

CABINET

Date of Meeting	Tuesday, 20 th March 2018
Report Subject	School Admission Arrangements 2019/20
Cabinet Member	Cabinet Member for Education
Report Author	Chief Officer (Education and Youth)
Type of Report	Operational

EXECUTIVE SUMMARY

To advise on the outcome of the statutory consultation exercise on the admission arrangements for September 2019 and to recommend approval.

RECOMMENDATION

1	That the proposed admission arrangements for 2019/20 be approved.
---	---

REPORT DETAILS

1.00	EXPLAINING THE ADMISSION ARRANGEMENTS																								
1.01	<p>In accordance with the School Admissions Code, the local authority is required to undertake a statutory consultation exercise on its admission arrangements for the following year. Consultation must be complete by 1 March and the admission arrangements must be determined by 15 April each year. Statutory consultees include all schools in the area, the diocesan authorities and neighbouring authorities.</p>																								
1.02	<p>Consultation must cover the full admission arrangements including the admissions policy, over-subscription criteria, the timetable for admissions and admission numbers (ie the maximum number of pupils to be admitted by the admissions authority in to each year group). This information is attached as Appendices 1, 2 and 3.</p>																								
1.03	<p>The current admission arrangements have been in place since 2003 and the majority of parental preferences continue to be met (approximately 96%). For information, the number of admission appeals in recent years is detailed in the table below:</p> <table border="1" data-bbox="320 920 970 1151"> <thead> <tr> <th>Year</th> <th>Secondary</th> <th>Primary</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>46</td> <td>81</td> <td>127</td> </tr> <tr> <td>2014/15</td> <td>20</td> <td>54</td> <td>74</td> </tr> <tr> <td>2015/16</td> <td>66</td> <td>71</td> <td>137</td> </tr> <tr> <td>2016/17</td> <td>43</td> <td>77</td> <td>120</td> </tr> <tr> <td>2017/18*</td> <td>16</td> <td>46</td> <td>62</td> </tr> </tbody> </table> <p>*to date</p> <p>It is anticipated that oversubscription will continue particularly at secondary level in some areas of the County largely as a consequence of parental preference.</p>	Year	Secondary	Primary	Total	2013/14	46	81	127	2014/15	20	54	74	2015/16	66	71	137	2016/17	43	77	120	2017/18*	16	46	62
Year	Secondary	Primary	Total																						
2013/14	46	81	127																						
2014/15	20	54	74																						
2015/16	66	71	137																						
2016/17	43	77	120																						
2017/18*	16	46	62																						
1.04	<p>The consultation process took place between 18.12.17 and 02.02.18. No comments were received.</p>																								
1.05	<p>The proposed admissions timetable has been drawn up in consultation with neighbouring authorities and takes in to account factors such as allowing parents sufficient time to visit schools and express their preferences, the time needed to process applications, etc. The timetable also incorporates the “common offer dates” prescribed by the School Admissions Code (ie 1 March for secondary and 16 April for primary).</p>																								
1.06	<p>There are no changes proposed to the admissions oversubscription criteria themselves. However, the opportunity has been taken to review and clarify some of the wording in the admission arrangements. The revised wording is reflected in Appendix 1 and a list of the amendments is summarised below:</p> <p>10.1 Home address – clarification that it is the parents’ responsibility to reach agreement on the preferences expressed in an application. There are a small but increasing number of applications received where one parent</p>																								

	<p>disagrees with a preference expressed and the additional wording makes it clear that in cases of shared parental responsibility, it is up to the parents rather than the admissions authority to agree on the preferences listed in an application. In addition, examples of acceptable documentation to support a change of address is stated.</p> <p>10.2 Distance – the definition of how distance is calculated has been updated to reflect current practice.</p> <p>13 Waiting lists – the following has been clarified:</p> <ul style="list-style-type: none"> • that the allocation of places from a waiting list must be done in accordance with the oversubscription criteria, as required under the School Admissions Code, not the date when the application was received; • that, in the main admissions round (Year 7 for Secondary and Reception for primary), waiting lists will be prepared and any secondary places which become available after 1 March (offer date) will be allocated after 1 April. The waiting lists will then be updated and any further places which become available will be allocated after 1 May. The respective dates for primary admissions are 16 May and 16 June; • that in respect of applications to transfer schools during the school year, a pupil's name will remain on the waiting list until the end of the school term when the application was made, unless a parent specifically requests longer. This will make the administration of waiting lists more efficient. Schools support this arrangement.
1.07	<p>The opportunity has also been taken to amend admission numbers in respect of two schools to reflect changes in accommodation. These are Ysgol Glanrafon, Mold and Broughton Primary School. In both cases the admission numbers have been increased following an increase in capacity at the schools and have been agreed with the respective Headteachers.</p>
1.08	<p>Applications for places are made using the Council's on line system and this is working well. Assistance is provided by Council staff for any parents experiencing difficulties completing or submitting the online form. Access to computers is also available at Flintshire Connects offices and staff there are trained to assist customers complete the form if necessary. 100% of applications are now received online. However, hard copies of application forms will continue to be made available on request to any parent who cannot gain access to an on line facility.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>Numbers of appeals will continue to be monitored to ensure sufficient capacity to present and clerk appeals in a timely manner.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	All statutory consultees have been consulted in accordance with the School Admissions Code.

4.00	RISK MANAGEMENT
4.01	The annual determination of admission arrangements must be carried out in accordance with the framework and timetable in the School Admissions Code. Consultation has been completed and approval is being sought within the deadlines set out in the Code. Adherence to the Code minimises the risk of challenge to the Public Services Ombudsman or by judicial review.

5.00	APPENDICES
5.01	Appendix 1 – Admission Arrangements 2019/20 Appendix 2 – Primary School Admission Numbers Appendix 3 – Secondary School Admission Numbers

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	http://gov.wales/docs/dcells/publications/130715-admin-codes-en.pdf Contact Officer: Gill Yates, Admissions Manager Telephone: 01352 704187 E-mail: gill.yates@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	<p>School Admission Arrangements – the overall procedure and practices about how to apply for a school place, including the criteria to decide how places are allocated, application procedures, the timetable for the admissions process, how late applications are handled, waiting lists and the appeal process.</p> <p>School Admissions Code – a Code issued by Welsh Government in respect of the discharge of admissions functions. All admission authorities have a statutory duty to act in accordance with the Code.</p> <p>Oversubscription criteria – a list of criteria which an admission authority must adopt to be used for the allocation of places if there are more applications received than there are places available.</p> <p>Admission Number - the number of school places that an admission authority can admit in each year group.</p>