

meeting COUNTY COUNCIL

date 15 April 2010

agenda item number **8**

REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN AND YOUNG PEOPLE'S SERVICES

Nottinghamshire School Admission Arrangements 2011/2012

Purpose of report

1. To determine the arrangements for admission of pupils into Nottinghamshire voluntary controlled and community schools alongside the coordinated admission arrangements for all pupils resident within Nottinghamshire and those applying for Nottinghamshire schools for 2011/2012.
2. These arrangements for 2011/2012 specifically include:
 - planned admission number (PAN) and oversubscription criteria for voluntary controlled and community schools
 - change to the linked secondary school for John Blow Primary School and Muskham Primary School which extends the catchment area for Tuxford Secondary school
 - preliminary proposal regarding extension of free home to school travel
 - admissions to sixth form including entry requirements
 - the point of entry for first admission to school (reception age)
 - the Nottinghamshire Coordinated Scheme for 2011/2012 (intake and in year arrangements).
3. In addition this report seeks approval of:
 - the in-year coordinated scheme for 2010/2011 for maintained schools and academies. This became a requirement for all local authorities within the revised School Admissions Code (February 2009)
 - the Fair Access Protocol for Nottinghamshire including all maintained schools and academies which will apply with immediate effect.

Information and advice

Background

4. Nottinghamshire County Council as the Local Authority is responsible for co-ordinating admission arrangements for all maintained schools and Academies in its area and for determining admission arrangements for community and voluntary controlled schools. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Code (SAC) 2009.
5. All admission authorities must consult by 1 March in the determination year on the admission arrangements for those schools for which they are responsible. The County Council carried out consultation between 1 December 2009 and 31 January 2010 with:
 - All other admission authorities within the relevant area*
Nottinghamshire has previously consulted on it's relevant area and has established 7 relevant areas which are coterminous with the 7 district council areas – there is no proposal to change this arrangement
 - The School Admission Forum
 - Admission authorities in neighbouring Local Authority areas
 - The relevant religious authorities
 - Parents and community groups with an interest in the local area
6. The consultation this year has included additional admissions related issues required by new legislation and local priorities. The full consultation document was posted on the County Council's public website. An email notifying all consultees together with an advert in the local press was issued week commencing 30 November 2009. A reminder of the closing date for responses to the consultation was emailed on 15 January 2010 and an advert placed in the local press week commencing 18 January 2010.
7. A total of 42 responses from voluntary controlled and community schools within Nottinghamshire and 1 response from an "own" admission authority school were received by the closing date of 31 January 2010.
8. Admission arrangements must be agreed (determined) by 15 April 2010 and notified to the Secretary of State.

Key points for consideration:

General Admission arrangements for Community and Voluntary – Controlled Schools

9. Admission arrangements for community and voluntary controlled schools remain the same where principally the oversubscription criteria give priority to looked after children, those pupils living within a designated catchment area, having a brother or sister attending the school, or by attendance at a linked infant/junior/primary school. Some

voluntary controlled schools also have an additional denominational criterion. Full details are available at Appendix 2. In line with the School Admissions Code, oversubscription criteria are applied where there are more applications than places available to determine which pupils may be granted a place – this is applied after those pupils who have a statement of special educational need which names the school have first been allocated a place.

10. It is proposed to continue the established arrangements for pupils who move into a school's catchment area outside the normal admissions rounds. Other than in exceptional circumstances such as those set out in statutory guidance, if the parent applies for a place at their catchment area community or voluntary controlled school they will be allocated a place if they apply within 30 days of their move **and** there is no alternative school with places available within reasonable statutory walking distance 2 miles (3.2 km) for children up the age of 8 and 3 miles (4.8 km) for children aged 8 and over.
11. Children of UK service personnel and other crown servants will be treated as meeting the residency criteria for a catchment area even if no house is owned in that area, once proof of the posting has been provided.
12. All respondents to the consultation agreed with the general admission arrangements.

Terms and definitions

13. **Distance measurements** – when required to determine priority for admission, distance will be measured in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated using computer software, which is currently *arcview*. In the event of needing to discriminate between pupils living in the same block of flats, where *arcview* produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.
14. **Home address** - The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The Local Education

Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters.

15. **Looked after child** - For school admissions the County Council will use the following definition:

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or provided with accommodation for more than 24 hours by the authority. Looked After Children may fall into one of the following groups:

- Children who are accommodated under a voluntary agreement with their parents (section 20)
- Children who are the subjects of a care order (section 31) or interim care order (section 38)
- Children who are the subjects of emergency orders for their protection (sections 44 and 46)
- Children who are compulsorily accommodated – this includes children remanded to the local authority or subject to criminal justice supervision order with a residence requirement (section 21)

16. The term 'in care' refers only to children who are subject to a care order by the courts under section 31 of the Children Act 1989; they may live with foster carers, in a Children's home, in a residential school, with relatives or with parents under supervision.

17. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under section 20 of the Children Act; they may live in foster care, in a Children's home or in a residential school. All these groups are said to be 'Looked After Children' (LAC). They may be Looked After by our Local Authority (LA), or may be in the care of another LA, but living in or attending a school in our LA.

18. **Parents** – For school admissions the LA will consider the following as parents:

- The mother of the child
- An adoptive parent
- The father of the child where he was married to the mother either when the child was born or at a later date
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- Any other person who has acquired 'parental responsibility through the courts

19. **Siblings** - For school admissions the LA will consider the following as sibling:

- A brother or sister who share the same parents
- A half-brother or half-sister or legally adopted child living at the same address as the child
- A child looked after by a local authority placed in a foster family with other school age children

- Stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.
20. **Twins and multiple births** - where one child of a multiple birth can be admitted, the other child/children will also be admitted unless this would create an infant class of more than 30 pupils.
 21. **Nomadic Travellers** –include Highly Mobile Gypsy, Roma and Traveller children and young people who are temporarily resident in Nottinghamshire, for example, staying on a temporary roadside encampment, or in the county as part of a travelling fairground or circus.

Planned Admission Numbers (PANs)

22. All schools must have an admission number for each relevant age group. This is defined in law as an age group in which pupils are or will normally be admitted to the school in question. The proposed planned admission numbers (PANs) for all Nottinghamshire community and voluntary controlled schools are included in **Appendix 1**. Where there has been a change to PAN the information is **highlighted**.
23. For applications outside the normal admissions round, applications for admission to other year groups will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the published admission number (PAN) which applied when the year group was first admitted to the school will apply. If places are available within the year group the child will normally be admitted to the school.
24. 36 responses to the consultation were received from voluntary controlled and community schools. Further discussions were held with schools proposing revised PANs and the final agreed numbers are shown in Appendix 1. One “own” admission authority school agreed with the proposed planned admission numbers

Oversubscription criteria

25. Oversubscription criteria are the published admissions criteria that an admissions authority uses to determine the priority of applications for school places. These criteria are used in the event of more applications being received than there are places available: that is, when the number of applications exceeds the planned admissions number. Proposed standard oversubscription criteria for county community and voluntary controlled schools together with any variations from the standard criteria (for example in order to reflect the particular religious affiliation of a voluntary controlled school) are all described in **Appendix 2**. One change has been agreed regarding the introduction of an additional criteria for Bagthorpe CE Primary School (for year 3 intake only) – all other criteria remain the same.
26. All respondents agreed with the oversubscription criteria.

Admissions to sixth forms

27. Where a school operates a 6th form the School Admissions Code requires them to publish information regarding entry. The Code recognises two categories of pupil to be considered:
 - a. Pupils already in the school who need not apply formally for places in yr 12;
 - b. Pupils from outside the school.
28. For each category, there could be 'open access' to the school's sixth form, whereby any pupil who wants a place in Year 12 is allocated one regardless of their previous school or attainment. In these schools, any publications issued by the school e.g. school prospectus or sixth form brochure, would need to include this information for pupils, and parents. It is also possible for a school to operate a sixth form based on entry requirements. The School Admissions Code says that if this is the case, there should be objective criteria, which must apply to both categories of pupils, as indicated above. There should be a published admission number for pupils being admitted to the school for the first time, along with oversubscription criteria. As with any aspect of admissions regulations, interviews are strictly forbidden and entry to Year 12 should not take into account attendance or behaviour records (unless the pupil has been permanently excluded from the school).
29. Any pupil is entitled to appeal to an independent appeal panel if they are refused a place in Year 12. It is proposed that community and voluntary controlled schools continue to have 'open access' sixth forms unless the governing body has identified to the County Council their proposed entry requirements and these have been consulted upon. Oversubscription criteria for the sixth form, where they are necessary, are included in **Appendix 2**.
30. All those who responded agreed with the arrangements for admission to sixth form.

Change to linked secondary school for John Blow Primary School and Muskham Primary School

31. The Governing Bodies of John Blow Primary School Collingham, and Muskham Primary School formally requested that the admission arrangements regarding the catchment area links to their respective secondary schools be changed in order for the schools to become part of the of the Tuxford family of schools. Consultation on these requests took place during the autumn term 2009 involving all schools in the families of schools affected, ie: in relation to the request from John Blow Primary School, all governing bodies of the Tuxford and Grove School families were consulted. Regarding the proposal concerning Muskham School, all governing bodies of the Magnus and Tuxford School families were consulted.

32. The consultation documents outlining the issues and the proposals more fully are given in **Appendix 3**.

John Blow Primary School:

33. A previous consultation about a proposal for the school to join the Tuxford Family of schools was conducted in 2007. At the time this received almost unanimous support, however the County Council decided to maintain the status quo pending development of the Building Schools for the Future programme in the Newark and Sherwood District. During the summer term 2008, following the proposal to close Newark High School, schools and parents were consulted as to their views on John Blow School becoming part of the Grove Family of schools. At that time 28 'Collingham' respondents requested that the school join the Tuxford Family of schools. The decision was taken on balance that all the primary schools previously linked to Newark High School would move as a block to join the Grove family of schools.
34. Since that time, the governors of the John Blow School and parents in the local community have been in correspondence with the County Council to request that the matter be reconsidered in order to take account of the long standing pattern of parental preference, to secure stronger transition arrangements with the preferred secondary school, and to stem the drift of children to Lincolnshire schools. In 2009, 73% of year 6 children transferred to Lincolnshire as opposed to Nottinghamshire schools.

Responses to the consultation

35. Formal responses were received from 13 governing bodies: 6 were in agreement with the proposal including Tuxford Comprehensive School and John Blow Primary School; 5 were against including the Grove School, and two expressed no preference.
36. Additionally, 9 individual governors from John Blow Primary School stated their support for the proposal. Emails and letters from another 40 'Collingham' families were also received in the course of the consultation supporting the proposals.

Muskham Primary School:

37. Issues relating to the local geography and demography of the area, patterns of parental preference and historic sibling links with Tuxford School apply also in relation to Muskham Primary School. In September 2009 46% of Y6 children transferred to Lincolnshire secondary schools and 30% transferred to Tuxford School.

Responses to the consultation:

38. Formal responses were received from 11 governing bodies: 6 governing bodies were in agreement with the proposal including the governing bodies of both Tuxford Comprehensive and Muskham

Primary schools. 5 disagreed with the proposal, including the Magnus C of E Foundation School.

39. Additionally, 13 governors from Muskham stated their individual support for the proposal, and a further 99 written responses have been received from parents of pupils at Muskham School 98 of which were favour of the proposal that the school join the Tuxford family of schools.

Home to school transport policy – A preliminary proposal regarding the extension of free home to school travel

40. Full details of the current home to school transport policy are available on the NCC website, and no substantive changes are proposed for 2010 /2011. However, work is currently underway with a view to extending the provision of free travel for secondary aged pupils to preferred schools, as part of a rolling programme, beginning in September 2011. The scheme being explored will initially apply to young people resident in the county and attending Nottinghamshire schools in year 7. Revised arrangements will allow them to access the existing transport network to maintained schools and Academies in the county, where they live over the statutory walking distance. It is anticipated that the scheme will apply incrementally in subsequent years to each year 7 cohort until all secondary school year groups of statutory school age are encompassed under the new policy. As part of the recent consultation on admission arrangements, stakeholders were invited to comment on this provisional proposal. Of the 23 responses received to the consultation, all commented in favour of the idea to extend free travel. Further more detailed information about proposals to extend free travel to schools are to be made widely available prior to a formal recommendation being progressed for approval before the end of the academic year 2009 /2010.

Single point of entry: first time admissions (reception)

41. Statutory school age is the beginning of the term after the child's fifth birthday. "Point of entry" refers to the date at which a child is first admitted to school. The current admissions policy for Nottinghamshire community and voluntary controlled schools is that children may be admitted full time to main school up to two terms earlier than statutory school age, if those terms fall within the same school year. This means that school governing bodies have been able to set admission policies allowing children either to enter the reception class each term (three points of entry), or at the start of the autumn and spring terms (two points of entry) or at the start of the school year (single point of entry).
42. All Nottinghamshire's neighbouring local authorities now have a "rising fives" entry policy, whereby all children start school at the beginning of the school year in which they will reach the age of five. In addition, within Nottinghamshire a significant number of voluntary aided schools (whose governing bodies are their own admission authorities) have a single point of entry.

43. In September and October 2009, prompted by discussions which had taken place earlier in the year at the School Admissions Forum, all primary phase schools (270) and private voluntary and independent (PVI) sector providers for early years education (260) within Nottinghamshire were consulted on a proposal to change the Nottinghamshire admission policy. This led to full consultation as part of the formal annual admissions consultation. 20 respondents agreed with the proposal and 13 voiced objections in the responses received.
44. However, at the same time the DCSF undertook consultation on the recommendation of the Rose Primary Curriculum Review that children should be able to start school from the September after they reach the age of four. As a consequence, on 10 February 2010, the revised School Admissions Code (2010) came into effect.
45. In paragraph 2.65 of the revised Code, it is stated that “for admission to the 2011–12 school year, and subsequent years, admission authorities for primary schools **must** provide for the admission of all children in the September following their fourth birthday”. Furthermore, the paragraph 2.69 provides that: “Admission authorities **must** allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child’s entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and not offer it to another child”. . It also requires admission authorities to make it clear to parents that they may request part or full-time places for such children, until they reach compulsory school age.

Co-ordinated Scheme for Admissions 2011/2012 and the In Year Coordinated Scheme for 2010/2011

46. From 2011/2012 local authorities must have “Co-ordinated Schemes” in place for coordinating all applications from parents to maintained schools and Academies in their area. Local Authorities are also required to introduce an In-year Co-ordinated Scheme with effect from September 2010, to deal with what are sometimes referred to as “casual” or “mid-year” admissions. Full details of the Co-ordinated Schemes dealing with both the normal admissions round and In-year admissions, including timelines for co-ordinated arrangements are attached at **Appendix 4.i and 4.ii**.
47. Co-ordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area (“the home authority”) who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority. Parents/carers can state preferences for any category of maintained school, either in Nottinghamshire (the “home local authority”) or any other school in another local authority area. Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council irrespective of the school they are applying for. All offers of school places including those made on behalf of own Admission Authorities (foundation and aided schools and

Academies) will be made by Nottinghamshire County Council as the Local Authority.

48. To facilitate the implementation of the revised School Admissions Code the number of primary and secondary preferences is now the same for both phases. Primary dates are now statutory and are detailed in the attached co-ordinated scheme along with secondary dates. It is proposed that parents be invited to express up to **four** preferences in priority order on a common application form for primary and secondary schools. An 'equal preference' scheme will operate in that all stated preferences will be considered against the over-subscription criteria for each named school by the appropriate admission authority. If more than one offer can be made, the highest ranking offer will be made to the parent.
49. 27 voluntary controlled and community schools responded to the consultation, 26 were in favour of the proposed coordinated scheme. The scheme has been revised to take account of comments received from an "own" admission authority,

Fair Access Protocol

50. All Local Authorities must have a Fair Access Protocol (FAP) and **all** schools including Academies must participate in it to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol is intended for use only if a suitable place cannot not be secured promptly using the normal in year arrangements. The School Admissions Forum must monitor the effectiveness of the Fair Access Protocol.
51. The draft FAP was discussed with the School Admissions Forum (SAF) and distributed with the Admissions Arrangements consultation pack to all schools and SAF members in December 2009. 25 responses were received, with 24 expressing support for the protocol and one school requesting amendment of it. Having taken these responses into account, Nottinghamshire County Council's Fair Access Protocol is attached at **Appendix 5**.

Statutory and policy implications

52. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service. Where such implications are material, they have been described in the text of the report. The new requirement for in-year coordinated admission arrangements for home local authorities places additional duties and functions on the County Council in respect of the increase in number of preferences to be processed.

Financial implications

53. The implementation of the School Admissions Code brings additional workload to coordinating Authorities. This will be monitored in terms of impact on human and financial resources for the Admissions service.

54. There are minimal financial implications arising from the introduction of a single point of entry to school at the beginning of each school year and it is anticipated that there will be a neutral impact on the schools budget as a whole.
55. Future proposals to provide free travel to preferred schools for young people in years 7 – 11, will have financial implications for the County Council. Initial scoping of anticipated costs suggests an increase in excess of £300,000 in the first year of implementation, rising incrementally in subsequent years in the event of a rollout of the scheme. As this report indicates, more information about proposals to extend free travel to schools are to be made widely available prior to a formal recommendation being progressed for approval.

Equal opportunities implications

56. School admission arrangements are an important part of ensuring that children are able to take up their right to access education. By publishing clear over-subscription criteria and admission arrangements, the County Council is ensuring that children are provided with equality of opportunity. The Fair Access Protocol is designed in accordance with the provisions of the School Admissions Code 2009 to secure prompt access to school places for children in vulnerable groups. Equality Impact Assessments have been conducted in respect of the Admission Arrangements 2011 / 2012 and the Fair Access Protocol.

Implications for service users

57. Over 25,000 families express a school preference each year and primary schools particularly are closely involved in the administration of the admissions systems. The admission arrangements aim to create a fair and transparent system for allocating school places which does not place unnecessary administrative burdens on schools. The introduction of the in-year coordinated scheme for all pupils resident with Nottinghamshire will be a simpler system for parents when accessing the admissions system. The FAP will ensure that unplaced children, especially vulnerable children, will be offered a place at a suitable school as quickly as possible.

Corporate Services (Property Division) implications

58. Schools' requests for changes to their published admission have been considered carefully in the light of information about existing and planned school accommodation.

RECOMMENDATION

59. That:
 - (1) the general admission arrangements for community and voluntary controlled schools for 2011/2012 **be approved** to include:

- the planned admission numbers (PANs) for 2011/2012 as attached **Appendix 1**;
 - the oversubscription criteria as attached in **Appendix 2**;
 - entry requirements re Admissions to 6th Forms **Appendix 2**;
 - changes to linked secondary school for John Blow Primary School and Muskham Primary School **Appendix 3**.
- (2) the preliminary proposal regarding the extension of free home to school travel **be noted**, pending further consultation;
 - (3) in line with the revised School Admissions Code (2010), the changes to arrangements for first time admission to school from 2011/2012 **be noted**;
 - (4) the co-ordinated admission schemes for 2011-2012 including the increase to 4 preferences and new timelines for 2011/2012 **be approved Appendix 4.i**;
 - (5) the In-year Co-ordinated Scheme from September 2010 **be approved Appendix 4.ii**;
 - (6) The Nottinghamshire Fair Access Protocol **be approved** with immediate effect **Appendix 5**.

ANTHONY MAY

Corporate Director for Children and Young People's Services

Reasons for recommendation

60. The recommendations enable the County Council to meet its statutory responsibilities with regard to the revised School Admissions Code 2010 in a way which balances the wishes and aspirations of parents with schools' local priorities. Recommendations include requirements to enable single point of entry at first admission to school and the introduction of the Fair Access Protocol for Nottinghamshire.

Other options considered

61. All of the recommendations in this report are the product of careful consideration of the existing arrangements against the requirements of the revised School Admissions Code and the views of consultees. Consistency and continuity are important aspects of school admission arrangements to enable both parents and schools to plan well ahead for their children. Consequently changes which are proposed are in response to new legislation, to enhance the fairness of the arrangements, or in response to demographic and other local changes which make it necessary to amend the arrangements to better meet parents' needs and aspirations.

Legal Services comments (LM/4.3.2010)

62. Under the Constitution, determining school admission arrangements, which is part of the policy framework, is reserved to the County Council.

Financial comments of the Service Director – Finance (NDR)

63. The financial implications are set out in the report.

Background papers available for inspection

School Admissions Code 2009 (revision 2010)

Consultation on Admission Arrangements Community and Voluntary Controlled Schools 2011/2012

Electoral division(s) affected

Nottinghamshire

M19C2567

List of Appendices

1. Planned Admission Numbers
2. Oversubscription Criteria
3. Muskham Primary School and John Blow Primary School Consultation Documents
4. Co-ordinated Admission Schemes
 - i. Co-ordinated Scheme 2011-2012
 - ii In-Year Co-ordinated Scheme 2010-2011
5. Fair Access Protocol

**APPENDIX 1
PANS 2011-2012**

2011/2012 Proposed Admission Number (PAN) for voluntary controlled and community primary schools

Ashfield Area Proposed PANS 2011-2012		
School	Key Stage 1	Key Stage 2
Annesley Primary	30	
Annie Holgate Infant	60	
Annie Holgate Junior		60
<i>Bagthorpe Primary</i>	15	15
Beardall Street Primary	30	
Broomhill Junior		60
Butlers Hill Infant	60	
Carsic Primary	60	
Croft Primary	50	
Dalestorth Primary	30	
<i>Daneswood Junior</i>		48
Edgewood Primary	40	
Forest Glade Primary	30	
Greenwood Primary	60	
Healdswood Infant	60	
<i>Hillocks Primary</i>	30	
Hillside Primary	60	
<i>Hoggs Lane Primary (formerly Kirkby Nursery Centre and Coxmoor Primary)</i>	30	
Holly Hill Primary	50	
Jacksdale Primary	25	20
Jeffries Primary	40	
John Davies Primary	30	35
Kingsway Primary	30	
Kirkby Woodhouse Primary	50	
<i>Leamington Primary</i>	60	
Leen Mills Primary	50	
Mapplewells Primary	30	
Morven Park	60	
Orchard Primary	40	
Priestsic Primary	60	
St Andrews CE Primary	45	
Selston CE Infant	25	
Underwood CE Primary	20	
Westwood Infant	20	

Bassetlaw Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Beckingham Primary	15	
Bracken Lane Primary	30	
Carr Hill Primary	40	50
Clarborough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
East Markham Primary	15	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	18	
Hallcroft Infant	40	
Kingston Park Primary	40	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
Misson Primary	16	
Misterton Primary	30	
Norbridge Primary	30	
North Leverton CE Primary	15	
North Wheatley CE Primary	8	
Ordsall Primary	50	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	10	
Ramsden Primary	25	
Ranby CE Primary	10	
Ranksill Primary	15	
Redlands Primary	50	
Ryton Park Primary	75	
Serlby Park (primary phase)	60	
Sir Edmund Hillary Primary	45	
St Augustines Infant	60	
St Augustines Junior		60
St Johns CE Primary	60	
St Matthews CE Primary	10	
Thrumpton Primary	30	
Tuxford Primary	30	
Walkeringham Primary	8	

Broxtowe Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsworth Primary	40	
Banks Road Infant	60	
Beeston Fields Primary	40	
Bispham Drive Junior		60
Bramcote Hills Primary	50	
Brinsley Primary	30	
Brookhill Leys Primary	50	
Chetwynd Road Primary	40	
College House Junior		80
Eskdale Junior		70
Fairfield Primary	30	70
Gilthill Primary	30	
Greasley Beauvale Primary	50	
Hollywell Primary	30	
Horsendale Primary	30	
John Clifford Primary	60	
Kimberley Primary	20	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary	30	
Meadow Lane Infant	70	
Mornington Primary	40	
Round Hill Primary	60	
Rylands Junior	50	
Springbank Primary (formerly Eastwood Infant/Junior)	30*	
St Johns CE Primary	15	
Sunnyside Primary	15	
Trent Vale Infant	50	
Trowell CE Primary	25	
Wadsworth Fields Primary	60	
William Lilley Infant	60	

**Springbank Primary – as published in statutory notice May 2009*

Gedling Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Abbey Gates Primary	30	
All Hallows CE Primary	30	
Arnbrook Primary	40	
Arno Vale Junior		60
Arnold Mill Primary	40	
Arnold View Primary	40	
Burton Joyce Primary	45	
Carlton Central Infant	45	
Carlton Central Junior		50
Coppice Farm Primary	30	
Ernehale Infant	60	
Ernehale Junior		60
Haddon Primary	30	
Hawthorne Primary	25	
Killisick Junior		50
Lambley Primary	18	
Manor Park Infant	40	
Mapperley Plains Primary	45	
Netherfield Primary	60	
Newstead Primary	20	
Parkdale Primary	60	
Phoenix Infant	60	
Pinewood Infant	40	
Porchester Junior		45
Priory Junior		50
Richard Bonington Primary	50	
Robert Mellors Primary	30	
Sir John Sherbrooke Junior		50
St Wilfrids CE Primary	30	
Standhill Infant	45	
Stanhope Primary	40	
Westdale Infant	60	
Westdale Junior		60
Willow Farm Primary	30	
Woodthorpe Infant	60	

Mansfield Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Abbey Primary	30	
Asquith Primary	50	
Berry Hill Primary	45	
Birklands Primary	40	
Church Vale Primary	30	
Crescent Primary	50	
Eastlands Junior		40
Ethel Wainwright Primary	60	
Farmilo Primary	30	
Forest Town Primary	45	
Heatherley Primary	30	
Heathlands Primary	25	
Hetts Lane Infant	60	
High Oakham Primary	60	
Holly Primary	40	
Intake Farm Primary	30	
John T Rice Infant	45	
King Edward Primary	50	
Leas Park Junior		70
Netherfield Infant	30	
Nettleworth Infant	70	
Newgate Lane Primary	25	
Newlands Junior		45
Northfield Primary	30	
Oak Tree Primary	40	
Peafield Lane Primary	45	
Robin Hood Primary	30	
Rosebrook Primary	40	
Sherwood Junior		60
St Edmunds CE Primary	30	
Sutton Road Primary	50	
Wynndale Primary	30	

Newark Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Barnby Road Primary	50	
Bishop Alexander Primary	45	
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Bowbridge Primary	60	
Chuter Ede Primary	60	
Coddington CE Primary	50	
Crompton View Primary	40	
Dean Hole CE Primary	8	
Forest View Junior		60
Halam CE Primary	17	
Hawtonville Junior		60
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	50	
Kirklington Primary	8	
Kneesall CE Primary	13	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Ang/Meth Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	10	
Norwell CE Primary	10	
Oliver Quibell Infant	40	
Ollerton Primary	50	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Samuel Barlow Primary	40	
St Peters CE Primary	30	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
Winthorpe Primary	15	

Rushcliffe Area Proposed PANS 2011-2012

School	Key Stage 1	Key Stage 2
Abbey Road Primary	60	
Brookside Primary	30	
Bunny CE Primary	14	
Candleby Lane Primary	60	
Carnarvon Primary	60	
Costock CE Primary	10	
Cropwell Bishop Primary	30	
Crossdale Drive Primary	30	
Edwalton Primary	40	
Flintham Primary	15	
Gotham Primary	25	
Greythorn Primary	45	
Heymann Primary	50	
James Peacock Infant	60	
Jesse Gray Primary	60	
Keyworth Primary	30	
Kinoulton Primary	20	
Lady Bay Primary	50	
Langar CE Primary	15	
Lantern Lane Primary	44	
Normanton On Soar Primary	12	
Orston Primary	20	
Radcliffe On Trent Infant	70	
Radcliffe On Trent Junior		70
Robert Miles Infant	60	
Robert Miles Junior		60
St Peters East Bridgford CE Primary	30	
St Peters Ruddington CE Junior		60
Sutton Bonnington Primary	30	
Tollerton Primary	30	
West Bridgford Infant	80	
West Bridgford Junior		80
Willoughby Primary	7	
Willow Brook Primary	30	

2011-2012 Proposed PANS for voluntary controlled and community secondary schools

Ashfield Area	
Ashfield School	405
Holgate Comprehensive School	240
Kirkby College	150
Selston Arts & Community College	180
Quarrydale Comprehensive School	180
Sutton Centre Community College <i>* proposal for Academy status Sept 2010 – if this proposal is accepted the new proposed PAN may be 180.</i>	167
Bassetlaw Area	
Elizabethan High School	240
Portland Comprehensive School	300
Retford Oaks High School	240
Serlby Park School	120
Tuxford Comprehensive School	240
Valley Comprehensive School	300
Broxtowe Area	
Alderman White School	240
Bramcote Park Business & Enterprise School	153
Eastwood Comprehensive School	210
Gedling Area	
Colonel Frank Seely Comprehensive School	180
The Gedling School	180
The Wheldon School	180
Mansfield Area	
Garibaldi College	185
Meden School & Technology College	240
The Brunts School	260
The Manor School	240
Newark Area	
Grove Comprehensive School	210
The Dukeries Community College	225
Rushcliffe Area	
Harry Carlton Comprehensive School	200
Rushcliffe Comprehensive School	232

COMMUNITY AND VOLUNTARY CONTROLLED INFANT AND PRIMARY SCHOOLS – STANDARD RECEPTION YEAR ADMISSION CRITERIA: 2011/2012

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- Children looked after by a local authority.
- Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
- Other children who live in the catchment area.
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
- Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

2011-2012 VOLUNTARY CONTROLLED PRIMARY PHASE SCHOOLS WITH VARIATIONS FROM THE STANDARD CRITERIA

- All Hallows CE Primary School, Gedling
- Cuckney CE Primary School, Bassetlaw
- Dean Hole CE Primary School, Newark
- Holy Trinity CE Infant School, Newark
- Kneesall CE Primary School, Newark
- Lowe's Wong Anglican/Methodist Junior School, Newark
- North Leverton CE Primary School, Bassetlaw
- North Wheatley CE Primary School, Bassetlaw
- Ranby CE Primary School, Bassetlaw
- St Andrew's CE Primary School, Ashfield
- St John's CE Primary School, Stapleford, Broxtowe
- St Matthew's CE Primary School, Bassetlaw
- St Peter's CE Primary School, East Bridgford, Rushcliffe
- Trowell CE Primary School, Broxtowe

These schools have the standard criteria with the addition of a denominational criterion:

“Applicants who live outside the catchment area and who/whose parents attend the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement.”

The detail will vary from school to school. School prospectuses will give the exact criterion, including the names of relevant churches.

Admission criteria for St Wilfrid's CE Primary School, Gedling

Children looked after by a local authority

Within Calverton - the civil parish of Calverton

- Children who live in the catchment area and who, at the time of admission, have a brother or sister attending the school.
- Children who live in the catchment area and have a parent or carer (either male or female) who have attended a Church service on average twice a month during the previous year at either:
 - The Church of England
 - A Church which is a member of the Churches Together in England. (Information from the appropriate Minister confirming attendance will be required)
- Other children who live in the catchment area.

Outside Calverton

- Children who live outside the catchment area and who, at the time of admission, have a brother or sister attending the school
- Children who live outside the catchment area and have a parent or carer (either male or female) who have attended a Church service on average twice a month during the previous year at either:
 - The Church of England
 - A Church which is a member of the Churches Together in England. (Information from the appropriate Minister confirming attendance will be required)
- Other children who live outside the catchment area.

COMMUNITY JUNIOR AND THOSE PRIMARY SCHOOLS ADMITTING YEAR 3 CHILDREN FROM A LINKED INFANT SCHOOL – STANDARD YEAR 3 ADMISSION CRITERIA: 2011-2012

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- Children looked after by a local authority.
- Children who attend the linked infant school and who, at the time of admission, will have a brother or sister at the school or the linked infant school.
- Other children who attend the linked infant school.
- Children who live inside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
- Other children who live in the catchment area and do not attend the linked infant school.
- Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
- Other children who live outside the catchment area and who do not attend the linked infant school.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

COMMUNITY JUNIOR AND THOSE PRIMARY SCHOOLS ADMITTING YEAR 3 CHILDREN FROM A LINKED INFANT SCHOOL WITH VARIATIONS FROM THE STANDARD CRITERIA 2011-2012

- **Bagthorpe CE Primary School, Ashfield**
- **Bispham Drive Junior School, Broxtowe**
- **St Peter's CE Junior School, Ruddington, Rushcliffe**

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- Children looked after by a local authority.
- Children who live in the catchment area **and** attend the linked infant school and who, at the time of admission, will have a brother or sister at the school or the linked infant school.
- Other children who live in the catchment area **and** attend the linked infant school.
- Children who live inside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
- Other children who live in the catchment area and do not attend the linked infant school.
- Children who live outside the catchment area but attend the linked infant school **and** who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
- Children who live outside the catchment area but attend the linked infant school.
- Children who live outside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school (or the linked infant school)
- Other children who live outside the catchment area

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria. Children of nomadic Travellers will be allocated a place at their catchment area school.

COMMUNITY SECONDARY SCHOOLS – STANDARD YEAR 7 ADMISSION CRITERIA: 2011-2012

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- Children looked after by a local authority.
- Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
- Other children who live in the catchment area.
- Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who will have a brother or sister at the preferred secondary school at the time of admission.
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
- Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school.
- Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

COMMUNITY SECONDARY SCHOOLS WITH VARIATIONS FROM THE STANDARD CRITERIA 2011-2012

- **Portland Comprehensive School, Bassetlaw**

The second and third criteria vary from the standard criteria.

- 'Children who live in the catchment area or attend one of the schools marked * below, and who at the time of admission, will have a brother or sister attending the school
- Children who live in the catchment area or attend one of the named schools marked * below

* St Anne's CE Primary, St Augustine's Junior, Priory CE Primary

- **Serlby Park School (3-18 Business and Enterprise Learning Community), Bassetlaw**

In addition to the standard criteria it should be noted that children already attending the primary phase at the school, transfer automatically into Year 7 unless their parents request otherwise.

- **Valley Comprehensive School, Bassetlaw**

The admission criteria include an additional penultimate criterion:

- 'Children who live in the catchment area of St Augustine's and Gateford Park Schools.'

**COMMUNITY SECONDARY SCHOOLS –
STANDARD SIXTH FORM ADMISSION CRITERIA: 2011-2012**

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

- Children looked after by a local authority.
- Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
- Other children who live in the catchment area.
- Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
- Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

Details on specific entry requirements are given overleaf.

ENTRY REQUIREMENTS FOR SIXTH FORMS

	AS-A2 Levels	B Tech Courses
Ashfield	Requirements dependent on courses	Requirements dependent on courses
The Brunts	Requirements dependent on courses	Requirements dependent on courses
Colonel Frank Seeley	5 GCSE passes at A* - C level	Requirements Dependent on courses
Dukeries	5 A*-C for AS levels including English and Maths ; plus some subjects have individual requirements	Requirements dependent on courses
Eastwood	4 GCSE passes at A*-C	
Elizabethan High School	Yrs 12 & 13 students remain on school roll but attend Post 16 college in Retford – 5 passes at A*-C level plus some subjects have individual requirements	These are done through North Notts College
Garibaldi	5 GCSE passes at A*-C level plus individual requirements for some courses	
Grove	5 GCSE passes at A*-C level plus individual requirements for some courses	
Harry Carlton	5 GCSE passes at A*-C level including Maths and English	
Holgate	Requirements dependent on courses	Requirements dependent on courses
Kirkby	Requirements dependent on courses	
Manor	5 GCSE passes at A*-C level	
Meden		
Portland	Yrs 12 & 13 students remain on school roll but attend Post 16 college in Worksop – 5 passes at A*-C level	
Quarrydale	Requirements dependent on courses	
Retford Oaks	Yrs 12 & 13 students remain on school roll but attend Post 16 college in Retford – 5 passes at A*-C level plus some subjects have individual requirements	
Rushcliffe	5 passes at A*-C level They are also in partnership with South Notts College	
Serlby Park	English Maths Science A* -C GCSE passes. In chosen subject must also have a B – GCSE	
Sutton Centre		
Tuxford		
Valley	Yrs 12 & 13 students remain on school roll but attend Post 16 college in Worksop – 5 passes at A*-C level	
Wheldon		

NB: where entry requirements are not specified above they must comprise objective criteria (see paragraphs 28 and 29 of the main report).

APPENDIX 3

Information in respect of changes to linked secondary school arrangements for John Blow Primary School and Muskham Primary School

Report – Autumn Term 2009 Governing Body Meeting Agenda

All Governors in the Grove and Tuxford families of schools

Tuxford School – Review of Admission Arrangements

Introduction

The purpose of this report is to:

- ascertain the views of governing bodies and governors regarding the proposal that the catchment area of Tuxford Comprehensive School be extended to include the catchment area of John Blow Primary School, and that the John Blow Primary School become part of the Tuxford family of schools.

This report is being sent to all governors in the Grove and Tuxford families of schools during the Autumn term 2009 in order that governors may consider their response, either as individuals or as a governing body in time to amend arrangements, if appropriate, for the start of the 2011/2012 school year.

A similar request has been received from the governing body of Muskham Primary School and is the subject of consultation with all schools in the Tuxford and Magnus families.

Background

Governors will be aware that following a reorganisation of secondary education in the Bassetlaw area the County Council consulted governing bodies during 2007 regarding a formal request from the governing body of the John Blow Primary School, Collingham, that the link school for secondary admissions purposes and family of school relationships, be changed from that of the Grove School to Tuxford Comprehensive School. Local consultation, and the responses received generally indicated support for the change. However, following confirmation from the DfES (now DCSF) regarding Nottinghamshire's inclusion in the "Building Schools for the Future" programme the County Council took the view that it would be appropriate to consider school links when clarity has been established over the way forward.

It was therefore decided to defer a decision regarding changes to the families of schools and reconsider this request from John Blow Primary School at a later date.

Following the closure of Newark High School in 2008 John Blow Primary School became a member of the Grove Family of Schools and is therefore a linked school for primary to secondary admissions. Governors of John Blow Primary School have again requested that John Blow Primary School become a member of the Tuxford Comprehensive Family of Schools, and consequently a linked school for primary to secondary transfer.

It has been suggested to the County Council that in considering the appropriateness of this request the following should be taken into consideration:

- Few children from John Blow transferred to Newark High School, the linked secondary school prior to closure in 2008, in recent years. Whereas there is an established history of expressing a preference for and attending Tuxford as the preferred Nottinghamshire school – no Y6 pupils transferred to either Newark High in September 2006 or Grove in 2008 and 2009.
- Few pupils resident in the Collingham area have attended Newark High or Grove schools.
- There is evidence to show that parents of Y6 children attending John Blow Primary who are not confident that a place will be available at Tuxford tend to look for places at Lincolnshire schools – 80% in 2007, 60% in 2008 and 73% in 2009 transferred to Lincolnshire secondary schools. Increased confidence in being able to secure a place at Tuxford School as the catchment area school may reduce the drift to Lincolnshire schools at secondary transfer.
- There are established sibling links with Tuxford Comprehensive School.
- Transport links to Tuxford are established and reasonable.
- Tuxford, although generally oversubscribed, has a considerable number of spare places after admitting all in catchment pupils.
- John Blow is a rural primary school as are the majority of schools in the Tuxford Family of Schools. Closer relationships with similar schools will be to the benefit of all pupils.
- A strong link with a secondary school attended by most of the children from John Blow would benefit both individual pupils and the wider school communities.

- The Grove Family of schools became significantly enlarged with the addition of those schools previously in the Newark High School Family. A possible realignment of Collingham John Blow Primary School would reduce the overall size of the Grove family of schools to a more manageable number, and eliminate the existing anomalies for the schools concerned in relation to transition planning.

Tuxford School – Accommodation

Tuxford School has a Planned Admission Number (PAN) of 210. The school has sufficient places for all pupils resident in the catchment area and in recent years has admitted significant numbers of pupils to the intake year – approximately 40% - from outside the catchment area.

There are sufficient places available at the school for all pupils resident in the proposed revised catchment area.

Future Pupil Numbers.

Pupil number projections, based on the number of pupils already attending primary phase schools and established historical and demographic trends, indicates that there will be sufficient places at Tuxford School for all pupils resident in the catchment area for the foreseeable future.

Proposals

It is proposed that the catchment area of Tuxford School be extended to include the catchment area of John Blow Primary School.

The proposed catchment area is shown on Appendix Map 2.

Implications

- It is unlikely that the removal of John Blow from the Grove Family of Schools will have any significant impact on future pupil numbers at the Grove School
- Parents will continue to have the right to express a preference for the school of their choice which the County Council is required to comply with wherever possible.
- There are likely to be additional costs to the County Council regarding the provision of home to school Travel Assistance if the request is approved.

Action for Governors.

The County Council requests that governors consider and express a view as to the following options:

Option 1: That Tuxford Comprehensive School catchment area be extended to include the catchment area served by John Blow Primary School, Collingham.

Option 2: That the admission arrangements and family links for Tuxford Comprehensive School, the Grove School and John Blow Primary School remain as at present.

If Option 1 were to be approved by the County Council, it is proposed that the new admission arrangements would be effective from September 2011.

Governors are asked to consider the proposed options and inform Nottinghamshire County Council of their preferred option by Friday 11 December 2009 – either as a governing body or individually, using the form attached.

Report – Autumn Term 2009 Governing Body Meeting
Agenda

All Governors in the Magnus CE and Tuxford families of schools

Tuxford School – Review of Admission Arrangements

Introduction

The purpose of this report is to:

- ascertain the views of governing bodies and governors regarding the proposal that the catchment area of Tuxford Comprehensive School be extended to include the catchment area of Muskham Primary School, and that the Muskham Primary School become part of the Tuxford family of schools.

This report is being sent to all governors in the Magnus CE and Tuxford families of schools during the Autumn term 2009 in order that governors may consider their response, either as individuals or as a governing body in time to amend arrangements, if appropriate, for the start of the 2011/2012 school year.

A similar request has been received from the governing body of John Blow Primary School, Collingham, and is the subject of consultation with all schools in the Tuxford and Grove families.

Background

Governors of Muskham Primary School have requested that the school become a member of the Tuxford Comprehensive Family of Schools, and consequently a linked school for primary to secondary transfer.

It has been suggested to the County Council that in considering the appropriateness of this request the following should be taken into consideration:

- Few children from Muskham Primary have transferred to Magnus CE, the linked secondary school, in recent years – only three Y6 pupils transferred to Magnus CE in September 2007 and 2008, none in 2009.
- Few pupils from Muskham Primary have transferred to any of the Newark town secondary schools in recent years – only 3 in each of 2007, 2008 and 2009.
- There is an established history of Muskham parents expressing a preference for and gaining a place Tuxford as the preferred Nottinghamshire school – 25% in 2007, 35% in 2008 and 30% in 2009.
- There is evidence to show that parents of Y6 children attending Muskham Primary School who are not confident that a place will be

offered at Tuxford tend to look for places at Lincolnshire schools – 33% in 2007, 47% in 2008 and 46% in 2009 transferred to Lincolnshire secondary schools. Increased confidence in being able to secure a place at Tuxford School as the catchment area school may reduce the drift to Lincolnshire schools at secondary transfer.

- There are established sibling links with Tuxford.
- Transport links to Tuxford are established and reasonable.
- Tuxford, although generally oversubscribed, has a considerable number of spare places after admitting all in catchment pupils.
- Muskham is a rural primary school as are the majority of schools in the Tuxford Family of Schools. Closer relationships with similar schools will be to the benefit of all pupils.
- A strong link with a secondary school attended by most of the children from Muskham would benefit both individual pupils and the wider school communities.

Tuxford School – Accommodation

Tuxford School has a Planned Admission Number (PAN) of 210. The school has sufficient places for all pupils resident in the catchment area and in recent years has admitted significant numbers of pupils to the intake year – approximately 40% - from outside the catchment area. There are sufficient places available at the school for all pupils resident in the proposed catchment area.

Future Pupil Numbers.

Pupil number projections, based on the number of pupils already attending primary phase schools and established historical and demographic trends, indicates that there will be sufficient places at Tuxford School for all pupils resident in the catchment area for the foreseeable future.

Proposals

It is proposed that the catchment area of Tuxford School be extended to include the catchment area of Muskham Primary School.

The proposed catchment area is shown on Appendix Map 2.

Implications

- It is unlikely that the removal of Muskham from the Magnus Family of Schools will have any significant impact on future pupil numbers at Magnus
- Parents will continue to have the right to express a preference for the school of their choice which the County Council is required to comply with wherever possible.
- There are likely to be additional costs to the County Council regarding the provision of home to school Travel Assistance if the request is approved.

Action for Governors

The County Council requests that governors consider and express a view as to the following options:

Option 1: That Tuxford School catchment area be extended to include the catchment area served by Muskham Primary School.

Option 2: That the admission arrangements and family links for Tuxford Comprehensive School, the Magnus School and Muskham Primary School remain as at present.

If Option 1 were to be approved by the County Council, it is proposed that the new admission arrangements would be effective from September 2011.

Governors are asked to consider the proposed options and inform the County Council of their preferred option by Friday 11 December 2009 – either as a governing body or individually, using the form attached.



NOTTINGHAMSHIRE COUNTY COUNCIL

CO-ORDINATED SCHEMES

for:

All admissions from September 2011

Introduction

This scheme explains how Nottinghamshire County Council coordinates arrangements for admissions to schools. The School Admissions Code states that “Co-ordination schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority (“the home authority”).

Parents/carers can state preferences for any category of maintained school, either in Nottinghamshire (“home local authority”) or any other school in another local authority area:

- a) community
- b) voluntary controlled
- c) voluntary aided
- d) foundation
- e) academy
- f) trust

Governing Bodies of voluntary aided, foundation, trust schools and academies are responsible for determining their own admissions arrangements.

Nottinghamshire County Council’s coordinated scheme applies to:

- Children starting school for the first time (Reception);
- Children transferring from infant schools to junior education;
- Children transferring from primary phase to secondary education (these are known as “normal admissions rounds”)
- Applications for admission at any other time than those listed above (this is known as “In-year admissions”)

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other schools for whom the governing body is the admission authority. Our neighbouring authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council.

All offers of a place during the “normal admissions round” will be made on the published offer date – annex 1 and 2 give details of the timelines. Timelines for processing in year applications are attached at annex 3.

Nottinghamshire County Council has a Fair Access Protocol in place which all schools and Academies must participate in. This protocol process ensures that where the normal procedures for in-year admissions have been unsuccessful, a place is found quickly. The coordinated in-year timelines do not apply to those applications that meet the criteria for being processed under the Fair Access Protocol arrangements.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made on-line or by completing a paper application form.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.
4. Applications from parents/carers for a place at a voluntary controlled, voluntary aided, trust, foundation or academy school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary information form or other written evidence, e.g. from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admissions criteria. Whilst the supplementary form is not in itself a legal application for admission to a school, it is extremely important that where they form part of an oversubscription criteria they are completed in order to enable own admission authorities to consider applications fully. This information should be provided at the point of completing the common application form.
5. All completed applications by Nottinghamshire County Council residents must be returned to Nottinghamshire County Council together with any additional supporting information. Supplementary application forms should be returned to the County Council or own admission authorities as appropriate. Applicants may be requested to provide proof of residence in order that the local authority can verify the address of pupils living within the catchment area.

Processing applications

Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.

6. Nottinghamshire County Council will first exchange information about preferences for other local authority schools with our neighbouring local authorities.
7. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other admission authority schools within Nottinghamshire
8. Each admission authority will then apply their published admission criteria to all preferences to determine whether a place can/cannot be offered.

9. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
10. For residents of other local authorities, Nottinghamshire County Council will inform the “home local authority” whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

Provisional offers

11. Following exchange of information Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered Nottinghamshire County Council will provisionally allocate the highest preference.
12. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be refused. This may create vacancies at other schools. The process of information exchange is repeated to ensure the highest preference possible can be allocated.
13. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission criteria.
14. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary controlled school with places available. Places will be allocated according to the admission criteria.

Informing parents/carers

15. Nottinghamshire County Council will write to all Nottinghamshire residents who have made an application for any school detailing the outcome of their request. Letters are posted second class on offer day. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel.
16. Parent/carers are asked to confirm their acceptance of the allocated place and/or consider making a further application for up to **four** other schools. Allocated places may be withdrawn where a parent does not accept the offer within 14 days.
17. **During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.
 - Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
 - Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received

Waiting lists are maintained until the end of the Autumn Term for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools.

18. **For in-year applications**, Nottinghamshire County Council does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so. Where the child is on roll at a Nottinghamshire school, it is expected that they will continue to attend their current school until an alternative school has been found.

19. **Right of appeal**

Any parent/carer whose child is refused a place at a school for which they have applied has the right of appeal to an independent appeal panel. Except where their child has been permanently excluded from two or more schools and where at least one of those exclusions took place after 1 September 1997. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

20. **Late Applications – normal admissions rounds only**

Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided by:

- 10 December 2010 for children transferring from primary phase to secondary education
- 11 February 2011 for children starting school for the first time and for children transferring from infant schools to junior education

21. **Late applications received after:**

- 10 December 2010 for children transferring from primary phase to secondary education
- 11 February 2011 for children starting school for the first time and for children transferring from infant schools to junior education

will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances.

22. **False information**

Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

23. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

24. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

**ANNEX 1
SCHEME**

PRIMARY COORDINATED

(including children starting school for the first time and Infant to Junior transfers)

Timetable for Co-ordinated Admissions Arrangements

Stage	Date	Action
1	By 26 November 2010 [distribution w/c 25.10.10]	Information distributed to parents/carers
2	15 January 2011	Closing date for receipt of application forms
3	4 February 2011	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	11 February 2011	Last date for exceptional lates. Proof of residency to be received
5	By 11 February 2011	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
6	By 28 February 2011	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
7	By 14 March 2011	Nottinghamshire County Council will inform other local authorities of provisional offers
8	By 21 March 2011	Nottinghamshire County Council determines provisional offers taking into account the ranking preferences and will inform other local authorities of these provisional offers
9	By 28 March 2011	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 8 April 2011	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	15 April 2011	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Letters are posted second class
12	Within 14 days of offer day	Parents/carers to confirm acceptance of place offered
13	Appeals	Primary Appeals will begin from May 2011 onwards

Nottinghamshire County Council will aim for two allocation cycles only before National Offer Day.

Primary Coordinated Scheme: Key Dates 2010/2011

	August 2010						September 2010						October 2010					
M		2	9	16	23	30		6	13	20	27		4	11	18	25		
T		3	10	17	24	31		7	14	21	28		5	12	19	26		
W		4	11	18	25	1	8	15	22	29		6	13	20	27			
Th		5	12	19	26	2	9	16	23	30		7	14	21	28			
F		6	13	20	27	3	10	17	24	1	8	15	22	29				
Sa		7	14	21	28	4	11	18	25	2	9	16	23	30				
S	1	8	15	22	29	5	12	19	26	3	10	17	24	31				

	November 2010						December 2010						January 2011					
M	1	8	15	22	29		6	13	20	27		3	10	17	24	31		
T	2	9	16	23	30		7	14	21	28		4	11	18	25			
W	3	10	17	24	1	8	15	22	29		5	12	19	26				
Th	4	11	18	25	2	9	16	23	30		6	13	20	27				
F	5	12	19	26	3	10	17	24	31		7	14	21	28				
Sa	6	13	20	27	4	11	18	25	1	8	15	22	29					
S	7	14	21	28	5	12	19	26	2	9	16	23	30					

	February 2011						March 2011						April 2011					
M		7	14	21	28		7	14	21	28		4	11	18	25			
T	1	8	15	22	1	8	15	22	29		5	12	19	26				
W	2	9	16	23	2	9	16	23	30		6	13	20	27				
Th	3	10	17	24	3	10	17	24	31		7	14	21	28				
F	4	11	18	25	4	11	18	25	1	8	15	22	29					
Sa	5	12	19	26	5	12	19	26	2	9	16	23	30					
S	6	13	20	27	6	13	20	27	3	10	17	24						

	May 2011						June 2011						July 2011					
M		2	9	16	23	30		6	13	20	27		4	11	18	25		
T		3	10	17	24	31		7	14	21	28		5	12	19	26		
W		4	11	18	25	1	8	15	22	29		6	13	20	27			
Th		5	12	19	26	2	9	16	23	30		7	14	21	28			
F		6	13	20	27	3	10	17	24	1	8	15	22	29				
Sa		7	14	21	28	4	11	18	25	2	9	16	23	30				
S	1	8	15	22	29	5	12	19	26	3	10	17	24	31				

Key dates for Co-ordinated Admissions
 School Holiday
 Bank Holiday
 Administration day

**ANNEX 2
SCHEME**

**SECONDARY CO-ORDINATED
Timetable for Co-ordinated Admission Arrangements**

Stage	Date	Action
1	By 10 September 2010 (distribution w/c 9.8.10)	Information distributed to parents/carers
2	31 October 2010	Closing date for receipt of application forms
3	By 19 November 2010	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By 26 November 2010	Nottinghamshire County Council sends details of applications to own admission authority schools with Nottingham
5	By 10 December 2010	Last date for exceptional lates. Proof of residency to be received
6	By 7 January 2011	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
7	By 14 January 2011	Nottinghamshire County Council will inform other local authorities of provisional offers
8	By 21 January 2011	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
9	By 18 February 2011	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 25 February 2011	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	1 March 2011	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Letters are posted second class
12	Within 14 days of offer day	Parents/carers to confirm acceptance of place offered
13	Appeals	Secondary Appeals will begin from April 2011 onwards

Nottinghamshire County Council will aim for two allocation cycles only before National Offer Day.

Secondary Coordinated Scheme: Key Dates 2010/2011

August 2010						September 2010						October 2010					
M		2	9	16	23	30		6	13	20	27		4	11	18	25	
T		3	10	17	24	31		7	14	21	28		5	12	19	26	
W		4	11	18	25	1	8	15	22	29		6	13	20	27		
Th		5	12	19	26	2	9	16	23	30		7	14	21	28		
F		6	13	20	27	3	10	17	24	1	8	15	22	29			
Sa		7	14	21	28	4	11	18	25	2	9	16	23	30			
S	1	8	15	22	29	5	12	19	26	3	10	17	24	31			

November 2010						December 2010						January 2011					
M	1	8	15	22	29		6	13	20	27		3	10	17	24	31	
T	2	9	16	23	30		7	14	21	28		4	11	18	25		
W	3	10	17	24	1	8	15	22	29		5	12	19	26			
Th	4	11	18	25	2	9	16	23	30		6	13	20	27			
F	5	12	19	26	3	10	17	24	31		7	14	21	28			
Sa	6	13	20	27	4	11	18	25	1	8	15	22	29				
S	7	14	21	28	5	12	19	26	2	9	16	23	30				

February 2011						March 2011						April 2011					
M		7	14	21	28		7	14	21	28		4	11	18	25		
T	1	8	15	22	1	8	15	22	29		5	12	19	26			
W	2	9	16	23	2	9	16	23	30		6	13	20	27			
Th	3	10	17	24	3	10	17	24	31		7	14	21	28			
F	4	11	18	25	4	11	18	25	1	8	15	22	29				
Sa	5	12	19	26	5	12	19	26	2	9	16	23	30				
S	6	13	20	27	6	13	20	27	3	10	17	24					

May 2011						June 2011						July 2011					
M		2	9	16	23	30		6	13	20	27		4	11	18	25	
T		3	10	17	24	31		7	14	21	28		5	12	19	26	
W		4	11	18	25	1	8	15	22	29		6	13	20	27		
Th		5	12	19	26	2	9	16	23	30		7	14	21	28		
F		6	13	20	27	3	10	17	24	1	8	15	22	29			
Sa		7	14	21	28	4	11	18	25	2	9	16	23	30			
S	1	8	15	22	29	5	12	19	26	3	10	17	24	31			

Key dates for Co-ordinated Admissions
 School Holiday
 Bank Holiday
 Administration day

ANNEX 3 IN-YEAR SCHEME

In year timelines

25. Nottinghamshire County Council will exchange information with other admission authorities to enable them to consider each application for their school. The decision, in respect of offers or refusal of places for own admission authority schools (VA/F/Academy/Trust) will be the responsibility of the governing body.
26. To enable applications to be processed without delay, Nottinghamshire schools will communicate details of available school places with the local authority at regular intervals (at least half termly).
27. All offers for school places must be made by the local authority.
 - The local authority will process applications within 5 school days (“process” means the initial logging of an application and the forwarding to own admission authority schools where relevant). It may be necessary to request information from previous schools – the local authority will collate this information where appropriate.
 - Where applications are made for voluntary controlled or community schools within Nottinghamshire, we anticipate that decisions will be made within a maximum of 10 school days.
 - For applications for own admission authority schools within Nottinghamshire, it is anticipated that decisions will be made within a maximum of 15 school days from the application being received by the local authority.
 - Where applications are received from Nottinghamshire residents for a school place in a neighbouring authority, or own admission authority school, it is anticipated that the parent/carer would receive a response within 20 school days from the application being received by Nottinghamshire.
28. Parents/carers will be required to confirm their acceptance to the County Council within two weeks of the place being offered.
29. At this stage Nottinghamshire does not intend to maintain waiting lists for in year applications for community and voluntary controlled schools.
30. For residents of other local authorities, Nottinghamshire County Council will inform the “home local authority” whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.
31. For applications for Nottinghamshire schools, the local authority and individual schools who are their own admission authority must consider requests with regard to the published admission number, the current number on roll and in respect of infant and primary schools – key stage 1 class size limits.

Preferences not met

32. Where it is not possible to offer a Nottinghamshire resident any of their preferences and the student is without a school place, Nottinghamshire County Council may allocate a place at either a voluntary controlled or community school serving that catchment area or the next nearest voluntary controlled or community school, if a place is available. Places will be allocated according to the admission criteria. It may be necessary for applicants to provide proof of residency where the catchment school is oversubscribed. Nottinghamshire pupils should continue to attend their current school until a place has been confirmed at an alternative school.

Nottinghamshire County Council

Draft Coordinated In-year Admissions Scheme

**For schools in Nottinghamshire County Council
area from 1 September 2010**

Introduction

From September 2010 (the school year 2010/2011) Nottinghamshire County Council will coordinate all in-year admission requests. This is to comply with changes introduced with the School Admissions Code 2009 and is intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child living in a local authority area who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority ("the home authority").

Parents/carers can state preferences for any category of maintained school, either in Nottinghamshire ("home local authority") or any other school in another local area:

- a) community
- b) voluntary controlled
- c) voluntary aided
- d) foundation
- e) academy
- f) trust

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other schools for whom the governing body is the admission authority. Our neighbouring authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

For schools outside of Nottinghamshire, the respective local authority will be responsible for determining admission to voluntary controlled and community schools. Governing Bodies of voluntary aided, foundation, trust schools and academies are responsible for determining their own admissions arrangements.

Nottinghamshire residents will only receive a decision about a school place from Nottinghamshire County Council.

Nottinghamshire County Council has a Fair Access Protocol in place which all schools and Academies must participate in. This protocol process ensures that where the normal procedures for in-year admissions have been unsuccessful, a place is found quickly. The coordinated in-year timelines do not apply to those applications that meet the criteria for being processed under the Fair Access Protocol arrangements.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school (excluding private or independent schools) must apply to Nottinghamshire County Council. Application forms are available from the local authority.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from the local authority where they live (this is known as “home authority”), even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities within Nottinghamshire. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.

Where a parent/carer makes a preference for schools in another Local Authority area, the order of preference will be revealed in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority area.

4. Applications from parents/carers for a place at a voluntary controlled, voluntary aided, trust, foundation or academy school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary information form or other written evidence, e.g. from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admissions criteria. Whilst the supplementary form is not in itself a legal application for admission to a school, it is extremely important that where they form part of an oversubscription criteria they are completed in order to enable own admission authorities to consider applications fully.

Additional or supplementary information must be provided at the point of completing the common application form.

5. All completed applications by Nottinghamshire County Council residents must be returned to Nottinghamshire County Council together with any additional supporting information. Supplementary application forms should be returned to the County Council or own admission authorities as appropriate. Applicants may be requested to provide proof of residence in order that the local authority can verify the address of pupils living within the catchment area.
6. Where a preference is made for an oversubscribed school maintained in Nottinghamshire, the applicant may be requested to provide proof of residence in order that the local authority can verify the address of pupils living within the catchment area.

Processing applications

7. Nottinghamshire County Council will exchange information with other admission authorities to enable them to consider each application for their school. The decision, in respect of offers or refusal of places for own admission authority schools (VA/F/Academy/Trust) will be the responsibility of the governing body.
8. To enable applications to be processed without delay, Nottinghamshire schools will communicate details of available school places with the local authority at regular intervals (at least half termly).
9. All offers for school places must be made by the local authority.
 - The local authority will process applications within 5 school days (“process” means the initial logging of an application and the forwarding to own admission authority schools where relevant). It may be necessary to request information from previous schools – the local authority will collate this information where appropriate.
 - Where applications are made for voluntary controlled or community schools within Nottinghamshire, we anticipate that decisions will be made within a maximum of 10 school days.
 - For applications for own admission authority schools within Nottinghamshire, it is anticipated that decisions will be made within a maximum of 15 school days from the application being received by the local authority.
 - Where applications are received from Nottinghamshire residents for a school place in a neighbouring authority, or own admission authority school, it is anticipated that the parent/carer would receive a response within 20 school days from the application being received by Nottinghamshire.
10. Parents/carers will be required to confirm their acceptance to the County Council within two weeks of the place being offered.
11. At this stage Nottinghamshire does not intend to maintain waiting lists for in year applications for community and voluntary controlled schools.
12. For residents of other local authorities, Nottinghamshire County Council will inform the “home local authority” whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.
13. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be refused.
14. For applications for Nottinghamshire schools, the local authority and individual schools who are their own admission authority must consider requests with regard to the published admission number, the current number on roll and in respect of infant and primary schools – key stage 1 class size limits.

Preferences not met

15. Where it is not possible to offer a Nottinghamshire resident any of their preferences and the student is without a school place, Nottinghamshire County Council may allocate a place at either a voluntary controlled or community school serving that catchment area or the next nearest voluntary controlled or community school, if a place is available. Places will be allocated according to the admission criteria. It may be necessary for applicants to provide proof of residency where the catchment school is oversubscribed. Nottinghamshire pupils should continue to attend their current school until a place has been confirmed at an alternative school.

Informing parents/carers

16. Nottinghamshire County Council will write to all Nottinghamshire residents who have made an application for any school detailing the outcome of their request. Letters are posted second class. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel.
17. Parent/carers are asked to confirm their acceptance of the allocated place and/or consider making a further application for up to **four** other schools where the child is without a school place. Allocated places may be withdrawn where a parent/carer does not accept the offer within 14 days. Where the child is on roll at a Nottinghamshire school, it is expected that they will continue to attend their current school until an alternative school has been found.

Waiting lists

18. Nottinghamshire County Council only operates waiting lists for intake year – reception (first time admission); infant to junior admission (at year 3) and primary to secondary transfer (at year 7). These waiting lists are held until the end of the Autumn Term in the offer year.
19. For all other year groups, Nottinghamshire County Council does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so.

Right of appeal

20. Any parent/carer whose child is refused a place at a school for which they have applied has the right of appeal to an independent appeal panel. Except where their child has been permanently excluded from two or more schools and where at least one of those exclusions took place after 1 September 1997. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

False information

21. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

- 22.** Where a child starts attending the school on the basis of a fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- 23.** Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.



FAIR ACCESS PROTOCOL

1. Introduction

- 1.1 All local authorities must have a Fair Access Protocol. The Protocol applies to all maintained schools in Nottinghamshire, including voluntary aided schools and Academies. The School Admissions Code sets out that the Fair Access Protocol exists to;
- ensure access to education is secured quickly for all children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate
 - ensure all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools;
- 1.2 The Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

2. Legislative Background

- 2.1 In November 2004 the DCSF issued guidance outlining the expectation that all local authorities should have implemented a Protocol for sharing 'hard to place' secondary aged pupils by September 2005. The impetus for the guidance was the publication of 'Every Child Matters' and the requirement for all local authorities to improve their procedures to ensure that as few children as possible are missing education. The Secretary of State required the Protocol to be agreed by the Admissions Forum prior to implementation.
- 2.2 Further and more recent guidance was provided in the School Admissions Code 2007 which required all Admission Authorities and Admission Forums to have In-Year Fair Access Protocols in place by September 2007. In December 2008 a revised School Admissions Code was presented to Parliament. The revised School Admissions Code came into legal force in February 2009, February 2010 The Code is made by the Secretary of State for Children, Schools and Families under Section 84 of the School Standards and Framework Act 1988 as amended by Section 40 of the Education and Inspections Act 2006. The Code takes account of new provisions in the Education and Skills Act 2008 aimed at ensuring greater fairness in the school admission system.

3. The Nottinghamshire Context

- 3.1 Nottinghamshire has developed partnership arrangements with all secondary schools based upon its seven political districts within the county. These have been in operation since 2004 and have evolved within the districts reflecting the differing local circumstances. Their prime function has been to manage the learning placements for all pupils who have been permanently excluded or who may be in danger of exclusion. These partnerships have been known as Area Admissions Panels (AAPs).

These partnership arrangements are being developed to reflect the statutory duty for all secondary schools to participate in School Behaviour and Attendance Partnerships (SBAP's).

- 3.2 Nottinghamshire County Council has well-established procedures, through existing area partnerships eg: Area Admission Panels (AAP) and the Children Missing Education Protocol, in order to keep to a minimum the numbers of children who are out of school. The normal procedures for In-Year admissions are effective in ensuring children are placed in school without delay.
- 3.3 In Nottinghamshire there will be initially eight district / cluster partnerships (SBAPs) embracing the existing AAPs, which will include all secondary schools within each of the districts and clear links with their local primary schools; the Local Education Officer, the Behaviour and Attendance Service including the Nottinghamshire Learning Centre and a range of support services agreed by members. Functions of the AAP will be discharged under the umbrella of the SBAP. It will continue to make recommendations for the placement of children who have been permanently excluded or for whom a 'Managed Move' has been recommended. All schools are expected to admit pupils who have been referred to them through this process.
- 3.4 The Children Missing Education Policy has established procedures for identifying, referring and tracking (IRT) pupils out of school. This protocol was drawn up in response to the then DfES now DCSF recommendation that all local authorities should adopt effective IRT procedures as part of their strategy to ensure that as few children as possible are missing education. The Children Missing Education Policy is administered by the Education Welfare Service in partnership with Health and Social Care and is available on the Nottinghamshire County Council website.
- 3.5 The process for applications outside the normal year of entry is called an In-Year Admissions Scheme. Nottinghamshire County Council's Parent and Pupil Services team will coordinate all In-Year applications to Nottinghamshire Schools. The process for In-Year admissions, including application forms, is published annually and is available on the Nottinghamshire County Council website or from the Parent and Pupil Services Team

4. The Scope of the Fair Access Protocol

- 4.1 Whilst children in vulnerable groups may find it difficult to secure a place, the majority of applications will be dealt with through normal admission procedures or be included within the scope of the SBAP (AAP) or the Children Missing Education Protocols and Policies. Other children may also experience difficulties in attaining a school place, the majority of whom will also be admitted through routine admissions procedures operated by the Parent and Pupil Services team in conjunction with other admissions authorities. **This Protocol will work as a fail safe for a minority of children who for whatever reason may find it particularly difficult to access a school place.**
- 4.2 Children with statements of Special Educational Need (SEN) are not included in this protocol as their needs are considered separately by Nottinghamshire's Inclusion Services and special educational needs provision. Children with disabilities, medical conditions and or special educational needs (but without statements) will be treated in the same way as all other applicants in accordance with the published admission policy.

- 4.3 In line with the requirements set out in the School Admissions Code 2009 this Protocol provides for children of statutory school age who fall within the following categories as a minimum, to be admitted promptly to school where their application occurs outside of the normal admissions round:
- Children attending The Nottinghamshire Learning Centre who need to be reintegrated back into mainstream education.
 - Children who have been out of education for longer than one school term.
 - Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.
 - Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
 - Children of refugees and asylum seekers.
 - Homeless children.
 - Children with unsupportive family backgrounds, where a place has not been sought.
 - Children known to the police or other agencies.
 - Children without a school place and with a history of serious attendance problems.
 - Traveller children.
 - Children who are carers.
 - Children with special educational needs (but without a statement).
 - Children with disabilities or medical conditions.
 - Children returning from the criminal justice system.
 - Children of UK Service personnel and other Crown Servants.

5. Principles of the Fair Access Protocol

- 5.1 As an over-arching principle in placing pupils, Nottinghamshire County Council will balance the requirement to consider the circumstances of the individual pupil, with finding a place quickly. Depending on the circumstances, admissions requests for children either dealt with by the Parent and Pupil Services team or through the SBAP / AAP will normally be resolved within fifteen working days of the date of application or SBAP decision. Note: The desire to meet this timescale should not override a comprehensive consideration of the needs of individual pupils and a subsequent decision about which school or setting will be best able to meet their needs.
- 5.2 Schools cannot cite oversubscription as a reason for not admitting a pupil under a Fair Access Protocol. Equally, no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems. The allocation of pupils should be equitable across the schools in Nottinghamshire.
- 5.3 Children who are the subject of a direction by Nottinghamshire County Council to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Nottinghamshire's admission arrangements make it clear that these children will take precedence over any child already on that list.
- 5.4 Hard to place pupils should be given priority for admission over others on a waiting list or awaiting an appeal.

- 5.5 Schools must respond quickly to requests for admission so that the admission of the pupil is not delayed and should not insist on an appeal being heard before admitting a child under this Protocol.
- 5.6 As part of assessing the suitability of a placement for a pupil, Nottinghamshire County Council must take account of any concerns expressed by eg. parents, school, LA or other agencies about the admission. This could be a previous serious breakdown in the relationship between the school and the family, or strong views about the religious ethos of a school.
- 5.7 Wherever possible, pupils with a religious affiliation should be matched to a suitable school, but this should not override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.
- 5.8 Whilst this protocol covers all maintained schools and academies within Nottinghamshire every effort will be made to contact a neighbouring authority to help secure a school place in that area if that is deemed appropriate.

6. PROCEDURES

- 6.1 For the majority of pupils admission to schools will be through the normal co-ordinated scheme as operated by Nottinghamshire County Council. The process for In-Year admissions, including application forms, is published annually and is available on the Nottinghamshire County Council website or from the Parent and Pupil Services Team.
- 6.2 Education Access and Extended Services supported by the Traveller Education Service, the Looked After Team, and Children Missing Education Officer, monitor and track pupils 'out of school' on behalf of the County Council. This policy identifies the practical steps to be taken by Children and Young Peoples Services and all stakeholder agencies to locate, assess, register, monitor and track children and young people missing from education. These agencies will assess their needs, allocate appropriate provision; and then monitor and track their progress. Full details of the procedures are contained in the Children Missing Education Policy which can be found on the Nottinghamshire County Council web site.

7. FUNDING

- 7.1 A pupil who is admitted to a new school will have, from the date on roll, the remaining portion of the Age Weighted Pupil Unit (AWPU) formula in that financial year transferred to the new school. All permanently excluded pupils will be offered full-time education through the Nottinghamshire Learning Centre from the sixth school day following the head teacher's decision to exclude the pupil. The SBAP /AAP may delegate funds to the receiving school to support transition into that school.

8. PARENTAL PREFERENCE

- 8.1 Parents have the right to state a preference for a school place for their child. If they do not wish to accept a place determined by the SBAP, the parent /carer will need to make an In-Year application for admission in the usual way, naming their preferred school.

9. REVIEW

9.1 Nottinghamshire County Council will monitor how well the Protocol is working by including in the annual report to the Schools Adjudicator an assessment of its operation and effectiveness.

- A statement about how well the Fair Access Protocol has worked.
- How many children have been admitted to each school via the Fair Access Protocol.

9.2 The School Admission Forum has a key role to play in ensuring a fair admissions system that promotes social equity and it must monitor the effectiveness of the County Council's Fair Access Protocol.

9.3 The Children Missing Education Policy is reviewed by the Education Other Than at School (EOTAS) monitoring group

9.4 Nottinghamshire's Admission arrangements are subject to annual consultation and review.