>Reason</b>
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>	<input checked="" type="checkbox"/>	<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>	<input checked="" type="checkbox"/>	
<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