

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY 24 MARCH 2003 AT 2.00 P.M.**

**COUNTY COUNCIL
TUESDAY 1 APRIL 2003 AT 10.30 A.M.**

<u>Agenda item No.</u>
Cabinet
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County Council
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STATUTORY CONSULTATION ON ADMISSION RULES AND CO-ORDINATED SCHEME FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS.

Report of the Director of Children, Schools and Families

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1. Purpose of report

To make proposals for the admission rules and the co-ordinated scheme for community and voluntary controlled secondary schools for 2004/05 following discussion by the Resources Panel on 12 March 2003.

2. Summary

Responses were received from four schools, three of which requested a later closing date for secondary admissions, and from Woolmer Green Parish Council requesting that the parish be included in the Priority Area for Bishop's Hatfield Girls School.

Following this feedback, a revised closing date for secondary admissions has been proposed. This is shown in Annex A.

The Children, Schools and Families Scrutiny Committee are considering this issue at their meeting on 19 March. Any comments from the Committee to Cabinet will be reported separately.

3. Conclusions

3.1 It is suggested that the following rules for community and voluntary controlled co-educational schools (except Tring) should be recommended to the County Council.

- a) Children who have a Statement of Special Educational Needs which names the school.

- b) Children who can prove they have a particular medical or social reason for attending the school, and those who are in public care.
- c) Children who have a brother or sister at the school at the time of application.
- d) Children of staff permanently employed at the school where the Local Authority has determined, having regard to the wishes of the Governing Body, that this is necessary to reduce recruitment and/or retention difficulties.
- e) Children who live in the priority area for the school and who demonstrate an aptitude in the area of the school's specialism (with those demonstrating the greatest aptitude being given priority). This rule applies to 10% of places in those schools determined by the LEA having regard to the wishes of their Governing Bodies. This rule will not be applied to any community or voluntary controlled school this year.
- f) Children who live in the priority area and who would have further to travel to another maintained non-faith co-educational school than the one applied for. Where more children qualify under this rule than there are places available, places will be allocated to those who live nearest to the school.
- g) Children who live in the priority area who live closest to the school.
- h) Children who live outside the priority area and who would have further to travel to another maintained non-faith co-educational school than the one applied for. Where more children qualify under this rule than there are places available, places will be allocated to those who live nearest the school.
- i) Children living outside the priority area who live closest to the school.

We apply these rules in the order they are printed above. If more children qualify under a particular rule than there are places available, we use a tiebreak for those children.

3.2 It is suggested that the following rules for community single sex schools should be recommended to the County Council.

- a. Children who have a Statement of Special Educational Needs naming the school.
- b. Children who can prove they have a particular medical or social reason for attending the school and those who are in public care.
- c. Children who have a brother or sister at the school at the time of application.

- d. Children of staff permanently employed at the school where the Local Authority has determined, having regard to the wishes of the Governing Body, that this is necessary to reduce recruitment and/or retention difficulties.
- e. Children who live in the priority area for the school and who demonstrate an aptitude in the area of the school's specialism (with those demonstrating the greatest aptitude being given priority). This rule applies to 10% of places in those schools determined by the LEA having regard to the wishes of their Governing Bodies.
- f. Children who live in the priority area. Places will be allocated to each parish or town in proportion to the number of applications made. In the event of there being more applications made. In the event of there being more applications than places available to a particular parish or town, places will be allocated in the following order:
 - (i) to those who would have further to travel to another non-faith maintained school than the one applied
 - (ii) to those living closest to the school
- g. Children living outside of the priority area who live closest to the school.

3.3 It is suggested that the following rules for Tring VC School should be recommended to the County Council.

- a) Children who must go to Tring School because they have a statement of special educational needs under the 1996 Education Act which names the school.
- b) Children who can prove that they have a particular medical or social reason why they must go to the school.
- c) Up to a maximum 10 places will be available for children who can prove that they have specific religious reasons for attending Tring School.

Priority will be given to children whose parents have been active Church attendees (e.g. at least once a month) over a period of time. Applications must be supported by a letter from a Priest or Minister. If there are more than ten applications which meet this criteria, priority will be given to those who live nearest the school.

- d) Children who have an elder brother or sister at the school at the time of application.
- e) Children who live in the parishes of Tring, Tring Rural, Aldbury, Wigginton and Little Gaddesden.

If there are more children living in these parishes than there are places then we will give priority to those who live nearest to the school.

f) Children who live nearest to Tring School.

3.4 The Cabinet is asked to endorse the admission rules and arrangements and pass these on for approval by the County Council.

1. Background

- 1.1 There has only been one minor change to the proposed admission rules for community and voluntary controlled secondary schools. This is the addition of the words, "and those who are in public care", in order to meet the requirements of the Code of Practice on Admissions.
- 1.2 At the time of the consultation, the new rules which had been introduced for admissions in September 2003 had not been applied. It was not therefore possible to assess their impact, and changes to the rules were not appropriate.
- 1.3 The new Code of Practice on Admissions requires local education authorities to consult about the co-ordinated scheme to be used in 2004. The proposed scheme reflects the process used this year.
- 1.4 Copies of the consultation document (attached at Appendix 1) were distributed to schools and statutory consultees. It was also posted on the HertsDirect website for parents and other members of the public. Consultation closed on 1 March but comments received after this date are also being analysed.

2. Responses to the Consultation

- 2.1 Responses to the proposed rules and scheme of co-ordination were received from:
 - a) The governing body of St Albans Girls' School which had no comment to make except the wish to review Rules 4 (children of staff) and 5 (aptitude) in future years.
 - b) The governing body of Parmiter's School expressing concern about the earlier closing date for application forms, citing insufficient time for all schools to hold their open events in time, and suggesting a closing date of 17 November, which is the proposed closing date for "late" applications.
 - c) The governing body of St. George's School expressing concern about the earlier closing date for application forms, again citing insufficient time for holding open events and requesting a closing date of at least 12 November and preferably 14 November.
 - d) The governing body of Herts and Essex High School expressing concern about the earlier closing date for application forms, also citing insufficient time for holding open events.
 - e) Woolmer Green Parish Council requested the inclusion of the parish in the Priority area for Bishop's Hatfield Girls School.

- f) The Admissions Forum recommended that parents should be asked on a termly basis whether they wish their child to remain on a continuing interest list.
- 2.2 In the light of the concerns expressed about the proposed closing date for applications, which had been suggested in order to comply with the DfES timeline for admissions in September 2005, it would be appropriate to revert to the dates similar to those used for admissions in September 2003.
- 2.3 There were no first rank and one second rank application for Bishop's Hatfield Girls School from Woolmer Green for admission in September 2003 out of 4 applications for girls from the parish. When the rules were drawn up, it was necessary for a parish to have provided at least 6% of first rank applications for a school over the previous 3 years. This would not support the inclusion of Woolmer Green in the priority area for Bishop's Hatfield Girls School. It may be more appropriate to review the priority areas for single sex schools after two years.
- 2.4 The recommendation of the Admissions Forum can be included within the co-ordinated scheme.
- 2.5 The following schools have expressed a wish to use Rule 4, which gives priority to the children of permanent staff:

Barnwell	Heathcote	Priory
Beaumont	Hemel Hempstead	Richard Hale
Birchwood High	Highfield	Roundwood Park
Broxbourne	Hitchin Girls	Sandringham
Cavendish	Knights Templar	Sheredes
Chauncy	Longdean	Simon Balle
Edwinstree	Marriotts	Sir John Lawes
Francis Coombe	Monks Walk	Stanborough
	Presdales	Verulam

The evidence received from individual schools is being analysed.

- 2.6 No community school with a specialism has expressed a wish to use Rule 5, which gives priority to 10% of children on the basis of aptitude.

If you would like to know more about the issue referred to in this report please contact Nick Powley on 01992 555933

THE SCHEME OF CO-ORDINATION

The proposed Scheme of Co-ordination is set out below. The dates relating to the admissions process for the school year 2004-2005 are attached at Annex A.

Interpretation

i. In this scheme –

“the LEA” means Hertfordshire County Council acting in their capacity as local education authority;

“the LEA area” means the area in respect of which the LEA are the local education authority;

“the schools” means all maintained schools (other than special schools) which are in the LEA area, and which will be admitting pupils into the first year of secondary education in the specified year;

“VA schools” means such of the schools as are voluntary aided schools;

“Foundation schools” means such of the schools as have foundation status;

“admission authority” means, in respect of any of the schools which is a community or voluntary controlled school, the LEA and, in respect of any of the schools which is a foundation or VA school, the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2004;

“admission arrangements for the specified year” means the arrangements for a particular school or schools which govern the procedures and decision-making for the purposes of admitting pupils to the school(s) during the specified year.

“application form” means the application form supplied by the LEA on paper or electronically.

Commencement and extent

- ii. This scheme applies in relation to the admission arrangements for the schools for the admission year 2004-2005 (the specified year).
- iii. The LEA will include in its admission arrangements for the specified year the provisions set out in the Schedule to this scheme, or provisions having the same effect.
- iv. The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

SCHEDULE

Co-ordinated Arrangements

- i. There will be a standard application form, supplied by the County Council. Parents will also be able to apply on-line for a school place, at www.hertsdirect.org/admissions
- ii. The application form will be used for the purpose of admitting pupils in the specified year.
- iii. The application form must be used:
 - (a) as a means of expressing one or more preferences for the purposes of section 86(1) of the School Standards and Framework Act 1998, by parents resident in the LEA area wishing to express a preference for their child to be admitted to any of the schools for which the LEA's arrangements under that section should apply; and
 - (b) as a means of applying for one or more school places,
 1. by parents wishing their child to be admitted to any of the foundation or VA schools; and
 2. by parents resident outside the LEA area wishing their child to be admitted to any of the schools.
- iv. The application form will –
 - (a) invite the parent to express a preference – or to apply for a place – by completing the form and by nominating up to three of the schools;
 - (b) invite the parent, where they wish to nominate more than one school, to rank their nominations in the order in which they desire their child to receive an offer of a place at the respective schools;
 - (c) explain that the parent will receive no more than one offer of a school place in response to the application form;
 - (d) explain that, where such an offer is made, it will be for the highest ranked school nominated at which a place has been allocated;
 - (e) explain that, if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest).
- v. The application form will also specify the closing date and where it must be returned, in accordance with paragraphs x and xi.

- vi. The LEA will make appropriate arrangements to ensure –
 - (a) that the application form is available on request from the LEA; and
 - (b) that the application form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.

- vii. The LEA will take all reasonable steps to ensure that all parents resident in the LEA area of children of the appropriate age receive a copy of the application form (and written explanation) and understand the process.

- viii. The governing body of a foundation or VA school is entitled to request or require parents who wish to nominate, or have nominated, that school on the application form to provide additional information to the school on a supplementary form. Where this is requested or required, the details and procedural arrangements are entirely at the discretion of the foundation or VA school in question, except that –
 - (a) the form must not request any information about the ranking which the parent attaches to any school they have nominated or may nominate, except in the case of denominational schools, where the school may ask whether a school of that denomination has been ranked first by the parent, if required by the school's admission rules.
 - (b) A parent cannot be required to collect a form in person.
 - (c) The arrangements must be such as to enable relevant decisions to be made in conformity with the timing requirements of this scheme.

- ix. Any secondary school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude are such as to enable decisions to be made on nominations in conformity with the timing requirements of this scheme.

Processing of Application Forms

- x. Completed application forms are to be returned to the LEA by the due date and time.

- xi. Completed application forms which are received after the closing date will be considered, except that the procedure must not prevent the proper processing under the scheme of application forms received on time.

- xii. The LEA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LEA. All ranked applications received by the deadline will be considered before any ranked applications received after this deadline.

- xiii. The process of allocating places at schools not ranked on an application form will be carried out after all ranked applications have been considered, including those received after the closing date.
- xiv. All processing and notifications in the following paragraphs must be completed in accordance with the written timetable.

Determining offers in response to the application form

- xv. The LEA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form. Except where acting in its separate capacity as an admission authority, the LEA will not be making any decision with respect to the offer or refusal of a place in response to any application form.
- xvi. The admission authority for each school will provide the LEA with a list of pupils indicating the order in which places should be allocated under each criterion. This list will exceed the school's admission number by 25%, and will include only pupils for whom the LEA received an application form.
- xvii. Following the allocation process, the admission authority for each school will provide the LEA with a waiting list of nominations for which they were not able to allocate a place provisionally.
- xviii. The LEA will notify the admission authority for each of the schools of every nomination that has been made for that school, regardless of ranking, including all relevant details (but not any details of any parent's ranking).
- xix. No decision by an admission authority on any nomination shall pay any regard to the ranking expressed by any parent (except as provided in paragraph vii).
- xx. At the end of the allocation process, all admitting authorities will receive from the LEA an audit trail demonstrating how the final allocations were made through the iterative process.
- xxi. During the allocation process, the LEA will match the provisional allocations of places against each parent's ranking and proceed as follows:
 - **Where a parent has been provisionally allocated a place at the school which they ranked first** – the allocation will become firm. The LEA will then withdraw any provisional allocation of a place for that parent at schools which the parent ranked second or third or remove the parent's nomination from a school's waiting list (as the case may be).

- **Where a parent has not been provisionally allocated a place at the school which they ranked first, but has been provisionally allocated a place at the school which they ranked second** – the LEA will hold the provisional allocation for that parent, pending further rounds, and will withdraw any provisional allocation of a place for that parent at the school which the parent ranked third or remove the parent’s nomination from the school’s waiting list (as the case may be).
- **Where a parent has not been provisionally allocated a place at the school which they ranked first or second, but has been provisionally allocated a place at the school which they ranked third** – the LEA will hold the provisional allocation for that parent, pending further rounds.

xxii. When a provisional allocation is withdrawn, the LEA will provisionally allocate the place instead to one of the nominations on the waiting list in accordance with their relevant entry and over-subscription criteria for that school. The processes in paragraph xxi will then be repeated and will continue until the LEA is unable to withdraw any provisional allocations. The LEA will require additional names (25% above the admission number of the school) at the start of the process, so that schools will not need to be contacted at each iteration.

xxiii. All allocations then in existence will become firm allocations of a place at the school concerned and parents will be offered those places accordingly. All parents whose nominations then remain on the waiting list for a school will be treated as having been refused a place by the admission authority for that school.

xxiv. Late applications will be processed after the admission rules have been applied to all ranked applications received on time.

xxv. The LEA will match:

- (a) those children of parents resident in the LEA area that require to be admitted in the specified year but have received no offer of a place under the above procedure, against
- (b) those of the schools that, on the basis of their published admission number, appear to the LEA likely to have places remaining unfilled after the procedure above.

xxvi. The criteria used by the LEA for matching will allocate pupils to their nearest school using the shortest designated route, unless that route would require transport to be provided on safety grounds and there is an alternative safe walking route, which is under the statutory distance for entitlement to free transport.

xxvii. The LEA will notify each of the schools in paragraph xxv (b) of the children which it has matched to that school.

xxviii. The admission authority for the school will consider each of the children notified under paragraph xxiii for a place at the school on the same basis as if the LEA’s notification were an application (or preference) made by the child’s

parent falling within section 86 of the 1998 Act. The admission authority will notify the LEA of the children to whom it has allocated (or refused) a place.

- xxix. Further rounds of the procedure in paragraphs xxv to xxviii may be undertaken if necessary.

Notification to parents

- xxx. The LEA will write to all parents to whom offers can be made, notifying them of an offer of a place:

- (a) at one of the schools nominated on their application form; or
- (b) at another school – in addition in such a case they will provide the parent with a list of all other Community schools in Hertfordshire with suitable secondary places available and of any foundation or VA schools that have notified the LEA that they have places available.

- xxxi. The LEA's letter will give parents appropriate information about their right of appeal against any refusal of a place by the admission authority for a school under the procedures in this scheme.

Diagram to show Key dates timeline for Admissions 2004

