



Derby City Council

**CHILDREN AND YOUNG PEOPLE  
CABINET MEMBER MEETING  
20 December 2013**

**ITEM 4**

Report of the Strategic Director of Children and Young People

**Proposed School Admission Arrangements for Maintained and Voluntary Controlled Schools 2015-16**

**SUMMARY**

- 1.1 The Council is the Admissions Authority for all maintained and voluntary controlled schools within Derby City, therefore must comply with the statutory duty to consult on any changes to its admission arrangements on behalf of those schools before they are determined and published in the year preceding admission.
- 1.2 For the academic year 2015-2016 the consultation must be completed by 1 March 2014 and a decision taken on the proposed arrangements by 15 April 2014.
- 1.3 Derby's proposed admission arrangements as set out in Appendix 2 will be consulted on from 3 January 2014 until 28 February 2014 with the following groups and partners:-
  - Diocese of Nottingham Education Service
  - Church of England Diocesan Board
  - Parents
  - Community groups
  - Derby's own admission authority schools (including Academies and Free Schools)
  - Derbyshire County Council
  - Nottingham City Council

**RECOMMENDATION**

- 2.1 To agree the proposed admissions arrangements for Community and Voluntary Controlled infant, junior, primary and secondary schools for 2015-2016 as set out in Appendix 2, and to the consultation arrangements to take place between 3 January 2014 until 28 February 2014.
- 2.2 To note the permanent increase in published admission numbers as set out in Annex 3.

**REASONS FOR RECOMMENDATION**

- 3.1 To ensure that fairness, equity and transparency is retained and that Derby is fully compliant with the mandatory requirements of the School Admissions Code 2012,

School Admission Appeals Code 2012, relevant legislation and regulations.

- 3.2 Given the increasing trend in pupil numbers, it is essential that increases are made to admission numbers to ensure that the Council is able to meet its statutory obligations to provide sufficient school places within its boundary.

## **SUPPORTING INFORMATION**

### **Proposed Admission Arrangements**

- 4.1 The proposed Admissions Arrangements for 2015/16 detailed in Appendix 2 will be consulted on between 3 January 2014 and 28 February 2014. It is anticipated that the arrangements will be determined at the Council Cabinet meeting on 2 April 2014 ahead of the statutory deadline date of 15 April 2014.

### **Permanent increase in school admission limits**

- 4.2 Local authorities have a legal responsibility to ensure that there are sufficient school places available to meet local needs. Local authorities also have a duty to increase the scope for parental choice in planning for and securing school places and therefore are proposing to permanently increase admission limits to the schools detailed in Annex 3.

### **Revision to catchment areas**

- 4.3 A housing development at Fellow Lands Way, Chellaston, was approved by the Planning Committee on Thursday 7 November 2013. The 195 new dwellings will generate around 55 primary pupils and 39 secondary pupils. This development is in Chellaston Academy's normal area for secondary places. The school is full with no capacity for expansion and is consulting on removing the new development from its normal area. The proposal is that the catchment area boundaries are changed so that the new housing falls within the catchment area of Noel Baker School for secondary places. The schools are their own admissions authorities.

## **OTHER OPTIONS CONSIDERED**

- 5.1 Given the increasing trend in pupil numbers, it is essential that permanent increases are made to admission numbers to ensure that the Council is able to meet its statutory obligations to provide sufficient school places within its boundary. If the proposals to permanently increase published admission numbers are rejected, it is possible that there will be a shortfall of school places in future years.

**This report has been approved by the following officers:**

<b>Legal officer</b>	Robin Constable, Solicitor, Legal & Democratic Services
<b>Financial officer</b>	N/A
<b>Human Resources officer</b>	N/A
<b>Estates/Property officer</b>	N/A
<b>Service Director(s)</b>	Frank McGhee

<b>Other(s)</b>	Gurmail Nizzer, Head of Service, School Organisation & Provision
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Diane Whitehead, Admissions Manager, School Organisation & Provision 01332 642724 <a href="mailto:diane.whitehead@derby.gov.uk">diane.whitehead@derby.gov.uk</a> Appendix 1 – Implications Appendix 2 – Derby City Scheme For The Admission Arrangements For Infant, Junior, Primary And Secondary Schools 2015 – 2016

## Appendix 1

### IMPLICATIONS

#### Financial and Value for Money

- 1.1 As school budgets are largely determined by pupil numbers, there will be a financial impact for those schools where changes in admission limits result in changes to actual numbers.

#### Legal

- 2.1 The procedure for consulting upon and determining admission arrangements, notification, publication, variation and alteration of them is set out in the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations, which came into force on 1 February 2012.

#### Personnel

- 3.1 None arising from this report.

#### Equalities Impact

- 4.1 None arising from this report.

#### Health and Safety

- 5.1 None arising from this report.

#### Environmental Sustainability

- 6.1 None arising from this report

#### Property and Asset Management

- 7.1 Where permanent school expansions are proposed, work will be planned to meet relevant building regulations.

#### Risk Management

- 8.1 There is a risk that the Council will not be meeting its legal duty in respect of school places if additional school places are not provided.

#### Corporate objectives and priorities for change

- 9.1 There is a risk that the Council will not be meeting its legal duty in respect of school places if additional school places are not provided.

## **Appendix 2**

### **DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS 2015 – 2016**

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## **1. Introduction**

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- 1.1 This scheme for admission to infant, junior, primary and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.
- 1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications are made through one body.
- 1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.
- 1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.
- 1.5 The scheme's admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation and free schools to set and apply their own admission arrangements.
- 1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

## **2. Applying for a school place**

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, or using the common application form, or by telephone to the Local Authority.

- 2.2 **Reception intake and junior transfer** - parents of children attending Derby schools will receive information on how to make their application form via their child's nursery, infant or primary school on or around 10 November 2014.
- 2.3 **Secondary transfer** - parents of children attending Derby schools will receive information on how to make their application form via their child's primary/junior school at the beginning of Year 6.
- 2.4 All school admission applications made outside the normal admission round from Derby residents must be applied for using the relevant common application form.
- 2.5 Parents who reside outside Derby should request information on how to make an application from their home authority.
- 2.6 Parents can state preferences for any combination of the following schools:  
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- Community
  - Voluntary Aided
  - Voluntary Controlled
  - Foundation
  - Academy
  - Trust
  - Free
- 2.7 Parents will be invited to state three preferences online (four for secondary transfer and the fourth preference is the catchment school) on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.
- 2.8 Parents will apply direct to their home authority.
- 2.9 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2015. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an 'on-time' application being reclassified as a 'late' application if the order their ranking / schools changes.
- 2.10 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2014. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an 'on-time' application being reclassified as a 'late' application if the order of their ranking / schools changes.

### 3 **The offer of a place**

- 3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2015. Parents who applied online will also be able to view the decision online on 16 April 2015 by logging into their account.
- 3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 02 March 2015. Parents who applied online will also be able to view the decision online on 02 March 2015 by logging into their account.
- 3.3 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.

#### **4 Applications outside of the normal admission round**

- 4.1 All applications for admission to a maintained Derby secondary school outside the normal admission round must be made on the common application form.
- 4.2 Parents will be invited to state three preferences for in rank order on the common application form. <sup>3</sup>
- 4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 4.4 The offer of a place at any maintained Derby City school (excluding Free Schools) will be made by Derby City Council on behalf of the admission authority concerned.
- 4.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.

#### **5 Right of Appeal**

This scheme does not alter the parents' right to appeal\*. Any parent whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. Lower ranked applications will be withdrawn. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from infant to junior school). Parents who have missed the normal deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.



\*Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1998. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.

## **6 Late applications**

- 6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.
- 6.2 Places will be allocated where no application has been received after those who have made late applications.
- 6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area for which documentary evidence may be required.

## **7 Waiting lists**

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry.
- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

## **8 Information required by voluntary aided and free schools**

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.
- 8.3 These supplementary forms are **not** application forms for admission to voluntary aided or free schools. The forms will be labelled as an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.

- 8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:
- (a) **All applications** - obtain a copy of the supplementary information form from the school (s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;
  - (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 15 January 2015; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2015.
  - (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2014; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2014.
- 8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.
- 8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.
- 8.7 **The completion and return of the supplementary information form does not guarantee a place at the school.**

## **9 Fraudulent or Misleading Applications.**

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- 9.1 All cases potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 9.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or proof of purchase of the new property, for example a solicitor's letter about the completion of the sale and the exchange of contracts.
- 9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the

basis for a legitimate residence qualification, even if the former property is rented out to a third party

- 9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence
- 9.5 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

## **10 Fair Access Protocol**

- 10.1 All schools within Derby City are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

## **11 Placement of pupils out of their chronological age group**

- 11.1 The year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to middle, to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.
- 11.2 **Summer born children** -The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (*A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August*). For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.
- 11.3 For summer born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. (*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely*).

- 11.4 Where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, the admission authority is required to make the decision based on the individual circumstances of each case.

Factors that will be considered include:-

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school.

Supporting documentation from professionals involved may be required

### **Placement of children above/ below their chronological age group - Secondary**

- 11.5 **Above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. \*At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.
- 11.6 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children will take their GCSE examinations.
- 11.7 Secondary Transfer – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group
- 11.8 **Next Steps** -The headteacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with SEN it is reasonable to expect the school to take advice from outside specialists (for example, an Educational Psychologist).
- 11.9 For children with a Statement of Special Educational Needs (SEN) any requests for early or delayed transfer should be considered through a review of their Statement.

\*Supporting documentation from professionals involved may be required

## **12 Further information on School Admissions in Derby**

- 12.1 The government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full time employment combined with part time education. The school leaving age (referred to in paragraph 11.6) will remain the same.
- 12.2 Visit the website at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) or [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) to access further information, useful forms and the Admissions Handbooks.
- 12.3 Alternatively you can request this information by telephoning 01332 642726, writing to School Organisation & Provisions, Admissions, The Council House, Corporation Street, Derby, DE1 2FS or email [admissions@derby.gov.uk](mailto:admissions@derby.gov.uk)
- 12.4 The School Admissions Code 2012  
<http://media.education.gov.uk/assets/files/pdf/s/school%20admissions%20code%201%20february%202012.pdf>
- 12.5 The School Admission Appeals Code 2012  
<http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012>

**NB:** Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

## Admissions Arrangements

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The School Standards and Framework Act 1998, as amended by the Education Act 2002 and the Education and Inspections Act 2006, requires the council to determine admission arrangements for the 2015-2016 school year by 15 April 2014, following initial consultation with Community and Voluntary Controlled schools first, and then wider consultation with other admission authorities.

The oversubscription criteria are as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

**Tie-breaker** When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together – within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2015/16 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) or [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Pupils who have a statement of special educational needs, which the Local Authority considers can best be met in a particular school, will be given priority over all others. The over-subscription criteria do not apply to statemented children.



## Published Admission Numbers (PAN's)

Schools	Published Admission Number 15/16	Number of Nursery places
Allenton Community Primary (Increase from 52)	75	
Alvaston Infant and Nursery	90	26
Alvaston Community Junior – Enhanced Resource School	90	
Arboretum Primary	75	39
Ash Croft Primary	40	
Ashgate Primary (Increase from 60)	75	
Asterdale Primary	30	26
Beaufort Community Primary (Increase from 45)	60	52
Becket Primary	30	26
Borrow Wood Primary (increase from 60)	75	26
Brackensdale Infant – Enhanced Resource School	75	26
Brackensdale Junior - Enhanced Resource School (Increase from 60)	75	
Breadsall Hill Top Primary	90	26
Brookfield Primary	30	15
Carlyle Infant	60	26
Cavendish Close Infant	90	39
Cavendish Close Junior	90	
Chaddesden Park Primary	60	26
Chellaston Infant	120	
Cherry Tree Hill Primary (Increase from 65)	90	26
Dale Community Primary	75 KS1 / 81 KS2	
Derwent Community (Increase from 30)	45	39
Firs Estate Primary (Increase from 45)	60	39
Gayton Community Junior	90	
Grampian Primary	30	26
Griffe Field Primary	60	26
Hardwick Primary	60 KS1 / 90 KS2	30
Homefields Primary	45	26
Lakeside Community Primary	90	52
Lawn Primary (Increase from 60)	75	
Littleover Community School	295	
Markeaton Primary – Enhanced Resource School (Increase from 45)	60	
Meadow Farm Community Primary (Increase from 30)	60	26
Mickleover Primary (Increase from 55)	60	
Oakwood Infant	90	39
Oakwood Junior	90	
Osmaston Primary (Increase from 75)	90	52
Parkview Primary	30	26
Pear Tree Infant	90	
Pear Tree Community Junior	90	
Portway Infant (Increase from 80)	90	
Portway Junior (Increase from 80)	90	
Ravensdale Infant	90	30
Ravensdale Junior	90	
Redwood Primary (Increase from 75)	90	50
Reigate Primary – Enhanced Resource School	60	26
Ridgeway Infant	90	
Roe Farm Primary	60	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary (Increase from 52)	60	
Sinfin Primary	20	26
Springfield Primary	30	
St Chad's Church of England (Controlled) Nursery and Infant	40	39
Village Primary	75	39
Wren Park Primary	54	

Annex 3



**Admission numbers at some schools may need to be reviewed as part of any change in admissions status, or in relation to the area reviews.**