

Report of the Director of Children’s Services, Education and Skills

**Coordinated admissions schemes and admission  
arrangements including planned admission numbers for  
the 2017/2018 school year**

**Summary**

1. This report seeks approval of the coordinated schemes and admissions policies for primary, junior and secondary schools for whom the City of York Council is the admissions authority for the 2017/18 school year.
2. It also seeks approval of the proposed school planned admission numbers for each school for whom the City of York Council is the admissions authority for the school year beginning in September 2017.

**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 2017/18 school year, as set out in Annexes B-J and AB-AD
  - proposed individual school maximum admission limits for the academic year beginning in September 2017, 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. In the case of maintained

schools, the admission authority is the local authority (LA), whilst in voluntary aided or academy schools it is the governing body or academy trust of the school. Admission arrangements include the admissions policy and the planned admission number for each school.

5. Planned Admission Numbers 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.
6. 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**

7. After an invitation from the LA, once again 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 2017/18 in one place. Schools that have recently converted to academy status and are now their own admissions authority opted to take part in a joint consultation. Although coordinated by the LA, the responsibility for the formulation and determination of admission arrangements for schools that the LA is not the admissions authority for remains the responsibility of the respective governing body/academy trust.
8. The School Admissions Code of Practice that was revised in December 2014 amended the timescales for consultation, determination and adjudication of admission arrangements to earlier in the school year in order to give those adjudicating any objections greater time to consider objections before parents are due to begin applying for school places.
9. The Admissions Code now requires that where consultation takes place it must be for a minimum of six weeks (reduced from eight weeks) between 1 October and 31 January. Determination of these admission arrangements by admissions authorities must be

complete by 28 February 2016 for the school year beginning in September 2017.

10. This amended timeframe has brought forward the deadlines for consultation and determination accordingly which now means that consultation on arrangements is start to take place some 23 months before children would be due to start school.
11. 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 and 35 residents responded.
12. The consultation ran from 22 October 2015 until 15 December 2015 and included all admission arrangements for schools in the LA area for the 2017/2018 school year, as well as for the first time a formal In Year Admissions Policy and Coordinated Scheme, and an all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children.

## **Options**

13. 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 admissions policies.

## **Analysis**

14. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2017/18 school year. The City of York's proposed coordinated schemes and admissions policies are set out in Annexes B–J. Policies for voluntary aided and academy schools are contained in annexes K–Y. Year 12 admissions policies are contained in annexes Z–AD.
15. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.

16. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admissions authority; this includes 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.
17. The need for and inclusion of a formal in year admissions policy and scheme that has been consulted on for the first time this year reflects the increase in the number of applications now received by the School Services team for in year school places and the need for clarity around in year admissions procedures for parents and carers.
18. The Admissions Policy on the Delayed and Deferred Admission to Primary School has been authored by the LA on behalf of all 13 primary admissions authorities in the LA area. It was written with the aim of ensuring that requests for summer born children to defer their entry into the Reception year to the following school year is in line with recent guidance from the Department of Education, and also clear to parent/carers and all schools and admissions authorities when considering such requests.
19. The following general principles should apply when considering increases in planned admission numbers:
  - 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 LA 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.
20. The following general principles should apply when considering decreases in planned admission numbers:
- a) The school must still be able to accommodate demand from within their local area (catchment area for community and voluntary controlled schools, parish or priority zone for voluntary aided or academy schools).
- b) The requested admission 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.
21. Based on these principles, school planning and admissions officers propose, following detailed investigation of potential implications, the following changes to school planned admission numbers:

<b>School</b>	<b>Proposal</b>	<b>Recommendation</b>	<b>Reason</b>
Fulford Secondary (Community)	Increase from 220 to 240	Approve	To accommodate additional catchment demand.
Rufforth Primary (Community)	Increase from 12 to 14	Approve	To accommodate additional demand across the area.
St Paul's CE Primary (VC)	Increase from 25 to 27	Approve	To accommodate additional catchment demand.
Stockton on The Forest Primary (Community)	Increase from 12 to 15	Approve	To accommodate additional catchment demand.

## **Analysis**

### **Fulford Secondary – increase PAN from 220 to 240**

22. The school benefitted from a major expansion in 15/16. This increase in PAN reflects the new physical capacity of the school and will allow it to accommodate greater demand from within catchment. Demand for Y7 places at the school continues to rise.

### **Rufforth Primary School – increase PAN from 12 to 14**

23. This increase has been proposed by the school due to the benefit on class organisation and greater funding that additional pupils will bring. The school have requested an increase several times in previous consultations; increases have been rejected in previous years due to the potential impact on other primary schools serving the West of the city, mainly Carr Infant school.
24. However, the situation now is that demand for Reception places across the West is high enough that additional capacity at Rufforth Primary will aid the LA in ensuring all requests for places are fulfilled across the area. Impact at Carr Infant school is expected to be negligible - early indications are that Carr Infant has 87 Sept 2016 1st preferences for 90 places available. The school has the physical capacity to accommodate 14 children in each year group. It is therefore recommended that the request from the school to increase their PAN to 14 is agreed.

### **St Paul's CE Primary – increase PAN from 25 to 27**

25. This increase has been proposed by the school. The school is popular and oversubscribed every year, and the school feel that higher intakes will help ease budget pressures. St Paul's Primary are able to physically accommodate 27 pupils in each year group and, given the level of demand for primary places across the West of the city, this increase would aid the LA in ensuring all requests for places are met. The increasing demand for primary places in the West of the city means that there will be no or minimal impact on Poppleton Road Primary, the nearest neighbouring school. It is therefore recommended that the request from the school to increase their PAN to 27 is agreed.

## **Stockton on the Forest Primary – increase PAN from 12 to 15**

26. This increase has been proposed by the school. The school feel that higher intakes will ease budget pressures, and have the physical capacity to accommodate additional pupils. Projected pupil numbers show increases in demand for Reception places up to around 19 or 20 over the next 5 years. An initial increase of PAN to 15 is therefore recommended for approval, as it will aid the LA in ensuring all requests for places are fulfilled.

### **VA and Academy proposals**

27. The following changes in planned admission number have been proposed by voluntary aided and academy schools, who are their own admissions authorities.

<b>School</b>	<b>Proposal</b>
Haxby Road Primary Academy	Increase PAN from 30 to 45

### **Analysis – Haxby Road Primary Academy**

28. The Academy had informed the LA at the start of the consultation process to a change of planned admission number from 30 to 45. Whilst demand for places at the school is currently above the existing PAN, demand is not currently at the 1.5FE level (there were 34 allocations in Sept 15) and is not predicted to rise to this level for some time. There may be some negative impact on neighbouring schools as a result (Yearsley Grove Primary).
29. The consultation response of Burton Green Primary School was opposed to this change, noting “Haxby Road’s increase in numbers to 45 [are] objected to as currently place planning [has] over capacity in neighbouring Clifton”. This comment has been passed on to the Academy for their consideration.

### **Council Plan**

30. **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.

31. **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.
32. **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.

## **Implications**

### **Financial**

33. There are no direct financial implications for schools or the LA resulting from determination of planned admission numbers for September 2017.

### **Legal**

34. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each 'relevant age group'.
35. The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/2896, SI 2007/194, SI 2012/8 and SI 2014/2886 states that admissions authorities must have regard to the capacity assessment of the school when setting planned admission numbers.
36. Section 1 of the SSFA 1998 requires that any admission number set must be compatible with the duty to comply with the infant class size limit.
37. Sections 89 and 89A of the SSFA 1998 state that the admission authorities for schools with a sixth form must consult on and determine the arrangements they propose to use to allocate places in year 12 at the same time as other admission arrangements.
38. Section 89(2) of the SSFA 1998 requires that admissions authorities are required to complete consultation on admission arrangements by 1 March, and determine their arrangements by 15 April in each calendar year for the following school year. These dates are prescribed in The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/ 2896, SI 2007/194, SI 2012/8 and SI 2014/2886.

## Other Implications

39. There are no HR, equalities, crime & disorder, information technology or property implications arising from this report.

## Risk Management

40. No direct implications.

## Contact Details

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<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>	2017/18 Proposed Published Admission Numbers
<b>Annex B</b>	2017/18 Coordinated admissions scheme – applying to start infant or primary school
<b>Annex C</b>	2017/18 Coordinated admissions scheme – applying to start junior school
<b>Annex D</b>	2017/18 Coordinated admissions scheme – applying to start secondary school
<b>Annex E</b>	2017/18 Coordinated admissions scheme – in year applications for a school place
<b>Annex F</b>	2017/18 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
<b>Annex G</b>	2017/18 Admissions policy – City of York Council community and voluntary controlled junior schools
<b>Annex H</b>	2017/18 Admissions policy – City of York Council community and voluntary controlled secondary schools - in year applications for a school place
<b>Annex I</b>	2017/18 Admissions policy – delayed and deferred admission to primary school
<b>Annex J</b>	2017/18 Admissions policy – City of York Council community and voluntary controlled secondary schools
<b>Annex K</b>	2017/18 Admissions policy – Haxby Road Primary Academy ( <i>available on-line only*</i> )
<b>Annex L</b>	2017/18 Admissions policy – Heworth CE Aided Primary School ( <i>available on-line only*</i> )
<b>Annex M</b>	2017/18 Admissions policy – Huntington Primary Academy( <i>available on-line only*</i> )
<b>Annex N</b>	2017/18 Admissions policy – New Earswick Aided Primary School ( <i>available on-line only*</i> )
<b>Annex O</b>	2017/18 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School ( <i>available on-line only*</i> )
<b>Annex P</b>	2017/18 Admissions policy – Poppleton Ousebank Primary Academy ( <i>available on-line only*</i> )

<b>Annex Q</b>	2017/18 Admissions policy – Robert Wilkinson Primary Academy ( <i>available on-line only*</i> )
<b>Annex R</b>	2017/18 Admissions policy – St Aelred’s RC Aided Primary School ( <i>available on-line only*</i> )
<b>Annex S</b>	2017/18 Admissions policy – St George’s RC Aided Primary School ( <i>available on-line only*</i> )
<b>Annex T</b>	2017/18 Admissions policy – St Lawrence’s CE Aided Primary School ( <i>available on-line only*</i> )
<b>Annex U</b>	2017/18 Admissions policy – St Wilfrid’s RC Aided Primary School ( <i>available on-line only*</i> )
<b>Annex V</b>	2017/18 Admissions policy – Wheldrake with Thorganby CE Aided Primary School ( <i>available on-line only*</i> )
<b>Annex W</b>	2017/18 Admissions policy for Year 7 entry – All Saints RC Aided School ( <i>available on-line only*</i> )
<b>Annex X</b>	2017/18 Admissions policy for Year 7 entry – Archbishop Holgate’s CE Academy ( <i>available on-line only*</i> )
<b>Annex Y</b>	2017/18 Admissions policy for Year 7 entry – Manor CE Academy ( <i>available on-line only*</i> )
<b>Annex Z</b>	2017/18 Admissions policy for Year 12 entry – All Saints RC Aided School ( <i>available on-line only*</i> )
<b>Annex AA</b>	2017/18 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy ( <i>available on-line only*</i> )
<b>Annex AB</b>	2017/18 Admissions policy for Year 12 entry – Fulford School ( <i>available on-line only*</i> )
<b>Annex AC</b>	2017/18 Admissions policy for Year 12 entry – Huntington School ( <i>available on-line only*</i> )
<b>Annex AD</b>	2017/18 Admissions policy for Year 12 entry – The Joseph Rowntree School ( <i>available on-line only*</i> )

\*paper copies of these annexes are available on request from the Democracy Officer for this meeting

#### **Abbreviations:**

LA	Local Authority
PAN	Planned Admission Number
SI	Statutory Instrument
SSFA	School Standards and Framework Act
Y	Year