



## Delegated Decision by Cabinet Member for Children, Schools & Families

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**Subject: Primary and Secondary School Admission Arrangements 2015-16**    **Status:** For Publication

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**Report to:** Cabinet Member for Children, Schools and Families    **Date:** 31st March 2014

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**Cabinet Member: Councillor Martin Portfolio Holder for Children, Schools & Families**

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**Comments from Statutory Officers:**    **Section 151 Officer**   
**Monitoring Officer**

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**Key Decision:** Yes/ No

Forward Plan n/a    General Exception n/a    Special Urgency n/a

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### 1. PURPOSE OF REPORT

1.1 The purpose of this report is to report the outcome of the consultation on primary and secondary school admission arrangements for 2015-16 and the co-ordination of primary and secondary school admissions and to seek approval to the schemes.

### 2. RECOMMENDATIONS

2.1 The Cabinet Member is recommended to:

- i) Approve the proposed Admission Criteria for Community and Voluntary Controlled Primary Schools set out in **Appendix ONE**;
- ii) Approve the proposed Co-Ordinated Admission Arrangements for Secondary Schools 2015/16 attached at **Appendix TWO**
- iii) Approve the proposed Co-ordinated Admission arrangements for Primary schools attached at **Appendix THREE**;
- iv) Approve the proposed Within Year Transfer Policy set out at **Appendix FOUR**, and
- v) Approve the Planned Admission Numbers for 2015-16 for Community and Voluntary Controlled Schools set out in **Appendix Five**.

### 3. PRIMARY and SECONDARY SCHOOL AMISSION ARRANGEMENTS 2015-16

3.1 The Local Authority (LA) is required to consult on its admission arrangements, and to determine them by 15<sup>th</sup> April each year. The Authority consulted all maintained schools in the Borough as well as neighbouring admission authorities on both the proposed admission arrangements for community and voluntary controlled schools, and also on the proposed co-

ordinated admission schemes for primary and secondary schools. Where a school converts to academy status before September 2015, the existing published admission criteria for such schools will continue to apply.

### **Consultation on Admission Policy for Community and Voluntary Controlled Schools**

- 3.3. Consultation has been undertaken between 19th December 2013 and 12th February 2014 on a proposed change to the current admission criteria for admission to Community and Voluntary Controlled Schools. The consultation document was published on the Council website and circulated to the governing bodies of maintained schools in the Borough, local diocesan authorities and neighbouring Local Authorities.
- 3.4 The proposed change was to clarify that the children of returning armed services families and crown servants can be allocated a school place in advance of their return to the Borough, even if there is uncertainty about the future address.
- 3.5 The wording of the school Admissions Code (paragraph 2.8) refers specifically to the **posting** of families to an area, and does not refer to children of families moving to an area at the end of their service. Rochdale Local Authority area does not have service bases- so the incidence of postings to the area is rare. In order to remove disadvantage for returning armed services families, the proposal is to extend the provision to include the children of UK armed services and crown servants returning to the area at the end of their service. This means that the Local Authority can allocate a school place with an accommodation or unconfirmed address, even where the child is not in the UK, and hold that place until the family arrive in the area. Usually this would be the start of the following term but could be longer in particular circumstances. This proposal is consistent with the Armed Forces Covenant, and is not contrary to the school Admissions Code. The revised draft is attached as **Appendix ONE**.
- 3.6 Only one comment was received to this proposal, from a neighbouring Local Authority, which indicated that this interpretation was more generous than theirs because that Authority would not count those returning at the end of their service as UK service personnel because they are then civilians.

### **Co-ordinated Admission Arrangements**

- 3.7 The Local Authority is statutorily required to co-ordinate **secondary school admissions** for all secondary schools within the Borough and with neighbouring authorities for the normal transfer group (Year7). The Authority has previously consulted on the co-ordinated scheme for secondary schools (attached as **Appendix TWO**), and no changes are proposed.
- 3.8 The Local Authority is statutorily required to co-ordinate **primary school admissions** for all maintained primary schools in the Borough and with neighbouring Authorities for the normal transfer group (Reception). The Authority has previously consulted on the scheme for primary schools (attached as **Appendix THREE**), which is the same as last year and no changes are proposed.

### **Within Year Admission Arrangements**

- 3.9 The new School Admissions Code removed the requirement for local authorities to co-ordinate within-year transfers from September 2013. Following consultation last year, the agreed Local Authority policy is to co-ordinate within-year transfer requests for all community and voluntary controlled primary schools, and with the agreement of all secondary school own admission authorities, to co-ordinate all within-year transfers for secondary schools within the borough. No changes are proposed for this policy, which is attached as **Appendix FOUR**.

### **Consultation on Admission Numbers**

- 3.10 Consultation on proposed admission numbers was undertaken so that schools and others could appreciate the context for proposed increases in admission numbers in primary schools, as well as the overall strategy for meeting the increase in demand for Reception class places. Three schools responded with comments about their admission number. Whittaker Moss

confirmed that the school would have a Published Admission Number (PAN) of 45 for 2015, Sandbrook confirmed that the PAN for 2015 should be 60, and All Souls CE clarified that the PAN should be 30 for the school. Taking account of these comments, **Appendix FIVE** sets out the Planned Admission Numbers for Community and Voluntary Controlled Schools for approval.

#### **4. FINANCIAL IMPLICATIONS**

4.1 The costs associated with co-ordinating admission arrangements are met from within existing budgets. Schools will receive additional funding for increased pupil admissions in their delegated budget. In addition the LA operates a policy for funding any shortfall in additional classes required in primary schools to comply with the statutory 1 teacher to 30 pupil ratio in Key Stage 1.

#### **5. LEGAL IMPLICATIONS**

5.1 To comply with the statutory requirements of the School Admissions Code the Local Authority must determine Admission Arrangements and Co-ordinated Schemes for School Admissions by 15<sup>th</sup> April and to publish them on its website by 1<sup>st</sup> May. There have been no adverse comments received in respect of the proposed modification to the admissions policy in respect of returning armed services personnel. The proposed modification is not inconsistent with the School Admissions Code.

#### **6. PERSONNEL IMPLICATIONS**

6.1 There are no personnel implications arising from this report.

#### **7. CORPORATE PRIORITIES**

7.1 The application of the admission arrangements will contribute to the Council Business Plan in ensuring an effective allocation process for school admissions.

#### **8. RISK ASSESSMENT IMPLICATIONS**

8.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- the Authority must determine its Admission arrangements by 15<sup>th</sup> April each year and publish them on it's website by 1<sup>st</sup> May.

#### **9. EQUALITIES IMPACTS**

##### **9.1 Workforce Equality Impacts Assessment**

There are no workforce equality issues arising from this report.

##### **9.2 Equality/Community Impact Assessments**

The existing Admissions Policy addresses the needs of Protected Groups. The modification proposed represent a further improvement in the equality of access to school places. This is by ensuring that the children of returning service families and crown servants can apply for a school place in advance of their return to the United Kingdom or Rochdale Borough without the need for a final address. The Equality Impact Assessment is attached as **Appendix SIX**.

<b>Background Papers</b>	
<b>Document</b>	<b>Place of Inspection</b>
School Admissions Code 2012 School Organisation Plan Update 2010-2014	Department for Education website Rochdale Local Authority Website

### INTRODUCTON

1. The Local Authority is required to determine the 'relevant area' for admissions. As with previous years, it is proposed that the relevant area will be the area covered by the Borough itself.
2. Schools are reminded that in all cases, places will be allocated in line with this policy. For casual admissions, where a year group is not up to the Planned Admission Number (PAN), pupils will be admitted.
3. Every attempt will be made to meet parents' first preferences. Where that is not possible, a place will be allocated at the highest ranked school possible.

### CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

4. Where pupils have a statement of Special Educational Needs that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

### CRITERIA FOR THE ALLOCATION OF PLACES

5. The policy of Rochdale LA is to admit pupils, on demand, up to a school's Published Admission Number. Where there are more applications for a school than there are places available, places will be allocated giving priority to pupils in the following order:

(i) **Children in care to a Local Authority (Looked After Children):**

*Children who are in public care ( "Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.*

(ii) **Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned:**

*Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.*

*Exceptional welfare considerations ( such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.*

*This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.*

(iii) **Children with an older sibling attending the school at the time of admission.**

*A sibling is defined as a brother or sister, step-brother or step-sister, and half- brother or half sister. A sibling must be living at the same address and not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2013.*

(iv) **For Voluntary Controlled schools only-** evidence of Church affiliation for children who have strong Church connections:

*In the case of Voluntary Controlled C of E Primary schools, priority can be claimed on religious grounds if evidence is provided to show that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those who worship at least once a month over a period of a year prior to the closing date for*

applications. This should be in the form of a supporting letter from the Minister of the parent's church submitted at the time of the application.

*Note: Should the number of children falling into the first three categories above exceed the Published Admission Number, Category (v) will be used as a tie-breaker.*

**(v) Proximity and ease of Access - where you live.**

*Once places have been allocated using criteria (i), (ii), and (iii), any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.*

*Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.*

*In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.*

*It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.*

*Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.*

**6. Allocation of places to Twins**

*Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings the Local Authority will allocate above the Published Admission Number to accommodate each child.*

**7. Children of UK Service Personnel**

*Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.*

*For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.*

<b>CO-ORDINATED ADMISSION SCHEME for ROCHDALE LOCAL AUTHORITY MAINTAINED SECONDARY SCHOOLS 2015-16</b>	<b>APPENDIX TWO</b>
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### Introduction

1. Rochdale Local Authority continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community high schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation, Voluntary Aided schools and Academies, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before September 2015, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

### Application Process

5. The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained high school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply on-line as soon as possible from 1<sup>st</sup> September.** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to four preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. A copy of the information booklet and Common Application Form will be made available on Rochdale Council's web site by **1<sup>st</sup> September 2013**. An admission pack, including a "Transferring to High School" information booklet and the common application form, will be available from the Local Authority on request.
8. Rochdale residents should **complete the on-line form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **31<sup>st</sup> October 2014**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed Common Application Form.
9. All preferences for Rochdale Local Authority maintained community secondary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority, will be advised in the Transfer to Secondary School booklet to check the ranking policy with the appropriate school or local authority.

### Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **14<sup>th</sup> November 2014**. The relevant admission authority will be responsible for determining who is offered a place.
11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **28<sup>nd</sup> November 2014**. The governing bodies of those schools are responsible for determining who is offered a place.
12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **12<sup>th</sup> December 2014**.
13. Rochdale Local Authority will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale Borough residents by **16<sup>th</sup> January 2015**.

### Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

### Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **2nd March 2015**. **Online applicants will be sent an email on the same day.**
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **16<sup>th</sup> March 2015**.
18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **2nd March 2015**:- **Bury, Manchester, Oldham, Calderdale and Lancashire.**

### Late Applications

19. Applications received after the closing date of **31<sup>st</sup> October 2014** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale Borough after **31<sup>st</sup> October 2014** and before offers of places are made.
20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **2nd March 2015**. Parents/carers who apply late may, therefore, miss out on their preferred school.

21. Applications for Voluntary Aided, Foundation and Academy schools in Rochdale and for schools maintained by other Local Authorities received after the closing date of **31<sup>st</sup> October 2014** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

**Waiting Lists**

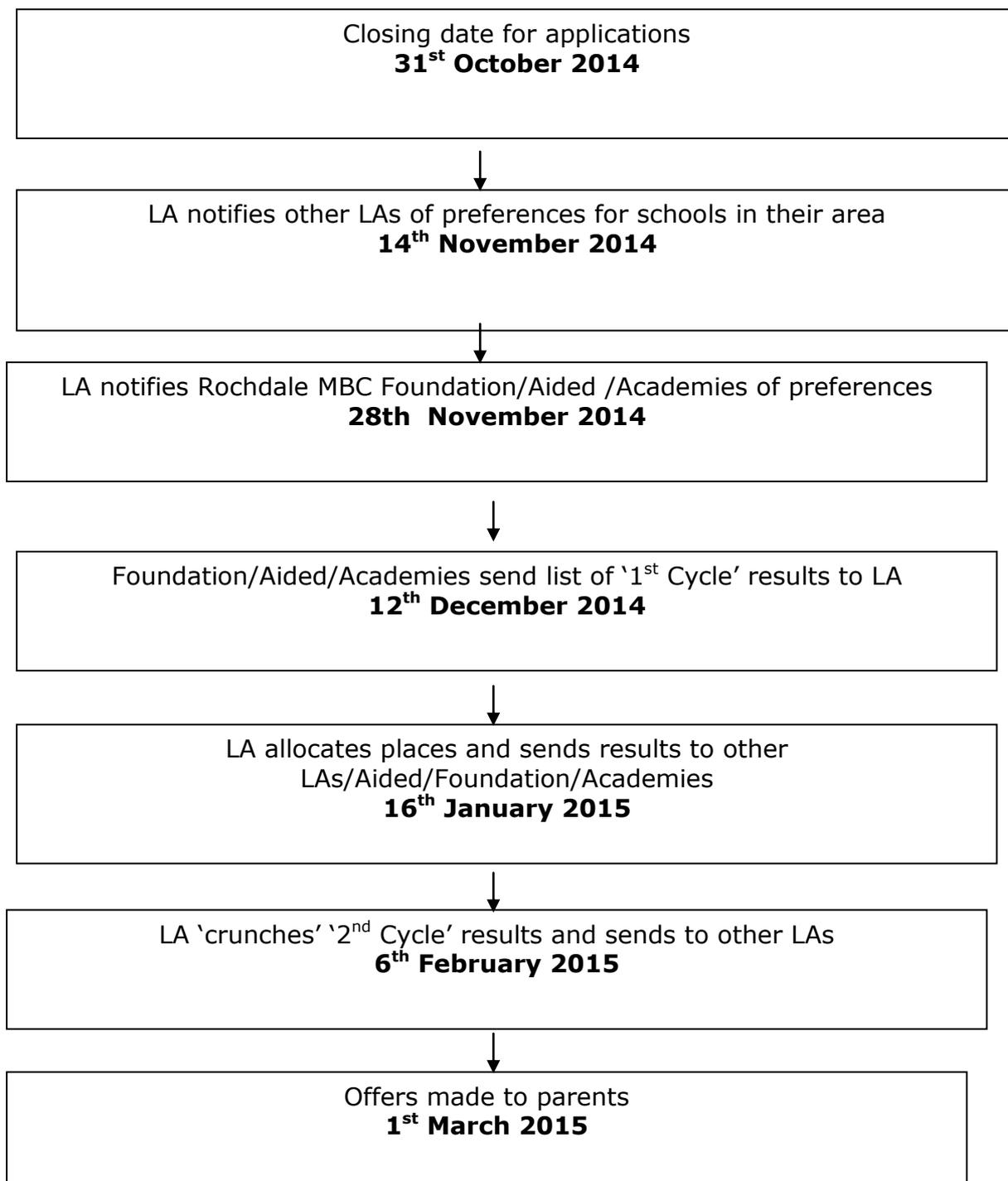
22. Rochdale Local Authority will operate a waiting list for Rochdale Community schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy. The waiting list will be maintained for the Autumn Term only.
23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

**Changing secondary schools (In year admissions)**

24. If a parent/carer residing in the Rochdale Borough wants to move their child to another secondary school other than at the normal transfer age, they need to complete a transfer form and submit it to Rochdale Local Authority in accordance with the Local Authority's published Within-Year Transfer Policy.

..... *Proposed Timetable follows*.....

**TIMETABLE OF CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS**



(LA= Local Authority)

**Introduction**

1. Rochdale Local Authority continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community and voluntary controlled primary schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Academies, Foundation and Voluntary Aided schools, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before **September 2015**, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

**Application Process**

5. The parents/carers of all pupils resident in the Borough will be requested to apply for a maintained primary school place to Rochdale Local Authority, their home authority. ***Parents are recommended to apply on-line as soon as possible from 1<sup>st</sup> September.*** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to three preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. Rochdale residents should ***complete the on-line form*** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **15<sup>th</sup> January 2015**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the Local Authority receives a completed Common Application Form.
8. A copy of the information booklet and Common Application Form will be made available on Rochdale's web site by **1<sup>st</sup> September 2014**. An admission pack, including a "Starting School" information booklet and the common application form, will be available from the Local Authority on request.
9. All preferences for Rochdale Local Authority maintained community and voluntary controlled primary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school

maintained by another authority, will be advised on the council website and in the Starting School booklet to check the ranking policy with the appropriate school or local authority.

### Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by Friday **6<sup>th</sup> February 2015**. The relevant admission authority will be responsible for determining who is offered a place.
11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **13<sup>th</sup> February 2015**. The governing bodies of those schools are responsible for determining who is offered a place.
12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **2<sup>nd</sup> March 2015**.
13. Rochdale Local Authority will be responsible for determining who is offered a place at community and voluntary controlled schools in accordance with the published criteria. The LA will inform other local authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale residents by **13<sup>th</sup> March 2015**.

### Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

### Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **16<sup>th</sup> April 2015**. **Online applicants will be sent an email on the same day.**
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **30<sup>th</sup> April 2015**.
18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **16<sup>th</sup> April 2015**:- ***Bury, Manchester, Oldham, Calderdale and Lancashire.***

### Late Applications

19. Applications received after the closing date of **15<sup>th</sup> January 2015** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include

situations where pupils move into Rochdale after **15<sup>th</sup> January 2015** and before offers of places are made.

20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **16<sup>th</sup> April 2015**. Parents/carers who apply late may, therefore, miss out on their preferred school.
21. Applications for Voluntary Aided, Foundation schools and Academies in Rochdale and for schools maintained by other Local Authorities received after the closing date of **15<sup>th</sup> January 2015** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

#### **Waiting Lists**

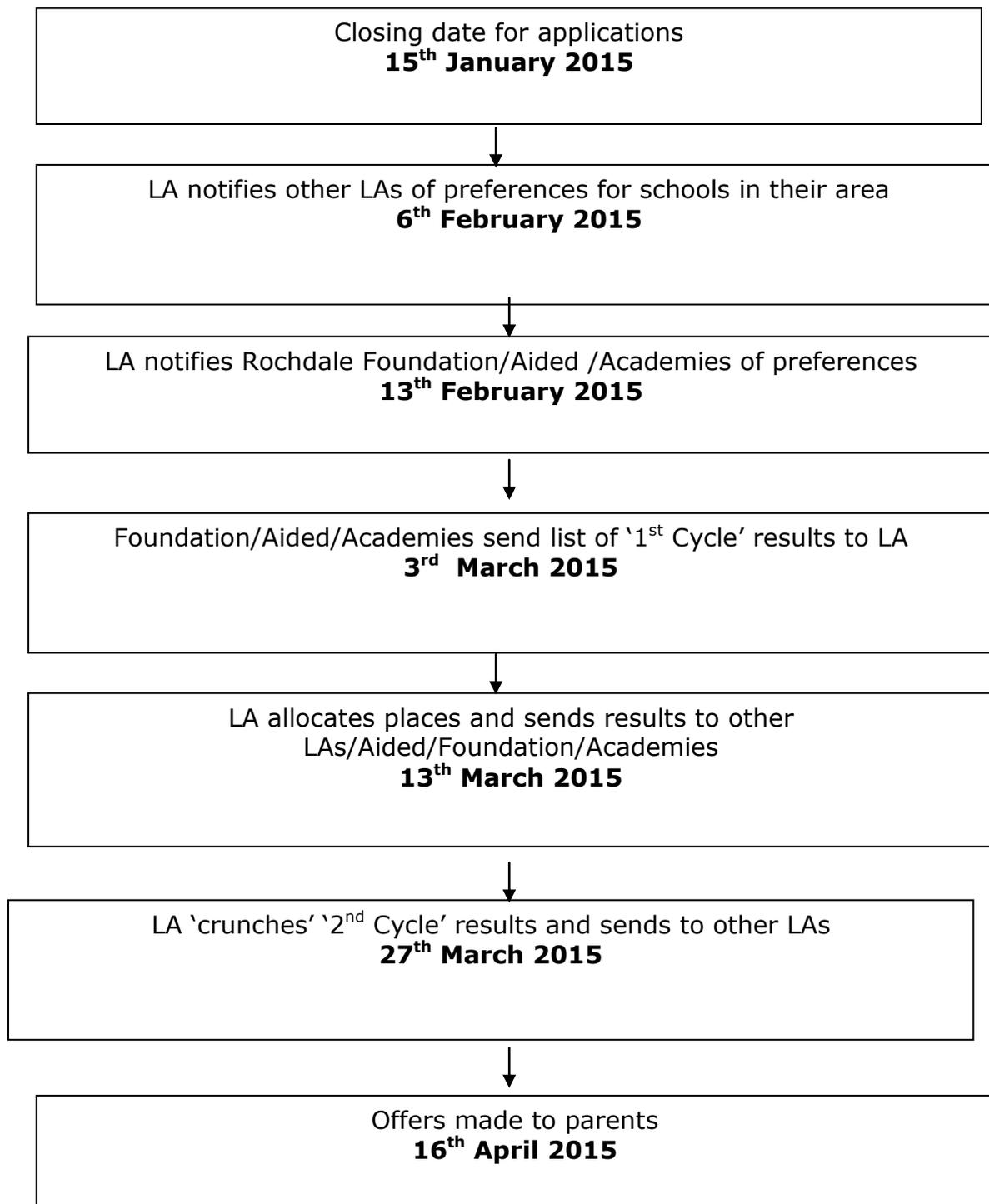
22. Rochdale Local Authority will operate a waiting list for Rochdale Community and Voluntary Controlled schools, which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy.
23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

#### **Changing primary schools (In year admissions)**

24. If a parent/carer residing in the Rochdale Borough wants to move their child to another primary school other than at the normal transfer age, they need to complete a transfer form and submit it to the Admission Authority for the school in accordance with the Local Authority's published Within-Year Transfer Policy.

.....***Draft Timetable follows*** .....

**TIMETABLE OF CO-ORDINATED SCHEME FOR PRIMARY SCHOOLS**



(LA= Local Authority)

..... Appendix Three ends.....

# ADMISSION ARRANGEMENTS FOR WITHIN YEAR TRANSFER AND APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND SEPTEMBER 2015-16

## APPENDIX FOUR

### INTRODUCTION

1. In accordance with the School Admissions Code 2012, where a pupil applies for a place outside the normal admissions round, whether in-year or at the start of a school year which isn't the normal point of entry to the school (i.e. Reception or Year 7), admission authorities **must** comply with the parental preference unless one of the statutory reasons for refusing admission applies (i.e. the Year Group is full or the child has been permanently excluded from two or more schools). All applications **must** be considered without delay and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

### TRANSFER/APPLICATION FORM

2. Applications for a school place outside of the normal transfer time must be made on Rochdale's standard Within-Year Transfer Form. This form can be obtained from the Local Authority or the current school (if in Borough). Parents must ensure that the form is completed in full and submitted with any supplementary information. If in doubt parents should contact the Local Authority.

### FAIR ACCESS

3. A Fair Access Protocol is in place to consider children who are without a school/academy place who meet the criteria. This is in accordance with the School Admissions Code 2012. This applies to both primary and secondary schools.
4. If, in the Admission Authority's opinion, there is a **statutory reason** to refuse entry or a child meets the criteria in the **Fair Access Protocol (Hard to Place)**, the application will be dealt with in accordance with the Fair Access Protocol. The operation of the Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a place under in-year transfer procedures.
5. Admission authorities (see School Admissions Code paragraph 2.9) **must not** refuse to admit a child solely because:
  - a) they have applied later than other applicants;
  - b) they are not of the faith of the school in the case of faith schools;
  - c) they followed a different curriculum at their previous school; and
  - d) information has not been received from their previous school.
6. It is essential that children who have no school place are found one quickly. However in cases involving within-year transfers that do not require a house move, or where there is no need for an immediate transfer, the change of school will not normally be until the beginning of the next half term.

### INTERVIEWS

7. The School Admissions Code, paragraph 1.9(m) prohibits the interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school. Interviews **must not** form part of the admissions process and admission authorities (or schools) **must not** use either face-to-face interviews or interviews by telephone or by other means.

## **CHILDREN WITH CHALLENGING BEHAVIOUR**

8. Admission authorities (and schools) **must not** refuse to admit children on the basis of their behaviour elsewhere, unless they have been permanently excluded from two or more schools within the past two years. They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour.
9. Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places area available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children, subject to the provisions of the Fair Access Protocol.

## **APPLYING FOR SCHOOL PLACES**

10. All applications for school places must be made on Rochdale's Within-Year Transfer Application Form, regardless of which school they are applying for.
11. Application forms will be available from all Customer Contact Centres, schools, the Admissions Team in the School Organisation and Development Team and on Rochdale MBC's web site [www.rochdale.gov.uk](http://www.rochdale.gov.uk) and parents can make up to three school preferences either for a school in the Rochdale Metropolitan Borough (not including independent schools).
12. A pupil does not become resident in Rochdale until they actually live in Rochdale. Rochdale will however accept within-year applications from parents who are intending to move into the area when they can provide evidence of an exchange of contracts on a property or have a signed rental/lease agreement provided this is no more than 30 days before the intended start date. Children must be in the UK before an application can be considered. **The exception** to this is in relation to the children of armed forces personnel or crown servants, whereby a school place can be allocated in advance of a confirmed posting, even if there is uncertainty about the exact future address.
13. If additional information is required by the governing body of a Foundation, Voluntary Aided school or academy in order to apply its oversubscription criteria, parents may need to provide additional information usually on a supplementary form. Such information must be provided at the time of application because applications cannot be considered until such information has been received.
14. For **Primary School places** parents are required to return the completed form to the Local Authority or the school, whichever is the admission authority as follows:

**Community and Voluntary Controlled Primary schools APPLY THROUGH Rochdale Local Authority:**

<b><i>Heywood Township:</i></b>	All Souls CE Harwood Park Heap Bridge Village School Hopwood St.Luke's CE Woodland
<b><i>Middleton Township:</i></b>	Alkrington Boarshaw Bowlee Park Elm Wood- Hollin Little Heaton CE Parkfield St.Gabriel's CE

<b><i>Pennines Township:</i></b>	Hamer Kentmere Littleborough Moorhouse Newhey St.Andrew's CE Stansfield Hall CE/Free Church
<b><i>Rochdale Township:</i></b>	Ashfield Valley Belfield Brimrod Broadfield Caldershaw Castleton Deeplish Greenbank Heybrook Lowerplace Marland Hill Meanwood Norden St.Edward's CE St.Mary's CE St.Peter's CE Sandbrook Shawclough Spotland Whittaker Moss

**Voluntary Aided, Foundation and Academy Primary schools APPLY DIRECT to the school:**

<b><i>Heywood Township:</i></b>	St.Joseph's RC Our Lady & St Paul's RC St.Margaret's CE St.Michael's CE Bamford
<b><i>Middleton Township:</i></b>	Middleton Parish CE St.John Fisher RC St.Mary's RC St.Michael's CE (Alkrington) St.Peter's RC St.Thomas More RC
<b><i>Pennines Township:</i></b>	Alice Ingham RC Crossgates Holy Trinity CE Milnrow Parish CE St. James' CE St.Mary's RC St.Thomas' CE Smithy Bridge
<b><i>Rochdale Township:</i></b>	All Saints CE Bamford Academy Healey Holy Family RC Sacred Heart RC St.Gabriel's RC St.Johns CE (Thornham) St.John's RC St.Patrick's RC St.Vincent's RC

15. For **Secondary School places** parents are required to return the completed form to the Local Authority.

**Secondary schools in the Borough are:**

Hollingworth Academy, Wardle Academy, Middleton Technology School (Community), Cardinal Langleigh RC (Voluntary Aided), St. Anne's Academy, Siddal Moor (Community), Holy Family RC/CE College (Voluntary Aided), St. Cuthbert's RC (Voluntary Aided), Kingsway Park (Foundation), Matthew Moss (Community), Oulder Hill (Community), Falinge Park (Community)

**PROCESSING APPLICATIONS- COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS**

16. The Local Authority will aim to process applications within 10 school days of receipt (subject to relevant background information being available and address verification being available).
17. All preferences will be considered equally and the Local Authority will aim to offer a place at the highest ranked preference where possible.
18. Where there are more preferences received than places available at a school then the relevant admission authority will use its published oversubscription criteria to allocate the place(s) available (details of the oversubscription criteria for each admission authority in Rochdale can be found in the admission booklet published by the LA each year).
19. If the local authority is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available.
20. The local authority will inform parents in writing of the outcome of their application, and of their right to appeal to an independent appeals panel if any of their preferences are not met.

**PROCESSING APPLICATIONS- VOLUNTARY AIDED, FOUNDATION SCHOOLS & ACADEMIES**

21. Schools who are their own admission authority must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform the parent of their right to appeal against the refusal of a place.
22. Schools who are their own admission authorities should consider all applications without unnecessary delay. The school should admit the child if there is a vacancy within the admission number for the year group. If there are more applications than places available, the governing body must apply their oversubscription criteria.
23. Decisions to refuse admission cannot be made by an individual on behalf of an Admission authority i.e. Headteacher of a Foundation school, voluntary aided school or an Academy. The decision must be taken by a committee of the Governing Body comprising 3 governors.

..... Appendix Four ends .....

**PUBLISHED ADMISSION NUMBERS  
SEPTEMBER 2015**

**APPENDIX FIVE**

**COMMUNITY PRIMARY SCHOOLS**

SCHOOL	Net Capacity 2013	Indicated Admission Number	Published Admission Number 2014	Published Admission Number 2015	Notes/Comments
Alkington	420	60	60	60	
Ashfield Valley	207	29	30	30	
Belfield	315	45	45	45	
Boarshaw	240	30	30	60	* 30 extra places temporarily in each of 2014, 2015 and 2016
Bowlee Park	630	81	90	90	
Brimrod	180	25	30	30	
Broadfield	420	60	60	60	
Caldershaw	210	30	30	30	
Castleton	210	30	30	30	
Deeplish	419	60	60	60	
Elm Wood	406	58	60	60	
Greenbank	420	60	60	60	
Hamer	315	45	45	45	
Harwood Park	420	45	45	60	
Heap Bridge	175	24	25	25	
Heybrook	570	81	90	90	
Hollin	240	30	30	60	* 30 extra places temporarily in 2014, 2015 and 2016
Hopwood	338	44	45	60	
Kentmere	315	45	45	45	
Littleborough	420	59	60	60	
Lowerplace	510	60	60	60	* IAN Adjusted to allow for temporary increase in numbers
Marland Hill	418	59	60	60	
Meanwood	420	60	60	60	
Moorhouse	210	30	30	30	
Newhey	183	26	30	45	* 15 extra places temporarily in 2014, 2015 and 2016
Norden	420	60	60	60	
Parkfield	210	30	30	30	
Sandbrook	480	60	90	60	* IAN Adjusted to allow for temporary increase in numbers
Shawclough	420	60	60	60	
Spotland	420	60	60	60	
Whittaker Moss	329	35	45	45	* IAN Adjusted to allow for temporary increase in numbers
Woodland	459	60	60	60	* IAN Adjusted to allow for temporary increase in numbers

**Voluntary Controlled Primary Schools**

SCHOOL	Net Capacity 2013	Indicated Admission Number	Published Admission Number 2014	Published Admission Number 2015	Notes/Comments
All Souls' CE	204	29	30	30	
Little Heaton CE	210	29	30	30	
St.Andrew's CE	210	30	30	45	
St.Edward's CE	362	51	52	52	
St.Gabriel's CE	210	30	30	30	
St.Luke's CE	210	30	30	30	
St.Mary's CE	204	29	30	30	
St.Peter's CE	406	60	60	60	
Stansfield Hall CE/Free Church	140	20	20	20	

## COMMUNITY SECONDARY SCHOOLS

SCHOOL	Published Admission Number 2014	Published Admission Number 2015	Notes/Comments
Falings Park	240	240	<i>Net Capacity Assessments for all community secondary schools are to be undertaken following completion of building works under BSF. A review of the need for additional secondary school places will be undertaken in 2014.</i>
Matthew Moss	180	180	
Middleton Technology School	270	270	
Oulder Hill	300	300	
Siddal Moor	210	210	

BSF= Building Schools for the Future

..... **Appendix Five ends**.....

**What are you assessing? Please tick the appropriate box below.**

Function	Strategy	Policy	Project	Other, please specify below
		X		

<b>Service:</b> Early Help & Schools	<b>Section:</b> School Organisation and Development Team
<b>Responsible Officer:</b> Chris Swift	<b>Name of function/strategy/ policy/ project assessed:</b> School Admission Arrangements 2015

**Date of Assessment: 3rd March 2014**

**Officers Involved: Chris Swift**

**1. What is the purpose of the function/strategy/policy/project assessed?**

*(Briefly describe the aims, objectives and purpose of the function/strategy/policy/project)*

*To revise the admission arrangements for Community and Voluntary Controlled schools.*

**2. Who are the key stakeholders?**

*The Parents and carers and children in the borough, and governing bodies of all Community and Voluntary Controlled schools in the Borough.*

**3. What is the scope of this equality impact assessment? That is, what is included in this assessment.**

*The Admission arrangements for Community and Voluntary Controlled schools must comply with the requirements of the School Admissions Code. The current policy will continue subject to the following proposed modification:*

*For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.*

**4. Which needs is this function/strategy/ policy/ project designed to meet?**

*The proposed change is aimed at removing potential disadvantage that might affect the children of returning Service families in securing a school place on returning to the Borough.*

**5. Has a needs analysis been undertaken?**

*The wording of the school Admissions Code (paragraph 2.8) refers specifically to the **posting** of families to an area, and does not refer to children of families moving to an area at the end of their service. Rochdale Local Authority area does not have service bases- so the incidence of postings to the area is rare. In order to remove disadvantage for returning armed services families, the proposal is to extend the provision to include the children of UK armed services and crown servants returning to the area at the end of their service. This means that the Local Authority can allocate a school place with an accommodation or unconfirmed address, even where the child is not in the UK, and hold that place until the family arrive in the area. Usually this would be the start of the following term but could be longer in particular circumstances. This proposal is consistent with the Armed Forces Covenant, and is not contrary to the school Admissions Code.*

**6. Who is affected by this function/strategy/ policy/ project?**

*Children of armed services families and crown servants returning to the United Kingdom or Rochdale Borough at the end of their service.*

**7. Who has been involved in the review or development of this function/strategy/ policy/ project and who has been consulted? State your consultation/involvement methodology.**

*The draft Admission Arrangements for 2015 were subject to public consultation between December 2013 and February 2014. The consultation document was published on the Council website and circulated to the governing bodies of maintained schools in the Borough, local diocesan authorities and neighbouring Local Authorities.*

<b>8.What data have you considered for this assessment and have any gaps in the data been identified. What action will be taken to close any data gaps?</b>
N/A
<b>9.Are there any other documents or strategies which are linked to this assessment? If so, please include hyperlinks to these documents below, where available.</b> <i>This policy has links with the Fair Access Protocol.</i>

<b>10.What impact will this function/strategy/policy/project have on all the protected groups? This includes both positive and potentially negative impacts.</b>
<b>Race Equality</b>
<i>The proposed changes do not have an adverse impact on race equality considerations.</i>
<b>Disabled People</b>
<i>The proposed changes do not have an adverse impact on disabled people.</i>
<b>Carers</b>
<i>The proposed changes do not have an adverse impact on carers.</i>
<b>Gender</b>
<i>The proposed changes do not have an adverse impact based on gender considerations</i>
<b>Age</b>
<i>The proposed changes do not have an adverse impact based on age considerations.</i>
<b>Armed Forces and Ex-Armed Forces Personnel</b>
The proposed change is aimed at reducing potential disadvantage to armed forces and crown servants returning to the United Kingdom or Rochdale Borough.
<b>Sexual Orientation</b>
<i>The proposed changes do not have an adverse impact on sexual orientation considerations.</i>
<b>Gender Reassignment</b>
<i>The proposed changes do not have an adverse impact on gender reassignment considerations.</i>
<b>Religion or Belief</b>
<i>The proposed changes do not have an adverse impact on religion or belief considerations as the changes only apply to the schools for which the Local Authority is the Admission Authority.</i>
<b>Pregnant Women or Those on Maternity Leave</b>
<i>The proposed changes do not have an adverse impact on pregnant women or those on maternity leave.</i>
<b>Marriage or Civil Partnership</b>
<i>The proposed changes do not have an adverse impact on marriage or civil partnership considerations.</i>
<b>11.What are your main conclusions from this analysis?</b>
The proposed amendment to current policy will benefit the children of returning Armed Services families.
<b>12.What are your recommendations?</b>
To approve the proposed change.
<b>13.What actions are you going to take to address the findings of this assessment? Please attach an action plan including details of designated officers responsible for completing these actions.</b>
See attached Action Plan.

Signed (Completing Officer): Chris Swift

Date: 3rd March 2014

Signed (Head of Service): \_\_\_\_\_

Date: \_\_\_\_\_

**Equality Impact Assessment Action Plan 2014/15**

<b>Action</b>	<b>Outcome</b>	<b>Target Date For Completion</b>	<b>Resource Implications</b>	<b>Lead Officer</b>
<i>Consultation proposed changes</i>	<i>Views of the public and governing bodies on the changes</i>	<i>12th February 2014</i>	<i>Preparing consultation documents; Distribution of documents to schools.</i>	<i>CHSwift</i>
<i>Cabinet Member consideration of Admission Arrangements</i>	<i>Approval of Admission Arrangements</i>	<i>Cabinet Member decision by 15th April 2014 (statutory deadline)</i>	<i>Preparing report for Cabinet Member</i>	<i>CHSwift</i>
<i>Publication of Admission Arrangements on Local Authority Website</i>	<i>Admission Arrangements published</i>	<i>1<sup>st</sup> May (statutory deadline)</i>	<i>Publication of revised Admission Arrangements on Council website</i>	<i>CHSwift</i>

..... **Appendix Six ends** .....