

NORTH LINCOLNSHIRE COUNCIL

CHILDREN, FAMILIES AND LEARNING CABINET MEMBER

**SCHOOL ADMISSION ARRANGEMENTS FOR 2019/20
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To seek approval to consult with the governing bodies of community and voluntary controlled schools in respect of proposed changes to the council's admission arrangements for the 2019/20 academic year, prior to a full public consultation.
- 1.2 To seek approval to suggest changes to the admission arrangements of own admission authority schools (eg academies, voluntary aided schools, foundation schools) for the 2019/20 academic year to keep them consistent with the council's arrangements for its schools.

2. BACKGROUND INFORMATION

- 2.1 The local authority is required to determine by 28 February 2018 its admission arrangements for the academic year 2019/20, including admission numbers, for each community and voluntary controlled school.
- 2.2 **Admission arrangements** are to describe how school places are allocated, especially with reference to the oversubscription criteria. This confirms how applications are prioritised when the number of applications exceeds the number of places available.
- 2.3 **The admission number** refers to the number of school places that the admission authority must offer in the relevant age group of the school.
- 2.4 The School Admissions Code 2014 requires that oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.
- 2.5 Governing boards will be consulted during the Autumn Term 2017 regarding the proposed 2019/20 admission arrangements for community and voluntary controlled schools. The consultation will include full details of proposed admission numbers and oversubscription criteria.

- 2.6 A public consultation is required at least every seven years, or when changes are made to the arrangements, or when published admission numbers are reduced. The last full public consultation on the council's admission arrangements was for the 2013/14 academic year. Consultations regarding the reduction of published admission numbers for specific schools have taken place since 2013/14 but these did not cover the full arrangements. A public consultation must last for a minimum of six weeks and take place between 1 October and 31 January.
- 2.7 In light of decisions made by the Schools Adjudicator since the last public consultation on the council's admission arrangements, the arrangements have been reviewed to ensure that they fully meet the requirements of the Schools Admissions Code and reflect past Adjudicator decisions and local needs. As a result of this some amendments are suggested to the wording to bring increased clarity.
- 2.8 Should the council propose to change its arrangements it would make sense for all own admission authority schools in the area to consider simultaneously adopting the same changes in their own policies (which are largely based on the council's) to deliver a common approach across the area. This is not to suggest that any school changes its oversubscription criteria but rather that subsidiary clauses, such as how the distance to school is measured should be common.

3. OPTIONS FOR CONSIDERATION

- 3.1 There are two options for consideration:

Option 1: To approve consultation on the proposed arrangements in Appendix 1

Option 2: To put forward unchanged arrangements for consultation.

4. ANALYSIS OF OPTIONS

4.1 Option 1:

4.1.1 The main provisions of the oversubscription criteria (eg catchment, siblings and distance) are well established and clearly understood across the area and there is no evidence to suggest they should be changed.

4.1.2 The proposed changes to the arrangements are to ensure compliance to the following provisions of the School Admissions Code:

"15 d) Published admission arrangements **must** make clear to parents that a separate application **must** be made for any transfer from nursery to primary school, and from infant to junior school.

1.11 Admission authorities **must** state clearly in their arrangements what they mean by 'sibling' (e.g. whether this includes step siblings,

foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school).

1.13 Admission authorities **must** clearly set out how distance from home to the school will be measured.

2.14 (re Waiting lists) stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria.

2.16 The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

2.17 Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

4.1.3 Oversubscription Criteria Factor 3 – Children who will have a sibling attending the school at the time of their admission

It is suggested the definition of siblings is altered to clarify that all children living as part of the same family unit at the same address will be included. This meets the needs of those parents who are fostering and also of those who live in blended family units.

4.1.4 Oversubscription Criteria Factor 4 – Children who live closest to the school

It is suggested the definition of the shortest available route is altered to clarify that public paths will be used in addition to roads. This enables the routes in some cases to be much shorter than by road, therefore reflecting the actual journey the child may make to school and giving the child the relevant prioritisation in gaining a place.

4.2 Option 2:

4.2.1 The council would have to undertake a full public consultation on its admission arrangements for 2020/21 (whether or not any changes were made) as it will be seven years since the last full consultation. It would be best to take the opportunity this year to update the policy and ensure it robustly meets the requirements of the School Admissions Code

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 Finance - Nil

5.2 Staffing - Nil

5.3 Property - Nil

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

6.1 Not required. The arrangements continue the current arrangements so will not alter the pattern of where children attend school.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 This paper is to seek approval to consult on the suggested changes, firstly with governing boards, and secondly with the public. The outcomes of these consultations will be reported back to Cabinet Member when the arrangements are submitted for formal determination prior to 28 February 2018.

8. RECOMMENDATIONS

8.1 That the Cabinet Member approves Option 1, to consult on the proposed arrangements in Appendix 1.

DIRECTOR OF LEARNING, SKILLS AND CULTURE

Civic Centre
Ashby Road
Scunthorpe
North Lincolnshire
DN16 1AB

Author: Sean Kendrew

Date: 4 May 2017

Background Papers used in the preparation of this report:

The School Admissions Code 2014



Appendix 1

**Academic year
2019/20**

**Proposed Admission
Arrangements for Community &
Voluntary Controlled Schools
within North Lincolnshire**

Date – **April 2017**

CONTENTS

Introduction	3
Applying for a place	3
Admission of children below compulsory school age	4
Oversubscription criteria	4
Appeals	6
Waiting lists	6
Withdrawing offers of places	6
Appendix 1 – Published admission numbers	7
North Lincolnshire Catchment Areas	9

Introduction

These arrangements provide an overview of the council's determined admission arrangements for the 2019/20 intake to Community & Voluntary Controlled Schools.

There are five types of mainstream schools in North Lincolnshire: Community Schools, Voluntary Controlled Schools, Voluntary Aided Schools, Foundation Schools, and Academies. It is important to know which type of school you would like your child to go to because different people are responsible for making decisions on which children to admit. It will be either the council or the school governors who will decide who gets a place. The list below tells you who will make the decision for the particular type of school.

1. **Community Schools** – Most schools in North Lincolnshire are community schools. The council is responsible for allocating places.
2. **Voluntary Controlled Schools** – These schools are mainly Church of England schools. The council is responsible for allocating places.
3. **Voluntary Aided Schools** – Some Church of England schools are voluntary aided. The governors are responsible for allocating places.
4. **Foundation Schools** – These schools are state funded and have formal links with relevant partners. The governors are responsible for allocating places.
5. **Academies** – Academies are state funded independent schools. The governors are responsible for allocating places.

This document covers admission arrangements for schools in category 1 or 2 only (a list of these is given in the appendix, along with their published admission numbers). Schools in the other categories determine their own admission arrangements. When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

Applying for a place

Details of how and when to apply, and how places will be offered, are in the "Determined Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in the area of North Lincolnshire Council for the academic year 2019/20" and the "Determined Co-ordinated Admissions Scheme for Secondary Schools in the area of North Lincolnshire Council for the academic year 2019/20". When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

A separate application must be made for any transfer from nursery to infant or primary school, and from infant school to junior or primary school.

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be completed and submitted. On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. ~~Details of how to make such a request are in the admissions schemes (as mentioned above).~~

Admission of children below compulsory school age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The council provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Oversubscription criteria for Community and Voluntary Controlled Schools

Where applications for places at a particular school exceed the published admission number set for the school the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

Children with Statements of Special Educational Needs or Education Health and Care Plans

These children will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement or plan the school has a duty to admit the pupil, this will reduce the number of places available

Factor 1

Looked after children and previously looked after children

A "looked after child" is a child who is:

- (a) in the care of a local authority, or
- (b) 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) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order,
immediately after being looked after.

Factor 2

Children who live in the school's designated catchment area.

Parents can see which catchment areas cover their address by following the link from the "Apply for a school place" **school admissions** page at www.northlincs.gov.uk. Alternatively, they can contact the Admissions Team on 01724 297133.

Overview maps of the catchment areas for North Lincolnshire are included in this document.

For Infant, Junior and Primary Schools the address taken under this factor will be that on the Friday 15 February 2019.

For Secondary Schools the address taken under this factor will be that on the Thursday 13 December 2018.

Parents who move after submitting their preference **must** inform the Admissions Team of any change of address.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the Admission Officer will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their school place.

Factor 3

Children who will have a sibling attending the school at the time of their admission.

Included in this factor are siblings (**step-brothers and sisters and half-brothers and sisters**) **living at the same address and** who will be attending the school at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent's partner. In the event of two applications for one vacancy using the above criteria, the Authority will apply a tie breaker decision based on geographical distance.

Siblings for the same year group (twins/ multiple birth children)

Where there are twins/multiple birth children to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

Factor 4

Children who live closest to the school.

The distance will be determined by measuring the shortest available route using the public road **and path** network from the pupil's home to the main school gate, as determined by the LA. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they

have the same distance measurements, the place will be allocated by drawing lots independently verified.

Appeals

1. Any parent whose child is not offered a school place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. People who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Normally appeal hearings will be held within 40 school days from the closing date for receiving the notice of appeal.

Waiting Lists

1. A waiting list will be established for all over-subscribed schools.
2. Pupils will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is a higher preference than the school at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list for a school ranked lower than the school where they have been offered a place.
4. As further applications are submitted each added child will require the list to be ranked again in line ~~Places will be allocated in accordance~~ with the published criteria.
5. The council will coordinate waiting lists for all schools.
6. As soon as school places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the ~~Children who are the subject of a directed place under the in year~~ Fair Access Protocol will take precedence over those on the waiting list.

Withdrawing Offers of Places

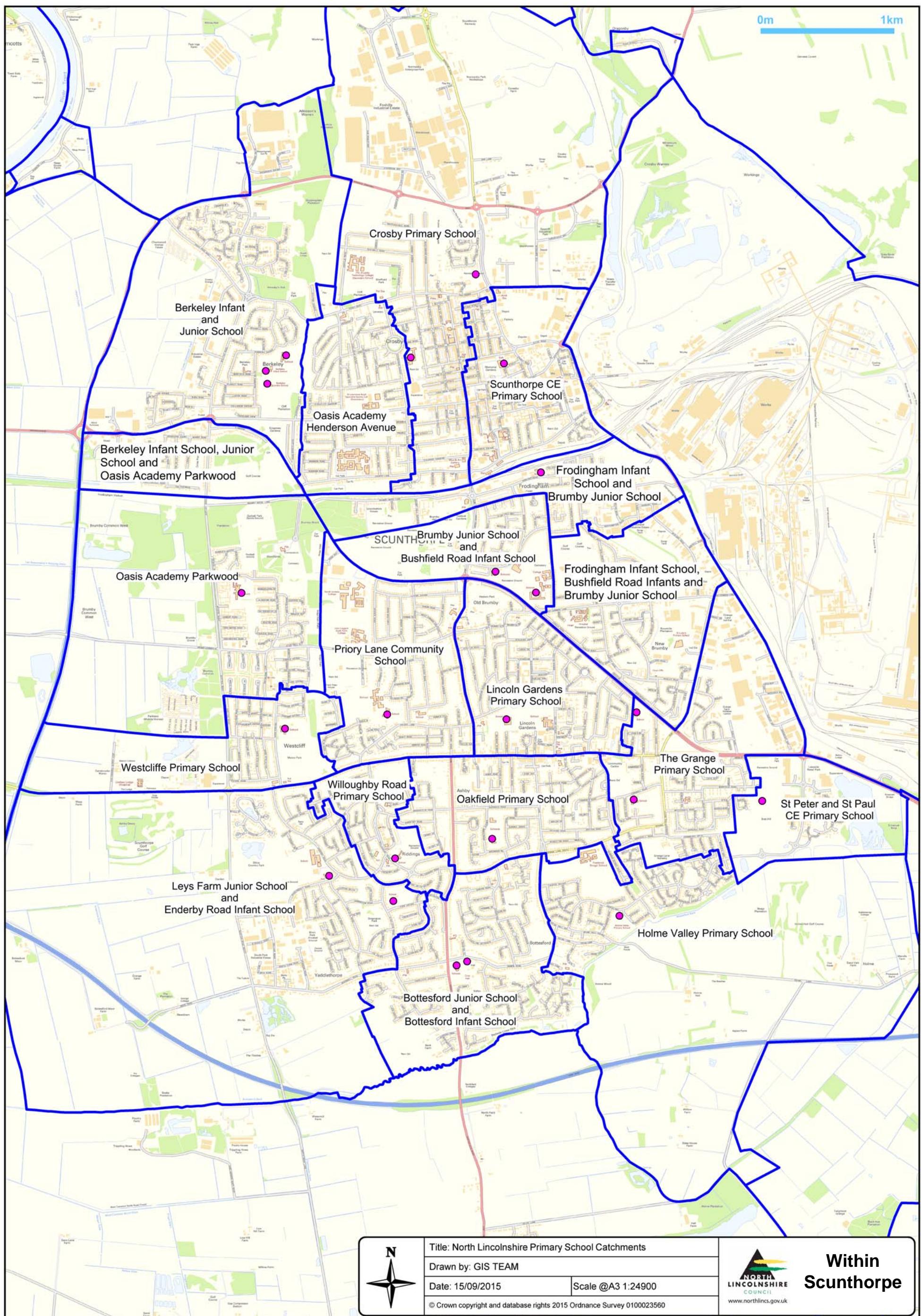
Once an offer of a school place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a school place once the child was attending that school, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.

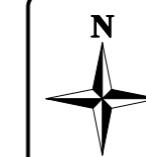
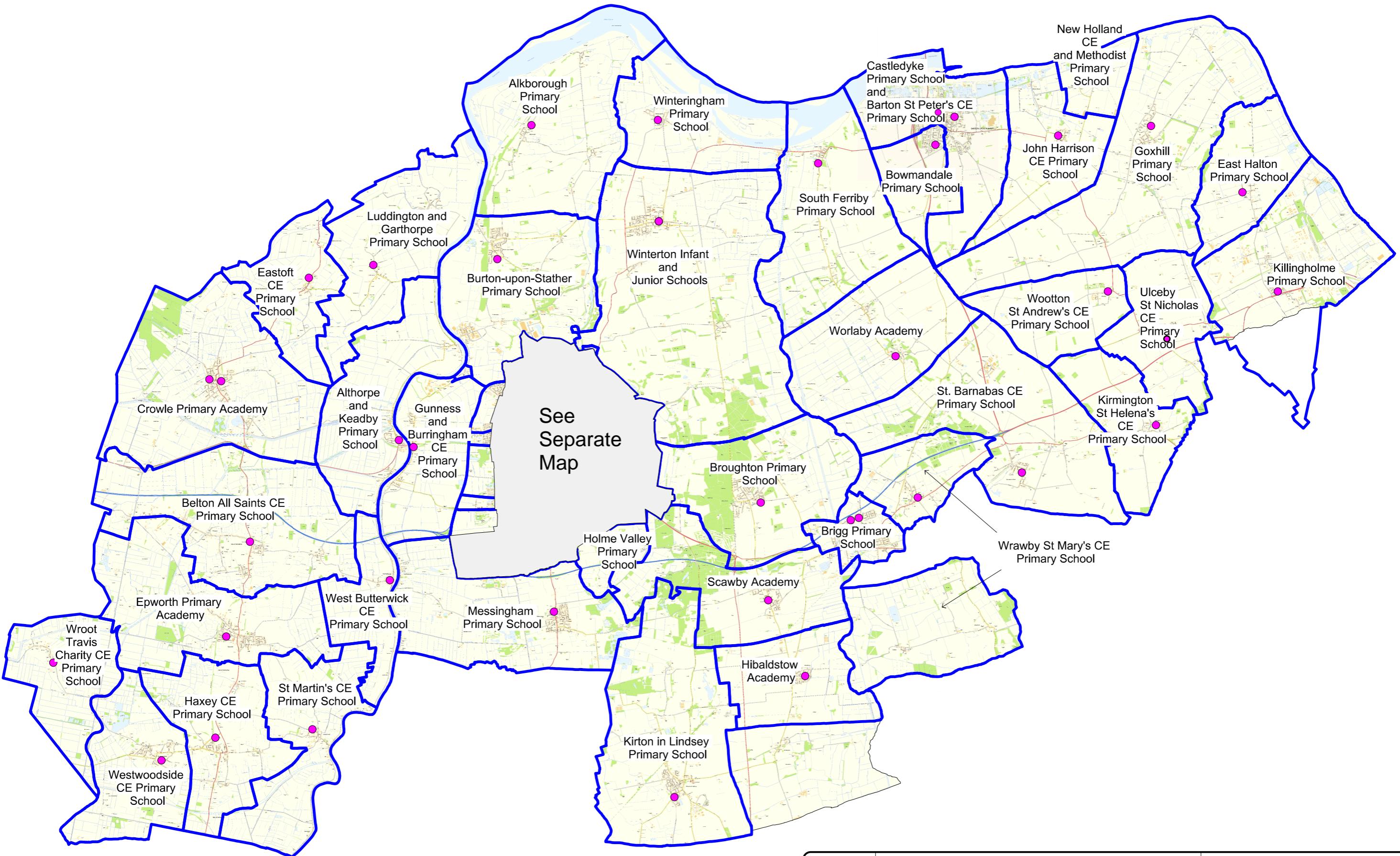
2019/20 Proposed admission numbers (PANs) for Community & Voluntary Controlled Schools* within North Lincolnshire

Community Infant Schools	PAN
Bottesford Infant School	70
Bushfield Road Infant School	60
Enderby Road Infant School	40
Frodingham Infant School	72
Voluntary Controlled Infant Schools	
Winterton CE Infant School	60
Community Junior Schools	
Bottesford Junior School	66
Brumby Junior School	120
Leys Farm Junior School	45
Winterton Junior School	66
Community Primary Schools	
Alkborough Primary School	12
Althorpe and Keadby Primary School	30
Berkeley Primary School	90
Bowmandale Primary School	50
Brigg Primary School	60
Broughton Primary School	60
Burton-on-Stather Primary School	30
Castledyke Primary School	45
Crosby Primary School	75
East Halton Primary School	9
Goxhill Primary School	36
The Grange Primary School	60
Holme Valley Primary School	60
Killingholme Primary School	18
Kirton Lindsey Primary School	40
Lincoln Gardens Primary School	60
Luddington and Garthorpe Primary School	10
Messingham Primary School	42
Oakfield Primary School	45
Priory Lane Community School	60

Community Primary Schools (continued)	PAN
South Ferriby Primary School	13
Westcliffe Primary School	45
Winteringham Primary School	14
Voluntary Controlled Primary Schools	
Barton St Peter's CE Primary School	40
Belton All Saints CE Primary School	32
Gunness and Burringham CE Primary School	14
Haxey CE Primary School	30
John Harrison CE Primary School	30
Kirmington St Helena's CE Primary School	8
New Holland CE and Methodist Primary School	12
St Barnabas' CE Primary School	23
Scunthorpe CE Primary School	30
West Butterwick Primary School	7
Wrawby St Mary's CE Primary School	20
Wroot Travis Charity Primary School	7
Community Secondary Schools	
Baysgarth School	180
Frederick Gough School	269
Voluntary Controlled Secondary School	
Sir John Nelthorpe School	154

*The published admission numbers for Voluntary Aided Schools, Foundation Schools, and Academies are to be found in their own admission arrangements.





Title: North Lincolnshire Primary School Catchments

Drawn by: GIS TEAM

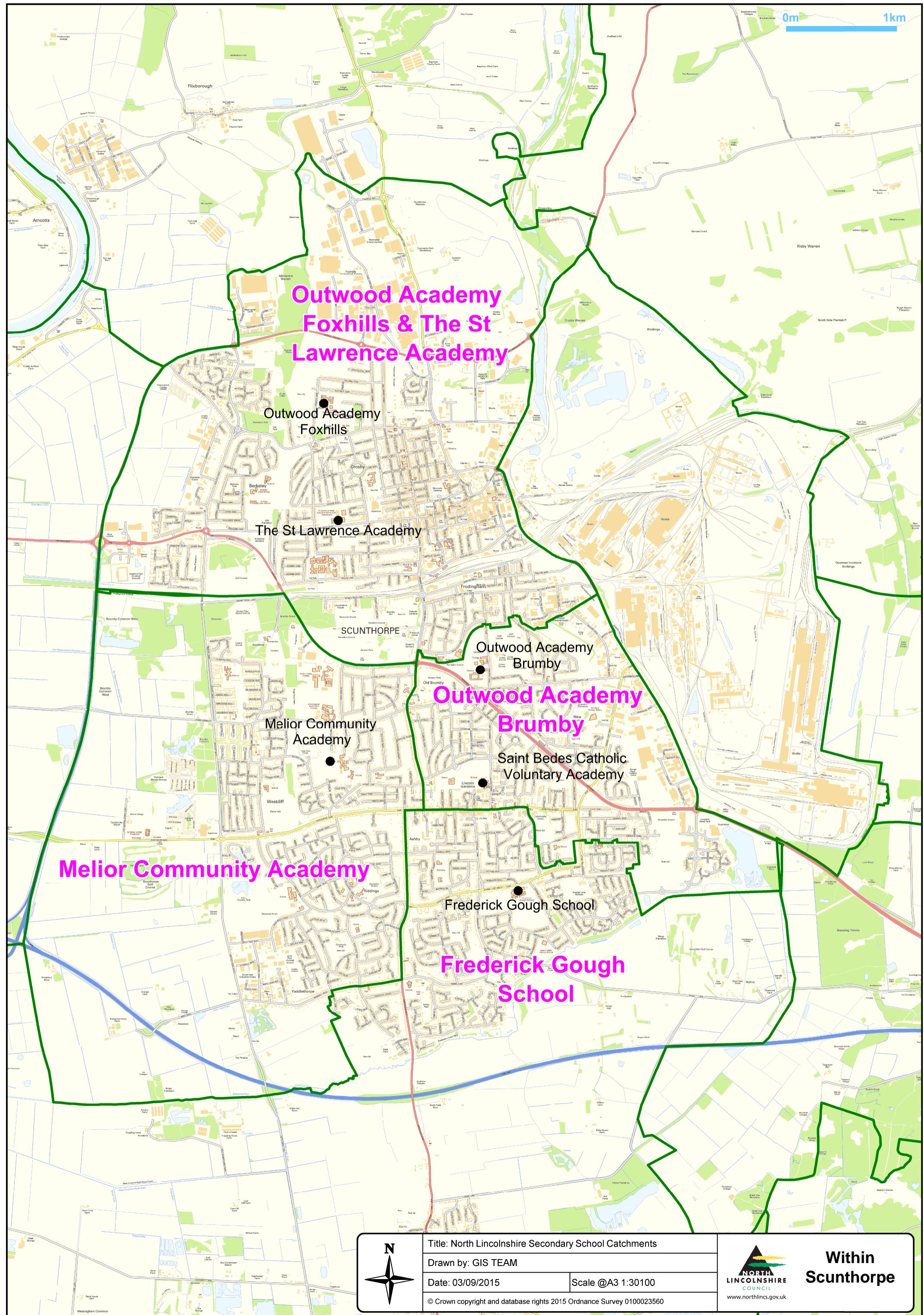
Date: 15/09/2015

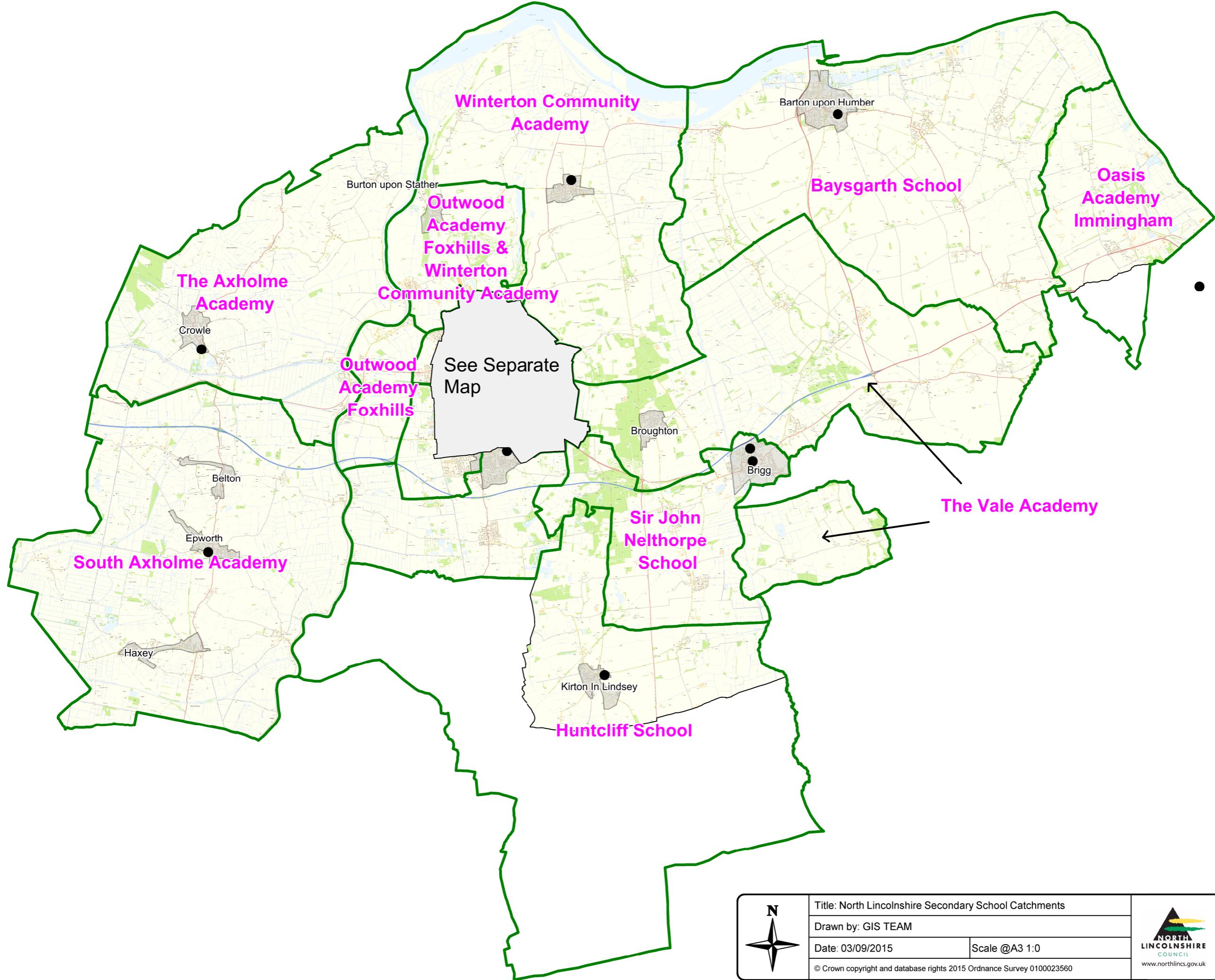
Scale @A3 1:0

© Crown copyright and database rights 2015 Ordnance Survey 0100023560



Outside
Scunthorpe





Title: North Lincolnshire Secondary School Catchments
 Drawn by: GIS TEAM
 Date: 03/09/2015 Scale @A3 1:0
 © Crown copyright and database rights 2015 Ordnance Survey 0100023560



Outside
Scunthorpe