

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

**Coordinated admissions schemes and admission
arrangements including planned admission numbers for
the 2016/2017 school year**

Summary

1. This report seeks approval for the City of York Council coordinated schemes and admissions policies for primary, junior and secondary schools for the 2016/17 school year.
2. It also seeks approval of the proposed school planned admission numbers for each City of York Council school for the school year beginning in September 2016.

Background

3. 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.
4. Planned Admission Numbers (PAN) 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.
5. 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 when coordination between admissions authorities will take place.

Consultation

6. All admissions authorities in York again agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements in one place. This joint consultation has been coordinated by the LA, but 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.
7. The School Admissions Code of Practice requires that where consultation takes place it must be complete by 1 March 2015. Determination of these admission arrangements by admissions authorities must be complete by 15 April 2015 for the school year beginning in September 2016.
8. Neighbouring LAs, school headteachers, governing bodies, and those that had previously expressed a continued interest in school admissions were sent details of the consultation. The views of residents and parent/carers were also sought and 95 residents responded.
9. The consultation ran from 15 December 2014 until 13 February 2015.

Options

10. The recommendations in this report have been prepared following consultation with schools. The Cabinet Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached annexes. The Cabinet Member may also choose to raise a statutory objection to voluntary aided and academy schools admissions policies.

Analysis

11. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2016/17 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–T. Year 12 admissions policies are contained in annexes U–Y.

12. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.
13. 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.
14. 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 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.
15. 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 which may be a catchment area, or for some voluntary aided or academy schools, parish or priority admissions zone.
 - 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.

Community and Voluntary Controlled proposals

16. Based on these principles, school planning and admissions officers recommend, following detailed investigation of potential implications, the following changes to school planned admission numbers for community and voluntary controlled schools:

School	Proposal	Recommendation	Reason
The Joseph Rowntree School	Increase Y7 PAN from 220 to 230 Reduce Y12 PAN from 60 to 30	Year 7 - Refuse Year 12 - Approve	The number of Year 7 places available is sufficient for demand from within the catchment area
Fulford Secondary	Increase Y7 PAN from 208 to 220	Approve	To meet growing catchment demand and reflect additional accommodation at the school
St Barnabas' CE Primary	Increase PAN from 20 to 30	Approve	To meet growing catchment demand and assist in class organisation
St Mary's CE Primary	Increase PAN from 15 to 16	Refuse	School happy with suggested alternative arrangements
St Oswald's CE Primary	Increase PAN from 42 to 45	Approve	To meet growing catchment demand and assist in class organisation

Analysis – The Joseph Rowntree School – Year 7

17. The LA did not at the start of the consultation propose a change of planned admission number, but instead received a request from the governing body to raise the planned admission number from 220 to 230 from September 2016.
18. The Joseph Rowntree School received 239 1st preferences for a place in September 2015, above their planned admission number of 220. All children within the catchment area of the school and all those with a sibling at the school could be offered a place, as well as 13 others up to a distance of 2.398 miles from the school as

measured by the shortest safe walking route. Those refused a place include children in Clifton, Heworth and Rawcliffe.

19. In recent years, an increasing number of children from the Canon Lee catchment area have started to express a preference for and be allocated places at The Joseph Rowntree School. These pupils are able to gain a place due to the number of Joseph Rowntree catchment children who are, in turn, able to gain a place at Huntington Secondary (which has some space available after accommodating all demand from within catchment). Therefore, increasing the PAN at Joseph Rowntree will lead to lower intakes at Canon Lee in future.
20. Annex Z details the number of pupils living within catchment, along with the modelled impact of any increase on Canon Lee School.
21. Joseph Rowntree school has an existing capacity of 1340 (1100 11-16). The net capacity data indicates that there is limited additional physical space available to expand into, which is an important consideration for admissions authorities when considering PAN change requests.
22. Whilst officers are not convinced that the school can accommodate an additional 50 11-16 pupils within their existing accommodation, at time of writing this has not been discussed with the school. Reorganisation of space in recent years may generate additional capacity through the Net Capacity calculation.
23. Nevertheless, this presents a potential risk: the LA may be asked to provide additional accommodation on the school site in future - and with it basic need capital expenditure - if the PAN is raised and the school has difficulty accommodating the increased numbers.

Analysis – Joseph Rowntree Year 12

24. An increase of Y12 PAN from 40 to 60 was approved from September 2013, with the school feeling this would allow the sixth form to expand.
25. Y12 PANs apply only to those children moving to the school from elsewhere, rather than the total size of the Y12 cohort (which would include those transferring within the school from Y11). The post-16 take up at the school has now increased and the school, given their own transferring Y11s, wish to reduce the planned admission number of 60 potential external pupils.

26. Officers recommend that the Y12 PAN therefore be reduced to limit potential overcrowding within the school's sixth form.

Analysis – Fulford Secondary

27. Demand for places at Fulford Secondary is increasing rapidly due to greater numbers resident within catchment. Cabinet approval for the scheme was given in October 2014 (and planning permission achieved in February 2015) for a major expansion at the school, the first phase of which will be completed during the 2015/16 financial year.
28. It is proposed to increase the PAN at Fulford to accommodate the additional catchment demand and reflect the higher capacity following the provision of new accommodation. A further increase will be proposed for 17/18 during next year's consultation and upon completion of the remaining phases of the scheme.
29. Officers recommend that the increase be approved for these reasons above.

Analysis – St Barnabas' CE Primary School

30. The LA proposed a change of planned admission number from 20 to 30 from September 2016 to reflect the additional space provided by a two class extension at the school, planned for completion summer 2015 and the subject of previous reports to DMT and Cabinet. The expansion will allow the school to accommodate rising demand from within catchment; the increase in PAN reflects this physical expansion.

Analysis – St Mary's CE Primary School

31. The LA did not at the start of the consultation propose a change of planned admission number, but instead received a request from the governing body to raise the planned admission number from 15 to 16 from September 2016.
32. The request has been made due to funding difficulties at the school, which will likely have to make redundancies if intakes are limited to 15. An intake of 16 reduces that risk of redundancies.
33. St Mary's are currently operating with 16 in Y1, Y2, Y3 and Y4 as a result of in year admissions.
34. Whilst intakes of 16 are preferable for the school, they will have difficulty accommodating intakes of 17 due to the extremely limited

accommodation available to them. Increasing the PAN to 16 will increase the likelihood of yeargroups increasing to 17 as they move through the school.

35. For this reason, officers feel that it would be better to keep the existing PAN of 15, and allow for placement of a 16th child into Reception should the demand materialise and based on prior agreement with the school. This would not set precedent in the event of subsequent admissions appeals for places. The school has agreed in recent discussions that they would be happy with this arrangement.
36. Officers' opinion is, therefore, that this request for an increase in St Mary's PAN to 16 should be refused.

Analysis – St Oswald's CE Primary School

37. The LA did not at the start of the consultation propose a change of planned admission number, but instead received a request from the governing body to raise the planned admission number from 42 to 45 from September 2016.
38. Officers believe this to be a sensible increase as it provides the school with a more sensible class organisation model given the infant class size limit of 30. The school has generally taken above their admission limit in the past as they feel they have the space to accommodate the additional children; increasing the PAN formalises this arrangement. Officers do not expect this to negatively impact on intakes at neighbouring St George's RC Primary.
39. There were no further requests originating from community or voluntary controlled schools for changes to their planned admission number.

Voluntary Aided and Academy proposals

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

School	Proposal
Robert Wilkinson Primary Academy	Increase PAN from 75 to 85
Manor CE Academy	Increase PAN from 200 to 220

Analysis – Robert Wilkinson Primary Academy

41. The Academy had informed the LA at the start of the consultation process to a change of planned admission number from 75 to 85.
42. This increase reflects the need for the school to accommodate additional demand from within their catchment. To date the academy often admits above its PAN to accommodate service children moving into the area. The current school building does not allow them to sustain this every year, should the demand materialise. Demand from within catchment is predicted to be between 75 and 85 over the coming five years, but may rise above this given service family movement into the area.
43. Robert Wilkinson Academy is proceeding with plans to extend the school via three additional classrooms. This is largely funded via the EFA Condition Improvement Fund, with around £180k proposed s106 contribution from the LA. Two of the additional classrooms will replace life expired modular units on the site, resulting in a net gain of a single classroom.
44. The increase in PAN will reflect the capacity of the school once the additional classrooms have been built. As there will be demand from within catchment, and the school needs to maintain a degree of operational flexibility due to supporting incoming service families within their catchment, officers believe the increase should be supported.

Analysis – Manor CE Academy

45. Manor is proposing to increase their PAN to 220, up from 200. The school draws predominantly from the York High and to a lesser extent the Millthorpe secondary catchments. Predicted pupil numbers across these catchments are rising to the extent that it is expected that a Manor PAN increase to 220 will have only a limited impact on intakes at York High and Millthorpe, and only in 2016/17. From 2017/18 and onwards, York High and Millthorpe are predicted to be full in Year 7.
46. Officers therefore feel that the proposed increase should be supported.

Council Priorities

47. The setting of planned admission numbers forms an integral part of the LA's effective planning of school places. Providing enough

high quality school places within city helps lay the foundations for “creating jobs and growing the economy”. Schools also have an important role in helping to “build strong communities” within the city, and in the protection of vulnerable children.

Implications

Financial

48. There are no direct financial implications for schools or the LA resulting from determination of these admissions policies or planned admission numbers for September 2016.

Legal

49. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each ‘relevant age group’.
50. 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.
51. 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.
52. 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.
53. 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 SI2014/2886.

Other Implications

54. There are no specific HR, Equalities, Crime and Disorder, Information Technology, or Property implications arising from this report.

Risk Management

55. No direct implications.

Recommendations

56. The Cabinet Member for Education, Children and Young People is recommended to approve:
- the proposed individual school planned admission numbers for the academic year beginning in September 2016, as set out in Annex A
 - the coordinated schemes and admissions policies for all City of York Council schools for the 2016/17 school year, as set out in Annexes B-G and W-Y

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

Contact Details

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Wards Affected:		All	✓
For further information please contact the author of the report			

Background Papers

None

Annexes

Annex A	2016/17 Proposed planned admission numbers
Annex B	2016/17 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2016/17 Coordinated admissions scheme – applying to start junior school
Annex D	2016/17 Coordinated admissions scheme – applying to start secondary school
Annex E	2016/17 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex F	2016/17 Admissions policy – City of York Council community and voluntary controlled junior schools
Annex G	2016/17 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex H	2016/17 Admissions policy – Haxby Road Primary Academy (<i>on-line only</i>)
Annex I	2016/17 Admissions policy – Heworth CE Primary School (<i>on-line only</i>)
Annex J	2016/17 Admissions policy – New Earswick Primary School (<i>on-line only</i>)
Annex K	2016/17 Admissions policy – Our Lady Queen of Martyrs RC Primary School (<i>on-line only</i>)
Annex L	2016/17 Admissions policy – Robert Wilkinson Primary Academy (<i>on-line only</i>)
Annex M	2016/17 Admissions policy – St Aelred’s RC Primary School (<i>on-line only</i>)
Annex N	2016/17 Admissions policy – St George’s RC Primary School (<i>on-line only</i>)
Annex O	2016/17 Admissions policy – St Lawrence’s CE Primary School (<i>on-line only</i>)
Annex P	2016/17 Admissions policy – St Wilfrid’s RC Primary School (<i>on-line only</i>)

Annex Q	2016/17 Admissions policy – Wheldrake with Thorganby CE Primary School (<i>on-line only</i>)
Annex R	2016/17 Admissions policy for Year 7 entry – All Saints RC School(<i>on-line only</i>)
Annex S	2016/17 Admissions policy for Year 7 entry – Archbishop Holgate’s CE Academy (<i>on-line only</i>)
Annex T	2016/17 Admissions policy for Year 7 entry – Manor CE Academy (<i>on-line only</i>)
Annex U	2016/17 Admissions policy for Year 12 entry – All Saints RC School (<i>on-line only</i>)
Annex V	2016/17 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy (<i>on-line only</i>)
Annex W	2016/17 Admissions policy for Year 12 entry – Fulford School
Annex X	2016/17 Admissions policy for Year 12 entry – Huntington School
Annex Y	2016/17 Admissions policy for Year 12 entry – The Joseph Rowntree
Annex Z	Joseph Rowntree requested increase: statistical data