

Report of the Corporate Director of Children, Education and Communities

## **Coordinated admissions schemes and admission arrangements for the 2018/2019 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 admissions authority – for the school year beginning in September 2018.
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 2018.

### **Recommendations**

3. The Executive Member for Education, Children and Young People is recommended to approve:
  - the coordinated schemes and admissions policies for all City of York Council schools for the 2018/19 school year, as set out in Annexes B-G and Z-AB
  - proposed published admission numbers for all City of York Council schools for the school year beginning in September 2018, as set out in Annex A

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

### **Background**

4. It is the duty of the admissions 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, rather than individual academy trusts.
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 have more applications for places than there are places available.
8. 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 in Year 11 at that school.
9. It is also the duty of the LA to have in place coordinated admissions schemes for each coordinated year of entry. These schemes detail how and when applications can be made and coordination between admissions authorities and local authorities will take place.

## **Consultation**

10. After an invitation from the LA, all admissions authorities in the LA area agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2018/19 in one place.
11. Once again, those schools that have recently converted to academy status and new MATs, for whom the LA is not the admissions authority opted to take part in a joint consultation. LA officers supported new MATs as well as 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 for community and voluntary controlled

schools. This practice and support not only ensures that newly converted academies have valid admission arrangements and supports schools with their new responsibilities, but also ensures that the admissions policies of non-faith schools remain similar, regardless of school type. These arrangements are set out in the annexes to this report.

12. 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 admissions authority remain the responsibility of the respective governing body/academy trust.
13. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of six weeks between 1 October and 31 January. Determination of these admission arrangements by admissions authorities must be complete by 28 February 2017 for the school year beginning in September 2018. This timeframe means that consultation on arrangements takes place some 23 months before children would be due to start school.
14. Neighbouring LAs, school headteachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions including the Ministry of Defence Welfare Team and YREN (York Racial Equality Network) were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a few residents responded.
15. The consultation ran from 31 October 2016 until 16 December 2016 and included all admission arrangements for schools in the LA area for the 2018/19 school year.
16. This year no changes were made to the City of York In Year Admissions Policy and Coordinated Scheme, or the all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children. These three documents were all consulted on and approved in 2016 and no changes are legally necessary or have been sought or suggested by either schools or officers.

## **Options**

17. 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.

## **Admissions Policies**

18. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2018/19 school year. The City of York's 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. Year 12 admissions policies are contained in annexes X–AB.
19. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.
20. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admissions authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though those of schools that have recently become their own admissions 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.
21. The City of York admissions policies have had few changes from those determined last year. The only substantive change has been made to the admissions policy for junior schools that applies to only two York schools – Archbishop of York's CE Junior School and Carr Junior School. The change that has been made is to insert a criterion within the oversubscription criteria for those children who attend the neighbouring infant school.

This criterion was inserted following discussion between officers and schools in Bishopthorpe after being raised with officers by the

head teacher and governing body of Bishopthorpe Infant School throughout the last 12 months.

22. The view of Bishopthorpe Infant School is that the existence of a policy that does not guarantee admission for children into Archbishop of York's CE Junior School is having a "negative impact on our numbers for reception". In 2016, the second year the existing policy has been in place, Bishopthorpe Infant School has seen a lower number of families expressing a preference for the school, though this should be seen in the context of a low birth cohort in Bishopthorpe and Acaster Malbis.

As no policy could guarantee places, and following further discussion and consultation with infant and junior schools across the city, officers believe that the proposed policy makes some provision for these children within the oversubscription criteria, whilst balancing the need to maintain admission arrangements that are fair, balanced and in line with other schools across the LA area.

### **Published Admission Numbers**

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 zone).
  - 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.
25. In the past several years the PANs of several schools have been raised in order to accommodate a rising number of pupils, either through utilising existing spaces or adding to existing accommodation.
26. At primary level, the LA has focused on ensuring a sufficiency of supply by raising the PAN of schools to maximise the number of places whilst complying with the limits of infant class size legislation of 30 pupils per qualified teacher. Other primary schools have requested increases, and have had these approved, where the conditions in paragraph 21 have been met, principally to accommodate additional demand, but also to aide better class organisation and use of resources.
27. At secondary level, the LA has focused on ensuring a sufficiency of places in the south-east of the city, principally at Fulford School, where in-catchment pupil numbers have increased significantly. Projects funded by 'Basic Need' monies – ring-fenced funding provided by central government for this purpose – have been put in place at Fulford to increase the PAN to 240.
28. Based on the principles in paragraphs 21-22, 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>
Joseph Rowntree School (Voluntary Controlled)	Increase from 220 to 232	Approve - pending DMT comment	To accommodate additional catchment demand in future years.

## **Analysis**

### **The Joseph Rowntree School – increase PAN from 220 to 232**

29. The LA did not at the start of the consultation propose a change of PAN, but instead received a request from the governing body to raise the planned admission number from 220 to 232 from September 2018. The deputy head teacher of the school has outlined to officers how the school plans to accommodate these increased numbers within the existing 9 class structure, without the need for additional classes or classrooms.
30. In 2015 and 2016, The Joseph Rowntree School received 239 and 253 1<sup>st</sup> preferences for a place in Year 7, above their planned admission number of 220. This resulted in a waiting list of 57 and 72 pupils respectively and several successful appeals for places at the school. In 2017 the school has gathered 233 1<sup>st</sup> preferences, with the 2017 waiting list not being known until National Offer Day on 1 March 2017.
31. All children within the catchment area of the school and all those with a sibling at the school have successfully been offered a place in the last two admissions years for which data is available, although the numbers of these children is increasing toward the current PAN of 220. In 2015 13 non catchment children without a sibling were offered a place at the school on National Offer Day, which reduced to just five in 2016. Those refused a place include children in Clifton, Heworth and Rawcliffe.
32. In recent years, an increasing number of children from the Canon Lee catchment area have started to express a preference for the school and a small number have been allocated places at The Joseph Rowntree School. As the number of secondary aged children rises, and the demand from within the catchment area of The Joseph Rowntree School increases, based on the current PAN, it is likely that accommodating all children within the catchment area of the school and all those with a sibling at the school will become increasingly difficult in future years. The school have started to admit more than 220 in several year groups, often at the direction of LA officers, in order to provide for places for those children resident in the catchment area at any time after the start of Year 7.

33. The school did informally raise the issue of increasing their PAN in 2014 with officers, at which time the school decided not to formally request an increase due to the expected effect of such an increase on neighbouring schools. The school then formally requested an increase in their PAN from 220 to 230 in 2015. This request was refused.
34. The Joseph Rowntree School has an existing capacity of 1410. The net capacity data – which draws on the number and size of teaching and associated spaces – indicates that there is limited additional physical space available to expand into. However, the school have undertaken a significant reorganisation of space in recent years which has increased this figure to 1410 from 1340 when the previous request was received in 2015. The increase of 12 places per year group (60 places in total in Years 7-11) would be offset by this increase.
35. The school have indicated in their consultation response that “we believe that through better utilising current teaching spaces and also re classifying some current non teaching spaces into teaching spaces, that we are able to provide for the planned increase in MAL [PAN] to 232 pupils”. Officers have made clear that no additional funding would follow a school-requested increase in PAN. The LA is therefore not being asked to provide additional accommodation on the school site in future - and with it ‘Basic Need’ capital expenditure – to accommodate this increase.
36. The increase of 12 places per year group at a school rated ‘Good’ by Ofsted would realise existing capacity at no cost to ‘Basic Need’ funding and would meet the LA’s requirement to expand good and outstanding schools. Given the decreasing number of places offered to those children not resident within the catchment area or with a sibling at the school, this increase would help in meeting the longer term needs of residents in the catchment area of The Joseph Rowntree School.
37. Officers recommend that the increase be approved for these reasons above.
38. No other increases or decreases are being proposed by officers, nor have any additional requests been received from the governing bodies of community and voluntary controlled schools during the consultation period.



## VA and Academy proposals

39. The following changes in PAN have been proposed by voluntary aided and academy schools, who are their own admissions authorities.

School	Proposal
Archbishop Holgate's CE School	Increase PAN from 216 to 243

### Analysis – Archbishop Holgate's CE School

40. The Academy had informed the LA at the start of the consultation process to a change of PAN from 216 with eight forms to 243, with nine forms.
41. This increase reflects the need for the academy to accommodate additional demand from both within and outside their catchment. To date the academy often admits above its PAN to accommodate increasing numbers of children in Year 7. In 2016 the academy offered over 270 places with ten forms, and through conversations with the academy, officers expect a similar or greater number of places to be offered this year.
42. The LA is not aware of any consultation responses regarding this increase, and has through sharing information with neighbouring LAs, made East Riding of Yorkshire LA aware of the increase. Many of the children admitted over the PAN each year are resident in the East Riding.

### Council Plan

43. **Prosperous City for all** – the setting of appropriate planned admission numbers forms an integral part of the LA's effective planning as well as providing enough high quality school places within city helping lay the foundations for the local economy.
44. **A council that listens to residents** – the comments and input sought in this consultation from residents, governing bodies and other consultees were supportive of these arrangements.
45. **A focus on frontline services** – providing sufficient school places as well as fair and clear admissions policies gives residents clarity in regard to school admissions – a key responsibility of the LA.

## **Implications**

### **Financial**

46. There are no direct financial implications for schools or the LA resulting from determination of planned admission numbers for September 2018.

### **Legal**

47. 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.
48. 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.
49. 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.
50. 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.
51. 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.

### Other Implications

52. There are no Human Resources, Equalities, Crime and Disorder, Information Technology or Property implications arising from this report.

### Risk Management

53. No direct implications.

### Contact Details

<b>Author:</b>	<b>Chief Officer Responsible for the report:</b>		
Tom Chamberlain School Services Manager Children, Education and Communities 01904 554239	Jon Stonehouse Corporate Director of Children, Education and Communities		
	<b>Report approved</b>	✓	<b>Date</b> 12.01.17
<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>	2018/19 Proposed Published Admission Numbers
<b>Annex B</b>	2018/19 Coordinated admissions scheme – applying to start infant or primary school

<b>Annex C</b>	2018/19 Coordinated admissions scheme – applying to start junior school
<b>Annex D</b>	2018/19 Coordinated admissions scheme – applying to start secondary school
<b>Annex E</b>	2018/19 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
<b>Annex F</b>	2018/19 Admissions policy – City of York Council community and voluntary controlled junior schools
<b>Annex G</b>	2018/19 Admissions policy – City of York Council community and voluntary controlled secondary schools
<b>Annex H</b>	2018/19 Admissions policy – All Saints RC Aided School <i>[available on-line or on request]</i>
<b>Annex I</b>	2018/19 Admissions policy – Archbishop Holgate’s CE Academy <i>[available on-line or on request]</i>
<b>Annex J</b>	2018/19 Admissions policy – Ebor Academy Trust <i>[available on-line or on request]</i>
<b>Annex K</b>	2018/19 Admissions policy – Heworth CE Aided Primary School <i>[available on-line or on request]</i>
<b>Annex L</b>	2018/19 Admissions policy – Hope Learning Trust <i>[available on-line or on request]</i>
<b>Annex M</b>	2018/19 Admissions policy – Huntington Primary Academy <i>[available on-line or on request]</i>
<b>Annex N</b>	2018/19 Admissions policy – Manor CE Academy <i>[available on-line or by request]</i>
<b>Annex O</b>	2018/19 Admissions policy – New Earswick Voluntary Aided Primary School <i>[available on-line or by request]</i>
<b>Annex P</b>	2018/19 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School <i>[available on-line or by request]</i>
<b>Annex Q</b>	2018/19 Admissions policy – Pathfinder Multi Academy Trust <i>[available on-line or by request]</i>
<b>Annex R</b>	2018/19 Admissions policy – South Bank Academy Trust <i>[available on-line or by request]</i>
<b>Annex S</b>	2018/19 Admissions policy – St Aelred’s RC Aided Primary School <i>[available on-line or by request]</i>

<b>Annex T</b>	2018/19 Admissions policy – St George’s RC Aided Primary School <i>[available on-line or by request]</i>
<b>Annex U</b>	2018/19 Admissions policy – St Lawrence’s CE Aided Primary School <i>[available on-line or by request]</i>
<b>Annex V</b>	2018/19 Admissions policy – St Wilfrid’s RC Aided Primary School <i>[available on-line or by request]</i>
<b>Annex W</b>	2018/19 Admissions policy – Wheldrake with Thorganby CE Aided Primary School <i>[available on-line or by request]</i>
<b>Annex X</b>	2018/19 Admissions policy for Year 12 entry – All Saints RC Aided School <i>[available on-line or by request]</i>
<b>Annex Y</b>	2018/19 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy <i>[available on-line or by request]</i>
<b>Annex Z</b>	2018/19 Admissions policy for Year 12 entry – Fulford School
<b>Annex AA</b>	2018/19 Admissions policy for Year 12 entry – Huntington School
<b>Annex AB</b>	2018/19 Admissions policy for Year 12 entry – The Joseph Rowntree School

## Glossary

LA	Local Authority
MAT	Multi Academy Trust
PAN	Published Admission Number
YREN	York Racial Equality Network