



Office of
the Schools
Adjudicator

LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM
Nottinghamshire Local Authority

30 JUNE 2015

Report Cleared by (Name): Derek Higton

**(Title): Acting Director,
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Date submitted: 29 June 2015

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Introduction

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. There are other matters concerning admissions, some suggested by local authorities, about which it would be useful to have a view. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

Completing the Template

This template is designed to be completed electronically - boxes will expand as necessary.

Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11. For schools that have children of primary and secondary age and are not designated as a middle school please record them as all-through schools.

Where a type of school is given, foundation covers foundation schools and foundation schools with a foundation (trust schools). Academy schools should be recorded by the individual type of academy school, namely, academy, free school, UTC or studio school.

1. Local Authority school numbers

Please give the total number of schools by type within your local authority as at 30 June 2015.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	186	3	0
Voluntary Controlled	31	0	0
Voluntary Aided	29	1	0
Foundation	0	1	0
Academy	35	39	1
Free School		0	0
UTC	N/A	0	0
Studio School	N/A	1	0

2. Admission Arrangements for Admissions in September 2015

The Code at paragraph 3.23 requires that each local authority must report on how well the admission arrangements for state-funded schools (of all types) in its local authority area serve the interests of the groups of children listed below.

Please include details of:

1. Any ways in which the each of the following groups of children have been especially well served; and
2. Any difficulties that have arisen for each group of children while allocating places for admission in September 2015.

(a) How well are the interests of **looked after children** served?

Tick as appropriate: Fully In part Not satisfactory

Comments: Looked after children are given highest priority within Nottinghamshire County Council's standard oversubscription criteria, once places have been allocated to children who have a statement of special educational needs or an education, health and care plan (EHCP) that names the school. There have been no difficulties with allocating places for looked after children for admission in September 2015. As part of the annual consultation and determination cycle, the County Council checks admission arrangements for own admission authority schools. Any content implying discretion with respect to looked after and previously looked after children is always challenged and followed up to ensure compliance with the School Admissions Code 2014.

(b) How well are the interests of **previously looked after children** served?

Tick as appropriate: Fully In part Not satisfactory

Comments: Together with looked after children, previously looked after children are given highest priority within Nottinghamshire County Council's standard oversubscription criteria, once places have been allocated for children who have a statement of special educational needs or an education, health and care plan (EHCP) that names the school. There have been no difficulties with allocating places for previously looked after children for admission in September 2015.

(c) How well are the interests of **children with disabilities** served?

Tick as appropriate: Fully In part Not satisfactory

Comments: For Nottinghamshire community and voluntary controlled schools, children with disabilities are considered under "special circumstances". Parents are asked to provide, at the time of application, supporting evidence from a relevant professional giving reasons why that particular school is the only one that could meet the child's needs. Each request is considered by at least two designated officers and judgements are then moderated by team managers to ensure consistency of decision making across the County. Admission under special circumstances has priority after places have been allocated to (i) children with a statement of special educational needs or an education, health and care plan that names the school and (ii) looked after and previously looked after children. There have been no difficulties with allocating places for children with disabilities for admission in September 2015.

Some own admission authority schools in Nottinghamshire also include consideration under special circumstances within their arrangements.

- (d) How well served are **children who have special educational needs and who have a statement of special needs** that names a school (or an education health and care plan)?

Tick as appropriate: Fully In part Not satisfactory

Comments: Children who have a statement of special educational needs or an education, health and care plan that names the schools are given priority over all other children for admission to the school named in the statement. Before a school is named, there is consultation involving the parents, school, relevant professionals and the child where appropriate. In a few (very rare) circumstances, Nottinghamshire County Council has been required to name a school through the issuing of a statement, despite reservations held by the school. There have been no significant difficulties with allocating places for children with statements or education, health and care plans for admission in September 2015, although demand for places is high and the County Council is developing additional capacity in some special schools.

- (e) How well served are those **children who have special needs, but do not have a statement**?

Tick as appropriate: Fully In part Not satisfactory

Comments: Children who have special educational needs but do not have a statement or education, health and care plan are considered under "special circumstances" as outlined above for children with disabilities for admission in September 2015. Over the last year, however, in a small number of cases, a school was reluctant to admit a child because of special educational needs or disability (SEND) issues. In such cases, the County Council supported school staff with SEND planning, and engaged with school and parents to try to resolve issues and ensure that the child was admitted.

3. Co-ordination of admissions

A) During the normal admissions round

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2015 in your local authority highlighting any particular strengths in the process and any problems.

Primary

- (a) How well has the second year of operating the national offer day for primary places worked compared with when there was no specified national offer day?

Tick as appropriate: Better The same Less well

- (i) Any strengths of the new procedure?

Comments: National Offer Day continues to be a positive factor.

- (ii) Any problems encountered this year?

Comments: National exchange dates within coordinated schemes would enhance the positive effects of National Offer Day.

Secondary

- (b) How well has the operation of national offer day worked for secondary admissions this year?

Tick as appropriate: Better than last year The same
Less well than last year

- (i) Any strengths?

Comments: Nothing to note

- (ii) Any problems?

Comments: Nothing to note.

- (c) If you have any UTCs or studio schools in your area, do you co-ordinate

admissions for entry at the relevant year group of entry to these schools?

Tick as appropriate: Yes No N/A

If **YES**, please explain how well the admissions process is working for these schools: Coordination within the secondary scheme is working well.

If **NO**, do you have any evidence about how well the admission process is working for individual UTCs or studio schools?

Tick as appropriate: Yes No

If **YES**, please comment: N/A

B) In-year admissions

From September 2013 in-year admissions have not had to be co-ordinated by the local authority.

- (a) How many **pupils** have needed a school place because they do not have one or parents have applied for a place as an in-year admission for any other reason between 1 September 2014 and 15 June 2015?

For pupils up to age 11	For pupils over age 11	For Sixth Forms
5164	985	0

- (b) Does the local authority co-ordinate in-year admissions for any schools in its area?

Tick as appropriate: Yes No

If **YES**, for how many of which schools does it currently co-ordinate in-year admissions?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	186	3	0
Voluntary Controlled	30	0	0
Voluntary Aided	31	0	0
Foundation	0	0	0
Academy	29	25	1
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

- (c) If you have any information about how many schools parents approach

before obtaining a place, please comment?

Comments: Not known.

- (d) How confident are you that the requirements of the Code at paragraph 2.22 for schools to keep the local authority informed in a timely manner about applications and the outcomes are being met?

Tick as appropriate: Very confident Confident Not confident

- (e) Across your local authority area how well have in-year admissions worked this year?

Tick as appropriate: Better than last year The same as last year
Less well than last year

- (f) Please comment on the effectiveness overall of in-year admission arrangements across all types of schools in your local authority.

Comments: Most own admission authorities are now providing information about applications more promptly to the local authority.

4. Fair Access Protocol

The Code at paragraph 3.9 requires each local authority to have a Fair Access Protocol agreed with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

- (a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate: Yes No

If **NO**, please explain: N/A

- (b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so. Please state how many schools have not agreed the Fair Access Protocol.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	N/A	N/A	N/A
Voluntary Controlled	N/A	N/A	N/A
Voluntary Aided	N/A	N/A	N/A
Foundation	N/A	N/A	N/A
Academy	N/A	N/A	N/A
Free School	N/A	N/A	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(c) Where schools did not agree the Fair Access Protocol; please say why they did not agree.

Comments: N/A - all agreed

(d) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2014/15 in placing children without a school place in schools in a timely manner.

Tick as appropriate: Very well Mostly well Some difficulties

(ii) What is your general assessment of the working of the protocol compared with last year?

Tick as appropriate: More effective As effective Less effective

(iii) How frequently has the protocol been used to place a child compared with last year?

Tick as appropriate: More frequently Same frequency Less frequently

(e) Have you any examples of particularly effective collaboration and working individual schools? For example, placing children in year 6 of a primary school or years 10 and 11 of a secondary school.

Tick as appropriate: Yes No

Comments: Schools have worked effectively in partnership to maximise academic outcomes for children transferring in years 10 and 11.

(f) Have you had any specific problems in allocating a place through the protocol? For example, where a school has been reluctant to accept a child.

Tick as appropriate: Yes No

Comments: Schools are often reluctant to admit children with social emotional, mental health and anxiety based needs who have low attendance. They are also reluctant to admit children who might pose a sexual risk or a risk of violence to others.

(g) How many children have been admitted to each type of school in the area under the protocol? How many children have been refused admission to a school?

Type of School	Number of children admitted			Number of children refused admission		
	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools
Community	13	9	N/A	N/A	N/A	N/A
Voluntary Controlled	N/A	N/A	N/A	N/A	N/A	N/A
Voluntary Aided	3	1	N/A	N/A	N/A	N/A
Foundation	N/A	1	N/A	N/A	N/A	N/A
Academy	8	173	N/A	N/A	13	N/A
Free School	N/A	N/A	N/A	N/A	N/A	N/A
UTC	N/A	N/A	N/A	N/A	N/A	N/A
Studio School	N/A	1	N/A	N/A	N/A	N/A

(h) If children have not been placed successfully in a school through the protocol, have you used the direction process to provide a place for a child?

Tick as appropriate: Yes No N/A

(i) If **YES**, how many children have been placed and in which type of school as a result of a direction, including a direction via the EFA on behalf of the Secretary of State or after a referral to the Adjudicator?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	N/A	N/A	N/A
Voluntary Controlled	N/A	N/A	N/A
Voluntary Aided	N/A	N/A	N/A
Foundation	N/A	N/A	N/A
Academy	N/A	N/A	N/A
Free School	N/A	N/A	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(j) Please add any other relevant information you wish to include in this

section concerning Fair Access Protocols.

Comments: Nothing to note.

5. Admission Appeals

The Code requires data to be collected about appeals. In order to meet this requirement the DfE will use the latest published Statistical First Release: admission appeals for maintained and academy primary and secondary schools in England.

Taking into account the comments reported in 2014 by some local authorities in response to the invitation to *“add any comments about the appeals process in your area”*, it would be helpful to be able to gather views across all local authorities on the extent to which schools that are their own admission authority continue to use local authority services for appeals.

- (a) Do any own admission authority schools use any of your services as part of the appeals process?

Tick as appropriate: Yes No

- (b) If yes, please indicate the number of schools that use at least some services

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	2	0	0
Foundation	0	0	0
Academy	7	6	0
Free School	0	1	0
UTC	N/A	0	0
Studio School	N/A	0	0

- (c) Please indicate the services that are used :

Type of School	Schools for pupils up to age 11(Y/N)	Schools for pupils over age 11 (Y/N)	All- through schools (Y/N)
Full appeals process	9	7	0
Legal advice	N/A	N/A	N/A
Assistance in the preparation and presentation of case documentation	0	0	0

- (d) Please add any other service related to appeals obtained from the local authority

Comment: N/A

- (e) Please add comments about any other aspect of the appeals process in your area that works well or causes difficulties.

Comment: Parents sometimes report that an own admission authority school has indicated that there is no point in submitting an appeal because there are no places available and appeals are costly for the school. In these cases, the County Council contacts the relevant school for clarification. Through routine briefings, schools are reminded that parents have a right to go to appeal for any place that is refused and they should not be discouraged from exercising that right.

6. Other Issues

A. Objections to admission arrangements

Paragraph 3.2 says “local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful”.

- (a) How many sets of admission arrangements of schools were queried directly by the local authority with schools that are their own admission authority because they were considered not to comply with the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	20	0	0
Foundation	N/A	N/A	0
Academy	19	32	1
Free School	N/A	N/A	0
UTC	N/A	N/A	0
Studio School	N/A	1	0

- (b) How confident are you that all community, voluntary controlled and own admission authority admission arrangements are now fully compliant with the Code?

Tick as appropriate: Very confident Confident Not confident

- (c) How many schools did not send the local authority a copy of their full admission arrangements, including the supplementary information form (or the form by any other name, for example religious inquiry form) if one is used, by 1 May, as specified in paragraph 1.47 of the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	3	0	0
Foundation	0	0	0
Academy	6	6	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

B. Fraudulent applications

(a) Is there any concern in your local authority about fraudulent applications?

Tick as appropriate: Yes No

(b) Did the local authority make any offers on national offer days that were subsequently withdrawn as a result of a fraudulent application?

Tick as appropriate: Yes No

(c) If **YES**, how many for each type of school?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	0
Voluntary Controlled	0	0	0
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	2	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

(d) What action is the LA taking to prevent fraudulent applications?

Comment: Nottinghamshire County Council randomly checks addresses and follows up any cases where it is reported that a fraudulent address may have been given. The composite prospectus informs parents that, where there are any doubts about information provided, the local authority will investigate.

C. Summer born children

The DfE issued revised guidance in December 2014 “Advice on the admission on summer-born children” for local authorities, school admission authorities and parents ([Link to Guidance](#)). The School Admissions Code at paragraph

2.16 deals with deferred entry and/or part-time attendance for children in the year they reach compulsory school age. Paragraph 2.17, 2.17A and 2.17B refer to the admission of children outside their normal age group.

- (a) Do you keep data for any schools on the number of requests from parents who ask that their child is admitted to a class outside their normal age group?

Tick as appropriate: Yes No

- (i) For community and voluntary controlled schools: Yes No

- (ii) For own admission authority schools: Yes No

If **YES**, please complete the table:

Type of School	How many requests for admission to year R for a child who has reached the normal age for Year 1	How many requests were subsequently agreed?
Community & Voluntary Controlled	1	1
Own Admission Authority	N/A	N/A

- (b) What reasons, if known, were given for seeking to delay the admission to reception of the child for a full school year?

Comments: Personal and family circumstances.

- (c) Any other comments the local authority has on the matter of admission of summer born children.

Comments: Nothing to note.

D. Pupil, service and early years premium

The 2014 School Admissions Code enables all schools to give priority for admission in 2016 to children eligible for the pupil, service or early years premium (paragraphs 1.39A and 1.39B). If admission authorities wish to introduce such a priority they need to have consulted as required by the Code.

- (a) Pupil and service premium

In respect of community and voluntary controlled schools:

Type of School	Has the LA considered giving priority to pupil/service premium? (Y/N)	If YES, have you consulted on this? (Y/N)	In response to consultation has the priority be implemented? (Y/N)
Community Primary	N	N/A	N/A
Voluntary Controlled Primary	N	N/A	N/A
Community Secondary	N	N/A	N/A
Voluntary Controlled Secondary	N	N/A	n/A

Comments: Nothing to note.

In respect of own admission authority schools:

Type of School	Has the LA been consulted by any own admission authority of the type shown below on giving priority to pupil/service premium? (Y/N)	If YES in response to consultation, for how many schools has the priority been implemented? (number)
Voluntary Aided Primary	N	N/A
Foundation Primary	N	N/A
Academy Primary	N	N/A
Free School Primary	N	N/A
Voluntary Aided Secondary	N	N/A
Foundation Secondary	N	N/A
Academy Secondary	N	N/A
Free School Secondary	N	N/A
UTC	N	N/A
Studio School	N	N/A

Comments: Nothing to note.

(b) Early years pupil premium - nursery priority

In respect of community and voluntary controlled schools:

Type of School	Has the LA considered giving priority to early years	If YES, have you consulted on this? (Y/N)	In response to consultation has the priority be
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	pupil premium? (Y/N)		implemented? (Y/N)
Community Primary	N	N/A	N/A
Voluntary Controlled Primary	N	N/A	N/A

Comments: N/A

In respect of own admission authority schools:

Type of School	Has the LA been consulted by any own admission authority of the type shown below on giving priority to early years pupil premium? (Y/N)	If YES in response to consultation, for how many schools has the priority been implemented? (number)
Voluntary Aided Primary	N	N/A
Foundation Primary	N	N/A
Academy Primary	N	N/A
Free School Primary	N	N/A

Comments: Nothing to note.

E. Composite prospectus – admission to sixth form

The School Information (England) Regulations 2008, regulation 5 requires the local authority to publish no later than 12 September in the offer year a composite prospectus for primary and secondary schools. Regulation 6 deals with the manner of the publication of the prospectuses and schedule 2 to the regulations details the information to be included in a prospectus.

Schedule 2, paragraph 14 says of what is to be included: *“The determined admission arrangements for the school in relation to each relevant age group at the school (including ages above and below the compulsory school age) and, where the arrangements include a supplementary information form a copy of that form.”*

- (a) How were the admission arrangements for admission to the sixth form of schools that admit students new to the school to year 12 included in a composite prospectus for admissions in September 2015?
- (i) With the admission arrangements for each school admission to the earlier relevant age group (for example Year 7) for admission?

Tick as appropriate: Yes No

or

(ii) In a separate composite prospectus for the sixth form?

Tick as appropriate: Yes No

or

(iii) Other, please describe how the requirements of the regulations are met.

Comments: N/A

(b) If the requirements of the regulations were not met for admissions in 2015, please give reasons why.

Comments: N/A

F. Admission Forum

(a) Does your local authority still have an admission forum?

Tick as appropriate: Yes No

(b) Has this been continuous or re-instated?

Tick as appropriate: Continuous Re-instated

If **YES**, which groups, (types of schools and other bodies) are represented on the Admission Forum?

Comments: The admission forum has been replaced by Nottinghamshire County Council's Place Planning and Admissions Board. Membership includes: primary and secondary headteachers; representatives from the Church of England and Roman Catholic dioceses; representative from Nottingham City; group managers and officers responsible for the County's place planning, admissions and capital investment strategies; the Service Director for Standards and Inclusion; the chair of the County Council's Children and Young People's Committee.

How often does this forum meet?

Comments: The Place Planning and Admissions Board meets termly.

What do you see as the key benefits arising from this forum?

Comments: The board formally cements the links between place planning and admissions, providing a useful forum at which the strategic direction setting of these teams can be challenged. The group receives regular updates on how Nottinghamshire County Council is addressing issues arising from the increasing pressure on places, and acts as an expert sounding board for the development of new initiatives.

G. Local Authority Issues

Please provide details of any other issues that you would like to raise and comment on that are not already covered in this report.

Comments: Although many of determined arrangements for 2016-2017 required amendments to ensure compliance, there was overall an improvement. There were generally fewer (and mostly minor) points to be amended.

Thank you for completing this report

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