

School Admissions Forum Role and Terms of Reference as per the School Admissions Code 2009

Statutory role of Admission Forums

Admission Forums have a key role in ensuring a fair admissions system that promotes social equity and **must**, under section 84 of the School Standards and Framework Act 1998 (SSFA), act in accordance with this Code. Part of their role is to advise local authorities and admission authorities on matters relating to school admissions

Section 85A of the SSFA 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved.

Their main focus is to consider the fairness of arrangements in their local context. Admission authorities of all maintained schools and Academies, when exercising their functions, **must** have regard to any advice offered by the Forum. Local authorities may establish a joint forum with one or more other local authorities to consider and advise on admissions in more than one authority area.

The Terms of Reference (para 4.31 School Admissions Code 2009) are to:

- a. consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority
- b. promote agreement on admission issues
- c. consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum
- d. consider the effectiveness of the authority's proposed co-ordinated admission arrangements
- e. consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published
- f. monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the SSF Act 1998 and in accordance with this Code
- g. promote the arrangements for children with special educational needs, children in care and children who have been excluded from school
- h. monitor the effectiveness of Fair Access Protocols
- i. consider any other admissions issues that arise

Membership of Forums

The membership of Forums is set out in the Local Authority Reports Regulations and their membership **must** reflect the types of schools in the locality: a representative from each faith group represented by schools in the area; parent and community representatives; up to two local authority representatives; local employers and other representatives from the local community.

Appendix A

The membership of an Admission Forum **must not** exceed 20. The local authority will report to the Schools Adjudicator on the membership of the Admission Forum and the Schools Adjudicator **should** refer matters concerning membership and the prescribed maximum limit of an Admissions Forum to the Secretary of State where they do not comply with regulations.

SCHOOL ADMISSIONS FORUM

24 February 2010

**RESPONSE TO THE CONSULTATION ON ADMISSION ARRANGEMENTS
FOR COMMUNITY SCHOOLS FOR SEPTEMBER 2011**

**REPORT BY THE INTERIM STRATEGIC DIRECTOR OF
LEARNING AND CHILDREN'S SERVICES**

SUMMARY

This report informs the Forum about the response to the consultation on admission arrangements for community schools for September 2011.

ACTION FOR THE FORUM

It is recommended that the Forum indicate any views to be reported to the Council's Executive meeting on 31 March 2010.

Background

1. In accordance with statutory requirements as set out in detail at Appendix C of this agenda, the Local Authority (LA) published a notice and consulted with relevant parents, the local community, admission authorities within Kingston and neighbouring Councils and the Diocesan Boards on the following proposals:
 - A. Admission criteria for community schools in Kingston
 - B. Admission numbers for community schools
 - C. Scheme for co-ordinated secondary admissions (attached as Annex 1)
 - D. Scheme for co-ordinated primary admissions(attached as Annex 2)
 - E. Sixth form admissions into community secondary schools
 - F. In Year Admissions 2010/11 and 2011/12(attached as Annex 3)
2. There were no proposed changes to existing criteria for community schools in Kingston. However, under B, it was clarified that there will be a statutory consultation on the need for additional school places across the borough. The outcome of this consultation will inform any changes in admission numbers for schools for 2011-12. If required, the changes

will made via an application to the School's Adjudicator for in-year variations as appropriate.

Responses to the consultation

3. No responses were received to the consultation.
4. However, to give admission authority schools more time to rank their applications, the date when application data will be shared with schools has been brought forward within the timetable for primary co-ordination.

Action for the Forum

5. The Forum is invited to express views to be reported to the Council's Executive when it determines the admission arrangements for community schools for September 2010 at its meeting on 31 March 2010.

**Background Papers held by Hatija Bhatia (tel.: 0208 547 5284
email: Hatija.Bhatia@rbk.kingston.gov.uk)**

Consultation papers on community school admission arrangements for September 2011.

Report to the Forum on 13 October 2009

School Admissions Code 2009

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
LEARNING AND CHILDREN'S SERVICES**

**SCHEME FOR CO-ORDINATED SECONDARY SCHOOL ADMISSIONS IN
SEPTEMBER 2011**

The Royal Borough of Kingston upon Thames Local Authority (LA) will be administering admissions to secondary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all London boroughs and adjacent LAs including Surrey County Council, that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. All London LAs allow parents to nominate up to six schools in preference order. It is hoped that the commonality of the schemes adopted by all participating authorities will help simplify the application procedure and processing, and help to achieve some equity of treatment for applicants to secondary schools across the London Region.

Glossary of terms in the scheme

“the Application Year”	the academic year in which the parent makes an application i.e. in relation to the academic year of entry, the year preceding it
“the Board”	the Pan London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide(BUG)”	The document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each LA must have under the Regulations for parents to use to make their applications, set out in rank order
“the London E-Admissions Portal”	The common online application system used by the 33 London LAs and Surrey County Council
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant/parent/carer has applied
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates decisions granting or refusing admission to a secondary

	school, which is attached as Schedule 2
“the Prescribed Day”	1 st March in the year following the relevant determination year except that, in any year which that day is not a working day, the prescribed day shall be the next working day
“the Pan-London Register (PLR)”	the database which will transmit application and offer data between each LA’s local admission system
“the Pan-London Timetable”	the framework for processing of application data
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with the School Admissions(Co-ordination of Admission Arrangements) Regulations 2008 for co-ordinating arrangements for the admission of pupils to maintained secondary schools and academies

Applications

1. Applications from Kingston’s residents will be made on Kingston’s Common Application Form which will be available in paper form and on-line. This will include all the fields and information specified in Schedule 1 (attached) to this LA Scheme. These will be supplemented by any additional fields and information deemed necessary by this LA.
2. This LA will advise home LAs of their resident pupils on the roll of this LA’s maintained primary schools and whose parents are eligible to make application in the forthcoming application year.
3. This LA will take reasonable steps to ensure that every parent who has a child in the last year of primary education within a maintained school, and is a resident in the Royal Borough of Kingston upon Thames(RBK), receives a copy of RBK’s “Which Secondary School” booklet, a Common Application Form and supplementary information forms for RBK schools. The booklet and supplementary information forms will also be available to parents who are non-residents of this LA and will include information on how they can access their Home LA’s Common Application Form.
4. Applicants will be able to express a preference for up to six maintained secondary schools within and/or outside the Home LA (including Academies and any City Technical Colleges that have agreed to participate in their LA’s Qualifying Scheme).
5. The admission authorities within this LA will not use supplementary information forms except where the information is required to apply the published over-subscription criteria and the information available through the Common Application Form is not sufficient for consideration of the application against a school’s published admissions criteria. This will apply to the two Catholic schools, Richard Challoner and The Holy Cross School. This will also apply to the two selective schools, Tiffin School and The Tiffin Girls

School, which require a photograph as supplementary verification for their selection test. The LA will seek to ensure admission authorities within its area only collect information that is required by the published over-subscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.

6. Where supplementary information forms are used, these will be made available on the RBK website and with RBK's "Which Secondary School" booklet. Parents will be advised in the booklet which schools require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their Home LA's Common Application Form, in accordance with the School Admissions Code.
7. The order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be given to that LA so that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
8. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has completed their Home LA's Common Application Form and the school is nominated on it. This is in accordance with paragraph 3.7 of the School Admissions Code.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However parents will be advised in the "Which Secondary School" booklet that not submitting a completed supplementary information form to schools which require supplementary information to apply their admissions criteria, may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. Kingston LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2010**.
11. Kingston LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a "Looked After Child" and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **15 November 2010**.
12. Kingston LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **15 November 2010**.

13. This LA will share the details of each application with own admission authority schools within RBK to enable schools to apply their admissions criteria.
14. Schools which receive Common Application Forms in error must inform the LA and send the forms to the LA as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.

Processing

15. Applicants resident within Kingston LA must return the Common Application Form which will be available and able to be submitted on-line, to this LA by **31 October 2010**. However this LA will publish information which encourages applicants to submit their applications by **22 October 2010 (i.e. Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
16. Supplementary information forms, where they apply, must be returned to the school by the closing date which must be specified on the supplementary information form.
17. Application data relating to applications to schools in other participating LAs will be up-loaded to the PLR by **15 November 2010**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.
18. In consultation with the school admission authorities within this LA's area and within the framework of the Pan-London timetable, the draft timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
19. Between **16 November and 25 November 2010**, this LA will check the application data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **26 November 2010**.
20. This LA will participate in the data checking exercise to be schedule between **13 December 2010 and 4 January 2011** in the Pan London timetable.
21. All preferences for schools within this LA will be considered by the relevant admission authorities between **26 November 2010 and 14 January 2011** for entry in September 2011.
22. By **14 January 2011**, all admission authorities within RBK, will have provided a list of applicants in criteria order to this LA and this LA shall, for each applicant who has qualified for more than one potential offer, use the highest ranked preference to decide which single potential offer to make. (this is the "Equal Preference System").

Late Applications

23. The LA will only accept late applications and treat them as equivalent to applications received by the closing date if the parent(s) move into The Royal Borough of Kingston Upon Thames after the closing date and can provide documentary evidence confirming this or if there are exceptional reasons why the application is late. Each late application will be considered separately and on its own merits. Any such applications will need to be received by **11 December 2010**, to enable them to be considered alongside applications received earlier.
24. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
25. Where a parent moves from one participating Home LA to another after submitting an on-time application under the terms of the former Home LA's scheme, the new Home LA will accept the applications as on time up to **11 December 2010**, on the basis that an on-time application already exists within the Pan London System.
26. Where a parent moves within the borough and wishes to change their preferences to include schools closer to their new home address, any such applications will need to be received by **11 December 2010**, to enable them to be considered alongside applications received earlier.
27. The latest date for the upload of late applications **which are considered to be on-time within the terms of the home LA's scheme to the PLR is 11 December 2010**.
28. Any late applications received after **11 December 2010 but before 1 March 2011** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.

Exchange of Offers Data via PLR

29. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
30. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **3 February 2011**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.
31. The local admissions system (LAS) of this LA, as the home LA for Kingston parents, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across the maintaining LAs for whose school(s) he/she has applied (provided that those LAs each submit this information within the deadline to the PLR). This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative

timetable published in the BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **15 February 2011** if this is sooner.

32. This LA will participate in the offer data checking exercise scheduled between **16 and 23 February 2011** in the Pan London timetable.
33. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **23 February 2011**.

National Offer Day – 1 March 2011

34. On **1 March 2011**, this LA will send out by first class post, notification of the outcome to resident applicants. This LA will inform all resident applicants of their highest offer of a school place and where relevant, the reasons why higher preferences were not offered, whether these were for schools in the home LA or in other participating LAs.
35. Kingston parents whose children do not qualify for a place at any of the schools they apply for (in any LA) will be offered an alternative school on the national offer day (1 March) if at all possible. This school will be the nearest non-selective school to the home address with places remaining for boys and/or girls (as applicable). Allocation will be made in accordance with the school's admission criteria and in consultation with the school's admission authority. These parents will also be offered the opportunity to make late applications to schools to which they did not originally apply.
36. Details of the pupils to be offered will be made available to each Kingston primary and secondary school on **1 March 2011**.
37. This LA's outcome letter will include the information set out in Schedule 2
38. This LA will provide primary schools with a final destination data of its resident applicants before the end of the Summer term 2011.

Post-offer Date Arrangements

39. Parents must accept or decline the offer of a place by **16 March 2011**, or within two weeks of any subsequent offer. If they do not respond by this date, the LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
40. Where an applicant resident accepts or declines a place in a school maintained by another LA by **16 March 2011**, this LA will forward the information to the maintaining LA by **23 March 2011**. Where such information is received after **16 March 2011**, this LA will pass it to the maintaining LA as and when it is received.

APPENDIX B Annex 1

41. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
42. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
43. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
44. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
45. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
46. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
47. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

Waiting List Arrangements

48. The letter, notifying parents of the outcome of their application, will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools in Kingston than the one offered.
49. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
50. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
51. For Foundation and VA schools, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements.
52. Parents will be advised that if they want to go on the waiting list for an out-borough school they should contact their Home LA.

53. Where a place is allocated from the waiting list, the offering admission authority must advise the LA as it occurs. For residents of this borough, this LA will check for alternative offers and, if the child has a multiple offer, will give parents two weeks to decide which offer they wish to accept. (For non-residents, this LA will advise the home LA of any multiple offers). The outcome will be shared with each affected school and/or LA as appropriate.
54. Applications received after **1 March 2011**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

In Year Admissions

55. In-Year admissions (overage admissions), i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the agreed In Year Scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

**PAN LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum content of Common Application Form for Admission to Year 7 in
September 2011**

Child's details:

Surname
Forename
Middle name
Date of birth
Gender
Home address
Name of current primary school
Address of current primary school (if outside Home LA)

Parent/Carer details:

Title
Surname
Forename
Address (if different to child's address)
Telephone number (Home, Daytime, Mobile)
Email address
Relationship to child

Details of each school given as a preference (up to a maximum of six):

Name of secondary school
Address of secondary school
Preference ranking
DCSF Number of secondary school

Additional information:

- Reasons for preferences (including any exceptional family, social or medical needs)
- Does the child have a Statement of Special Educational Needs?
- Is the child in public care ?
If yes, name of Local Authority responsible for the child
- If the child has sibling(s), name of school sibling(s) attends
- Surname of sibling
- Forename of sibling
- DOB and gender of sibling

Other:

- Signature of parent or guardian
- Date of signature
- Where a school for which the applicant has applied requires further information to apply its admission criteria, parents are advised to complete such supplementary information forms.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2011/12

From: Home LA
Date: **1 March 2011 (sec)**
4 April 2011 (prim)

Dear Parent,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

APPENDIX B Annex 1

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. If the school is in this borough, you can use the enclosed reply slip and return it to this office. If the school is in another borough, you will need to contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done).

*Please return the reply slip to me by **16 March 2011 (sec)/19 April 2011 (prim)** . If you have any questions about this letter, please contact me on*

_____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

SCHEDULE 2

KINGSTON COORDINATED SECONDARY ADMISSION ARRANGEMENTS 2011

DRAFT TIMETABLE (AS AT OCTOBER 2009)

Date	Action
2010	
June	Publicity for Year 5 parents
June – 31 August	Exchange data on out-borough resident Year 5 pupils in LA maintained schools
1 October	Start of Open Evenings for RBK secondary schools
31 October	Closing date for applications
15 November	Deadline for ADT files to PLR
26 November	Application data passed to VA/Foundation schools – (target date for Tiffin is by 20 November to accommodate tests)
26 Nov 10 – 14 Jan 11	LA - process applications for Community Schools
26 Nov 10 – 14 Jan 11	VA/Foundation schools process applications against admissions criteria
11 December 2010	Final date for receipt of “on-time” applications
2011	
14 January	Ranked lists containing all applicants received by LA from VA/Foundation Schools
From 3 February – 15 February	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
1 March	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
16 March	Return of reply slips
By 23 March	LAs exchange data from reply slips and pass onto schools

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
LEARNING AND CHILDREN'S SERVICES**

**SCHEME FOR CO-ORDINATED PRIMARY SCHOOL ADMISSIONS
IN SEPTEMBER 2011**

The Royal Borough of Kingston upon Thames Local Authority (LA) will be administering admissions to primary schools in accordance with the Pan London Co-ordinated Admissions scheme. This scheme has been adopted by all participating London boroughs that have agreed to use a common scheme that incorporates a common timetable and application forms which have common elements. Parents will be allowed to nominate up to six schools in preference order. It is hoped that the commonality of the schemes adopted by all participating authorities will help simplify the application procedure and processing, and help to achieve some equity of treatment for applicants to primary schools across the London Region.

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“the London E-Admissions Portal”	The common online application system used by the 33 London LAs and Surrey County Council
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of those which can offer a place
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the Maintaining LA”	the LA which maintains a school to which an applicant/parent/carer has applied
“the Notification Letter”	the agreed form of letter sent to applicants which communicates decisions granting or refusing admission to a primary school, which is attached as Schedule 2
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Applications

1. Applications from Kingston’s residents will be made on Kingston’s Common Application Form which will be available in paper form and on-line. This will include all the fields and information specified in Schedule 1 (attached) to this LA Scheme. These will be supplemented by any additional fields and information deemed necessary by this LA.
2. This LA will take reasonable steps to ensure that information about applying for a primary school and the primary admissions booklet will be available through primary schools, libraries, pre-school groups, and will include information on how parents/carers can access their Home LA’s Common Application Form.
3. The admission authorities within this LA will not use supplementary information forms except where the information is required to apply the published over-subscription criteria and the information available through the Common Application Form is not sufficient for consideration of the application against a school’s published admissions criteria. The LA will seek to ensure admission authorities within its area only collect information that is required by the published over-subscription criteria, in accordance with paragraph 1.83 of the School Admissions Code.
4. Where supplementary information forms are used, these will be made available on the RBK website and with RBK’s Primary School booklet. Parents will be advised in the booklet which schools require these forms to be completed, where to obtain the forms and to return the supplementary information forms direct to the school by the closing date. The supplementary information forms must also advise parents that they must also complete their Home LA’s Common Application Form, in accordance with the School Admissions Code.
5. Where a school receives a supplementary information form it will not be regarded as a valid application unless the parent has completed their Home LA’s Common Application Form and the school is nominated on it. This is in accordance with paragraph 3.7 of the School Admissions Code.
6. Schools which receive Common Application Forms in error must inform the LA and send the forms to the LA as soon as possible. If the LA receives supplementary information forms in error, it must send them to the schools as soon as possible.

7. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed except where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be given to that LA so that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LA's area.
9. Where a Common Application Form has been completed, but not a supplementary information form, the preference is still valid and will be considered. However parents will be advised in the Primary Admissions booklet that not submitting a completed supplementary information form to schools which require supplementary information to apply their admissions criteria, may reduce their child's chance of being offered a place because the school's criteria cannot be fully applied.
10. Kingston LA undertakes to carry out the address verification process set out in its entry in the Business User Guide. This will in all cases include validation of addresses and investigation of any discrepancy. Where this LA is not satisfied with the validity of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **18 February 2011**.
11. Kingston LA will confirm the status of any resident child for whom it receives a Common Application Form stating that he/she is a "Looked After Child" and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **28 January 2011**.
12. Kingston LA will advise a maintaining LA of the reason for any preference for a school in its area, in respect of a resident child born outside of the correct age range for the cohort, and forward any supporting documentation to the maintaining LA by **28 January 2011**.
13. This LA will share the details of each application with own admission authority schools within RB Kingston to enable schools to apply their admissions criteria.

Processing (including Late Applications)

14. Applicants resident within Kingston LA must return the Common Application Form which will be available and able to be submitted on-line, to this LA by **15 January 2011**. Supplementary information forms, where they apply, must be returned to the school by the closing date which must be specified on the supplementary information form.
15. Application data relating to preferences for schools in other participating LAs, will be up-loaded to the PLR by **28 January 2011**. Supplementary information forms provided with the Common Application Form will be sent to the maintaining LA by the same date.

16. Between **28 January and 4 February**, this LA will check applicant data received via the PLR and prepare details of applicants to be sent to own admission authority schools by **7 February 2011**.
17. The LA will only accept late applications and treat them as equivalent to applications received by the closing date if the parent(s) move into The Royal Borough of Kingston Upon Thames after the closing date and can provide documentary evidence confirming this or if there are exceptional reasons why the application is late. Each late application will be considered separately and on its own merits. Any such applications will need to be received by **18 February 2011**, to enable them to be considered alongside applications received earlier.
18. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme and pass them on to RBK schools for ranking as on time applications.
19. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **18 February 2011**.
20. Where a parent moves from one participating Home LA to another after submitting an on-time application under the terms of the former Home LA's scheme, the new Home LA will accept the applications as on time up to **18 February 2011**, on the basis that an on-time application already exists within the Pan London System.
21. Where a parent moves within the borough and wishes to change their preferences to include schools closer to their new home address, any such applications will need to be received by **18 February 2011**, to enable them to be considered alongside applications received earlier.
22. The latest date for the upload to the PLR of late applications **which are considered to be on-time within the terms of the home LA's scheme, is 18 February 2011**.
23. Any late applications received after **18 February 2011 but before 4 April 2011** will not be considered in the initial allocation round and will be considered after all the on-time applications are processed.
24. In consultation with the school admission authorities within Kingston LA's area and within the framework of the Pan-London timetable, the draft timetable attached has been drawn up for the processing of application data and the application of admissions criteria. This may be subject to alteration prior to the implementation of this scheme to reflect any required change under Pan London arrangements.
25. This LA will participate in the data checking exercise to be scheduled between **21 February and 28 February 2011** in the Pan London timetable.

26. All preferences for schools within this LA will be considered by the relevant admission authorities between **7 February** and **4 March 2011** for entry in September 2011.
27. By **7 March 2011**, all admission authorities within the Royal Borough of Kingston upon Thames, will have provided a list of applicants in criteria order to this LA and this LA shall, for each applicant who has qualified for more than one potential offer, use the highest ranked preference to decide which single potential offer to make. (this is the "Equal Preference System").
28. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS (local admissions system) before uploading data to the PLR.
29. This LA will upload the highest potential offer (ALT File) available to an applicant for a maintained school in this LA to the PLR by **18 March 2011**. The PLR will transmit the highest potential offer made by the maintaining LA to the Home LA.
30. The local admissions system (LAS) of this LA, as the home LA for Kingston parents, will eliminate all but the highest ranked offer where an applicant has more than one potential offer across the maintaining LAs for whose school(s) he/she has applied (provided that those LAs each submit this information within the deadline to the PLR). This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the BUG) which will continue until a steady state is achieved (which the PLR will indicate), or until **18 March 2011** if this is sooner.
31. Kingston LA will not make an additional offer between the end of the iterative process and **4 April 2011** which may impact on an offer being made by another participating LA.
32. Notwithstanding paragraph 31, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
33. This LA will participate in the offer data checking exercise scheduled between **21 and 27 March 2011** in the Pan London timetable.
34. This LA will send a file to the E-Admissions portal with outcomes for all residents who have applied online no later than **28 March 2011**.

Offers

35. On **4 April 2011**, this LA will send out by first class post notification of the outcome to resident applicants. This LA will inform all resident applicants of their highest offer of a school place and where relevant, the reasons why higher

preferences were not offered, whether these were for schools in the home LA or in other participating LAs.

36. Kingston LA's outcome letter will include the information set out in Schedule 2
37. Kingston parents whose children do not qualify for a place at any of the schools they apply for (in any LA) will be offered an alternative school on 4 April will be offered an alternative school, if at all possible. This school will be the nearest school to the home address with places remaining. Allocation will be made in accordance with the school's admission criteria and in consultation with the school's admission authority. These parents will also be offered the opportunity to make late applications to schools to which they did not originally apply.
38. Details of the pupils to be offered will be made available to each Kingston primary and secondary school by **4 April 2011**.
39. This LA's outcome letter will include the information set out in Schedule 2

Post-offer Arrangements

40. Parents must accept or decline the offer of a place by **19 April 2011**, or within two weeks of any subsequent offer. If they do not respond by this date, the LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept or decline the place. Only where the parent fails to respond and the LA can demonstrate that every reasonable effort has been made to contact the parent, will the place be withdrawn.
41. Where an applicant resident accepts or declines a place in a school maintained by another LA by **19 April 2011**, this LA will forward the information to the maintaining LA by **26 April 2011**. Where such information is received after **19 April 2011**, this LA will pass it to the maintaining LA as and when it is received.
42. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
43. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
44. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
45. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
46. When acting as a home LA, when this LA has agreed to a change of preference

order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 43 and 44 shall apply to the revised order of preferences.

47. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
48. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.

Waiting List Arrangements

50. **The letter, notifying parents of the outcome of their application, will also inform them that their child's name will be automatically placed on the waiting list for higher preference schools in Kingston than the one offered.**
51. Parents with a higher preference offer can request that their child's name is added to waiting lists for lower preference schools and his/her name will be added in criteria order.
52. Waiting lists for community schools will be held in criteria order regardless of when an application is received.
53. For Foundation and VA schools, waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission arrangements.
54. Parents will be advised that if they want to go on the waiting list for an out-borough school they should contact their Home LA.
55. Where a place is allocated from the waiting list, the offering admission authority must advise the LA as it occurs. For residents of this borough, this LA will check for alternative offers and, if the child has a multiple offer, will give parents two weeks to decide which offer they wish to accept. (For non-residents, this LA will advise the home LA of any multiple offers). The outcome will be shared with each affected school and/or LA as appropriate.
56. Applications received after **4 April 2011**, will be added to community school waiting lists or passed on to the relevant admissions authority as appropriate.

In Year Admissions

57. In-Year admissions (overage admissions), i.e. the admission of children after the normal age of admission to a school, will be administered in accordance with the agreed In Year Scheme and the Pan London Protocols. For over-subscribed year groups waiting lists will be maintained according to the published admissions criteria for the school.

SCHEDULE 2

KINGSTON COORDINATED PRIMARY ADMISSION ARRANGEMENTS 2011

DRAFT TIMETABLE (AS AT OCTOBER 2009)

Date	Action
15 January 2011	Closing date for applications
28 January 2011	Deadline for transfer of application data by Home LA to PLR
By 7 February 2011	Application data passed to VA/Foundation schools
18 February 2011	Final date for receipt of "on-time" applications
21 to 28 February 2011	Checking of application data
7 Feb - 4 March 2011	VA/Foundation schools process applications against admissions criteria
7 March 2011	Ranked lists containing all applicants received by LA from VA/Foundation Schools
7 March to 15 March 2011	LA - check and input ranked lists into admission system
16 March 2011	Deadline for the transfer of the ALT file to PLR
16 - 18 March 2011	Sending/receiving of potential offers via PLR to out of borough LAs to identify single offer
21 to 25 March	LA- checking of offer data
28 March 2011	Deadline of on-line ALT file to portal
4 April 2011	Send outcomes of applications to resident parents/guardians and inform RBK schools of final offers
19 April 2011	Deadline for receipt of acceptances and refusals
26 April 2011	LAs exchange data from reply slips and pass onto schools and maintaining LAs

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admission to Reception in
September 2011**

Child's details:

Surname
Forename
Middle name
Date of birth
Gender
Home address
Name of current school/pre-school
Address of current school (if outside home LA)

Parent/Carer details:

Title
Surname
Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Details of each school given as a preference (up to a maximum of six)

Name of primary school
Address of primary school
Preference ranking
DCSF Number of primary school

Additional information:

- Reasons for preferences (including any exceptional family, social or medical needs)
- Does the child have a Statement of Special Educational Needs?
- Is the child in public care?
If yes, name of Local Authority responsible for the child
- If the child has sibling(s), name of school sibling(s) attends
- Surname of sibling
- Forename of sibling
- DOB and gender of sibling

Other:

- Signature of parent or guardian
- Date of signature
- Where a school for which the applicant has applied requires further information to apply its admission criteria, parents are advised to complete such supplementary information forms.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 and Reception in 2011/12

From: Home LA
Date: **1 March 2011 (sec)**
4 April 2011 (prim)

Dear Parent,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have

APPENDIX B Annex 2

been offered. If the school is in this borough, you can use the enclosed reply slip and return it to this office. If the school is in another borough, you will need to contact the school or the borough concerned.]

(The above paragraph can be omitted if the LA automatically places children on a waiting list for higher preference schools, but the letter should confirm that this has been done).

*Please return the reply slip to me by **16 March 2011 (sec)/19 April 2011 (prim)** . If you have any questions about this letter, please contact me on*

_____.

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
LEARNING AND CHILDREN'S SERVICES**

**CO-ORDINATED SCHEME FOR IN - YEAR ADMISSIONS
FOR SEPTEMBER 2010/11 and 2011/12**

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code define the responsibilities of Local Authorities (LAs) in formulating a scheme to co-ordinate all in-year applications for admissions to primary and secondary schools for entry during the academic year 2010 -11.

Glossary of terms in the scheme

“the LA area”	means the area in respect of which the LA is the local authority
“the Home LA”	means the LA in which the applicant is resident
“the maintaining LA”	means the LA which maintains the school i.e. the borough or county where the school is situated
“In –Year application”	an application made at any time during the academic year other than for starting school in Reception or for transferring to junior or secondary school
“Admissions Authority”	means the body which has the responsibility for setting admission arrangements for the school. This is the Local Authority for community schools and the Governing Body for voluntary – aided and foundation schools

The Scheme

The scheme shall be determined and processed in accordance with the provisions set out in paragraphs 1 to 27 (below) of the scheme.

The scheme shall apply to every maintained community, foundation and voluntary-aided school in Kingston (except special schools).

Applications

1. In-Year applications from Kingston’s residents for any maintained school in Kingston or in another LA will be made on Kingston’s Common Application Form on which applicants can list up to four schools in rank order of preference. Applications from residents in another LA will be made on the Home LA’s Common Application Form.
2. The Kingston Common Application Form will include all the fields and information specified as necessary for this scheme.
3. In addition, applicants will be advised to complete a supplementary information form if required to enable a school to apply its published oversubscription

APPENDIX B Annex 3

criteria. Information on where to obtain a supplementary form will be published in each maintaining LA's admission booklet, website and in the school's published information. Applicants completing a supplementary information form must be advised, via the form, that they must also complete their LA's Common Application Form and name the school on that form.

4. Where an admission authority receives a supplementary information form, it will not consider it to be a valid application until the parent/carer has also listed the school on their Home LA's Common Application Form in accordance with paragraph 3.7 of the School Admissions Code.
5. If a Kingston school receives a supplementary information form, it will not consider the application until Kingston LA has confirmed that the school has been named on a completed Common Application Form.
6. The order of preference given on the Common Application Form will not be revealed to any school in accordance with paragraph 1.76 of the School Admissions Code. However, where a parent of a child resident in this LA expresses a preference for more than one school in another LA, the order of preference for that LA's schools will be revealed to that LA. The LA will determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
7. Each LA will undertake to carry out address verification for each application made by a resident within that LA.
8. Each LA will check the status of any applicant who is a 'Looked After' child and confirm this with its school or the maintaining LA.
9. Each Home LA will satisfy itself that each applicant's date of birth is correct.
10. Where parents/carers have provided reasons for a preference school, the information will be forwarded to the admission authority or to the maintaining LA.
11. Where parents/carers have provided additional documents in support of their application i.e. exceptional reasons, this will be forwarded to the admission authority or to the maintaining LA.

Processing

12. Where an application is not fully completed, LAs will not treat the application data as valid until all information is received.
13. As the Home LA, Kingston LA will aim to share fully completed application data relating to schools within maintaining LAs **within 5 working days** of the application being fully completed.
14. For secondary applications, Kingston LA, as the maintaining LA will request background information from the previous school before a place is offered.

APPENDIX B Annex 3

15. Kingston LA will inform each Kingston school of all applications made for that school, including lower preferences, and even where a higher preference offer has been made at another school. This will keep each school informed of the total number of applications made for the school.

Offers and Post Offer

16. Acting as the Home LA, Kingston LA will inform each Kingston resident applicant of their highest offer of a school place, and where possible, the reasons why higher preferences were not offered, including if outcomes are not yet known. This will apply whether the schools are in Kingston or another LA area.
17. Where a place can be offered and all the relevant information has been received, the admission authority and the LA will agree a start date. Parents will be asked to accept or decline the offer within two weeks of the date the offer letter.
18. Where a parent does not respond within this timeframe, Kingston LA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place, and if it is an out-borough applicant, will liaise with the Home LA, who will in turn contact the parent. Only where the parent fails to respond and the relevant Home LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn on behalf of the admission authority.
19. Once an acceptance or refusal for a Kingston school has been received, Kingston LA will inform the school accordingly.
20. When a vacancy does not exist, Kingston LA as the Maintaining LA will inform the Home LA or Kingston parent and advise them of the waiting list position when this information is available from the admission authority.
21. If a place cannot be offered at a school, the Home LA will advise parents of their right of appeal and how to obtain appeal documentation.
22. Parents/carers will be advised that their child's name will be placed on the waiting list for higher preference schools than the one offered.
23. Admission authorities will consider and rank an application and provide the LA with a decision including waiting list positions **within 10 school days** of receiving application data. This will enable LA to give an outcome to parents or the Home LA within timescales agreed between LAs.
24. Kingston schools will inform the LA when the child is on roll at the school. Kingston LA will communicate this information with the Home LA where relevant.

Waiting Lists

25. Where a place is available to be offered from the waiting list, Kingston schools will convey this information to the LA, who will inform the Home LA so that they may formally offer the place.
26. Acting as the Home LA, Kingston LA will formally offer a school place to its residents on behalf of schools in Kingston or in another LA.
27. Kingston Schools must inform the LA of any changes in admission numbers as they occur so that vacancy data is kept up to date.

SCHOOL ADMISSIONS FORUM

24 February 2010

CONSULTATION ON ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED AND FOUNDATION SCHOOL SCHOOLS FOR SEPTEMBER 2011

REPORT BY THE INTERIM STRATEGIC DIRECTOR OF LEARNING AND CHILDREN'S SERVICES

SUMMARY

This report informs the Forum about consultation requirements for all admission authorities and on the number of Kingston's Foundation and Voluntary Aided schools that are consulting for September 2011.

ACTION FOR THE FORUM

It is recommended that the Forum note the consultation requirements and offer any comments.

Background

1. The School Admissions (Admission Arrangements) (England) Regulations 2008 requires all admission authorities to consult on their proposed admission arrangements every three years unless they are proposing to make a change to their admission arrangements, in which case they must consult on those changes before they are implemented.

Statutory requirements for consultation

2. Consultation for 2011 must take place by 1 March 2010 and admission arrangements must be determined by 15 April 2010. Consultation must last for a minimum of eight weeks.
3. Primary schools that are their own admission authorities, must consult with the Local Authority and any other Local Authority whose area comes within 3.2 kilometres of the school, and the governing body of every other maintained primary school, whether or not it is its own admission authority, within Kingston's Relevant Area.
4. Secondary schools that are their own admission authorities must consult with the Local Authority and any other Local Authority whose area comes within 8 kilometres of the school, and the governing bodies of every other maintained primary and secondary school,

whether or not it is its own admission authority, within Kingston's Relevant Area.

5. All admission authorities must consult with relevant parents and other groups with an interest in the local area and publish a notice informing where to obtain a copy of consultation and the deadline for responses.
6. The Local Authority (LA) published a notice in November 2009 informing of the consultation process for community schools. The LA's notice included a paragraph which referred to Voluntary – Aided and Foundation schools' consultations and this avoided the need for schools to publish their own separate notice.
7. Consultation paperwork must include full details of the proposed admission arrangements, which must be consistent with Kingston's proposed coordinated schemes, and must include the following:
 - Admission numbers for any years to which it intends to admit pupils
 - Application procedures
 - Oversubscription criteria to be used and the order in which they will be applied
 - Any supplementary information forms to be used by the school
 - Information about any selection tests for ability
 - Any separate entry requirements or oversubscription criteria for Year 12 or nursery
 - How long after the end of the Autumn term in the admission year the waiting list will be maintained
 - How late applications can be made and how they will be handled, as agreed in the coordinated scheme
 - Details of any catchment areas/parish boundaries to be used
8. Once an admission authority has determined its arrangements, it must notify the Local Authority, all other bodies consulted with and any party who responded to the consultation. Admission authorities must publish their arrangements on their website, where they have one, and this must be displayed for the whole year. This includes any supplementary information forms
9. The Local Authority is required to publish the arrangements for all schools on their website by 1 May and also to publish a notice in the local press setting out where they might be viewed.
10. Once determined, admission authorities must follow their published arrangements, and failure to do so would amount to a breach of the admission authority's statutory duty.
11. Kingston LA as the admission authority for community schools is consulting on the proposed admission arrangements for community schools, on the proposed schemes for in year admissions for 2010/11 and 2011/12, and the proposed secondary and primary admissions schemes for 2011/12.

12. Kingston Foundation and Voluntary-aided schools as their own admission authorities that are consulting on their proposed admission arrangements for 2011/12 are:

Primary Schools

Christ Church CE New Malden Primary School
Christ Church CE Primary School (Surbiton)
Corpus Christi Catholic Primary School
Malden Parochial CE Primary School
Our Lady Immaculate RC Primary School
St Joseph's RC Primary School
St Mary's CE Primary School
St Matthew's CE Primary School
St Paul's CE Junior School
St Paul's CE Primary School

Secondary Schools

The Holy Cross School
The Hollyfield School
The Tiffin Girls' School

13. The proposed admission arrangements for neighbouring LAs can be found using the links below:

Merton

www.merton.gov.uk/learning/schools/changingschool/admissions/school-admissionarrangements/admissions_arrangements_2011.htm

Richmond

http://www.richmond.gov.uk/consultation_admissions_arrangements_2011-12.pdf.

Sutton

www.sutton.gov.uk/index.aspx?articleid=4463

Surrey

www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Schools+Admissions+Consultation+for+September+2011?opendocument

Wandsworth

www.wandsworth.gov.uk/admissions/consultation

Action for the Forum

14. The Forum is invited to note the consultation requirements and to offer any comments.

**Background Papers held by Hatija Bhatia (tel.: 0208 547 5284
email: Hatija.Bhatia@rbk.kingston.gov.uk)**

Consultation papers on admission arrangements for September 2011.
School Admissions Code 2009

SCHOOL ADMISSIONS FORUM

24 FEBRUARY 2010

REPORT BY THE STRATEGIC DIRECTOR OF LEARNING AND CHILDREN'S SERVICES (INTERIM)

SUMMARY

This report outlines developments, since October 2009, towards the expansion of primary and secondary school. It includes

- **The agreed strategy for the permanent expansion of primary schools**
- **Recent developments towards implementing the strategy for permanent expansion of primary schools and timescales**
- **Additional Places for 2010 in primary schools**
- **Nursery Education for 3 and 4 year olds**
- **Building Schools for the Future secondary school update**
- **Consultation on the new secondary school in the North of the Borough**

ACTION FOR THE FORUM

The Forum is asked to receive the paper for information

The agreed strategy for the permanent expansion of primary schools

1. A report 'UPDATE ON THE STRATEGY FOR THE PERMANENT EXPANSION OF PRIMARY SCHOOL PLACES' was taken to the Council Executive on 1st December 2009 setting out proposals for permanent additional places. The full report is available in Annex 1. The minutes of that meeting note:
2. The Council has a statutory duty to ensure that there are sufficient places and schools across the area to promote diversity and increase parental choice. There is a sustained need for more primary school places and a Strategy to provide the additional places from 2010 onwards is being developed, which includes identifying further sites for new schools.
3. Work is continuing on options to provide additional places on an interim basis for September 2010 and the permanent expansion Strategy for September 2011 onwards. This latter Strategy will provide up to fourteen and a half additional forms of entry which equates to some 435 places. The feedback from an informal consultation has been taken into account in progressing proposals. The Strategy is subject to three separate statutory consultation processes.

4. The costs to date of providing additional accommodation on a temporary basis and the anticipated cost of implementing the Strategy for the permanent expansion of primary schools was reported to the Executive, together with details of the funding available to date, including details of the £8.2m confirmed allocation which the Government announced on 30 November. Work to provide additional accommodation, including identifying any additional strategies required to ensure there are sufficient primary school places available from September 2011, will be progressed on a phased basis.
5. Proposals are also in place to provide additional nursery class places to meet the anticipated demand from September 2010 and 2011.
6. Councillors Dennis Doe, David Ryder-Mills and Susan Kramer MP for Richmond Park Constituency, commented on the proposals.

RESOLVED that:

- The preferred strategy set out below, to deliver the permanent increase in primary school places needed be agreed;

PROPOSED STRATEGY FOR PERMANENT EXPANSION			
School Places Planning Area	School	Permanent Change to Published Admission Number (forms of entry)	Expanding to Published Admission Number (forms of entry)
Kingston Town	Latchmere Primary	+30	120 (4 fe)
	Fern Hill Primary	+30	90 (3 fe)
	King Athelstan Primary	+30	90 (3fe)
	Alexandra Infants & St Pauls Junior*	+30	90 (3fe)
Surbiton	St Matthew's Primary*	+15	60 (2fe)
	Grand Avenue Primary	+30	90 (3fe)
	New School	+60 or +90	60 (2fe) or 90 (3fe)
Malden & Coombe	Burlington Infants & Junior Schools	+30	120 (4fe)
	Christ Church New Malden Primary*	+30	90 (3fe)
	Corpus Christi Primary**	+30	90 (3fe)
	Malden Manor Primary	+30	90 (3fe)
South of the Borough	Ellingham Primary	+30	60 (2fe)
	Lovelace Primary	+30	90 (3fe)
TOTAL Permanent Places	Currently 1,575 (52.5fe)	+405 (13.5fe) or +435 (14.5fe)	1,980 places (66fe) 2,010 places (67fe)

*denotes Southwark Diocese Voluntary Aided schools

**denotes Southwark RC Archdiocese Voluntary Aided schools

- the estimated overall cost of the expansion strategy, and the resources currently available, including the amount of £8.2m which the Government recently announced be noted;
- the Interim Strategic Director of Learning & Children's Services be requested to:
 - (i) prepare an implementation plan that enables statutory consultation to permanently expand individual schools prioritising and phasing if necessary, and
 - (ii) identify appropriate strategies to ensure that, if there are any delays, there are sufficient primary school places available for the academic year starting in September 2011;
- the action being taken to ensure that there is sufficient universal provision of nursery education for three and four-year olds for 2011 be noted;
- engagement with parents and other members of the community continue to ensure that the public is fully informed and their views sought on proposals;
- although the announcement of funding mentioned in 2 above is welcomed, further funding is needed to deliver the permanent increase in primary school places, consequently the Government continue to be lobbied to ensure that Kingston receives further allocations to fund the programme; and
- the Executive's congratulations and thanks be extended to all who were involved in the achievements to date.

Reason for decision

- To meet the Council's statutory responsibility to secure sufficient school places.

Recent developments towards implementing the strategy for permanent expansion.

7. The main issue that will determine the next steps is the amount of funding that is available to carry out the building adaptations and provide ICT and Furniture & Equipment. The Council has published the proposed Budget 2010-13 which will be formally agreed on 25 February. The proposals include a first tranche of spending on primary expansion of £40m across 2010-11 and 2011-12, with an assumed total of £70m required for the whole expansion programme. This is significantly more than currently confirmed by the DCSF but reflects what we anticipate should be the level of funding allocated to Kingston. Subject to the Budget being agreed as published on 25 February we will be in a position to progress detailed designs and statutory consultation processes.
8. This total level of funding is less than the £80m+ required to deliver all of the favoured feasibility options undertaken last year. In addition, works may need to be phased at some sites where it is practicable to do so. Therefore discussions will be held with schools to inform the design options and to brief the architects about the next stage of work. Architects will be working with schools and school communities on final designs from early March to May.

9. There will need to be Statutory Consultation on the expansion at each school and detailed design discussions will take place during the consultation phase. The Planning Department is discussing the likely timescales for planning applications to be considered; the majority are likely to be considered for Planning Permission at the Development Control Committee meetings in September and October 2010, but if any scheme can be progressed quickly enough then it may be possible to seek planning approval in late June / July.
10. There are two timelines mapped out for undertaking the statutory consultation to expand a school (Annex 3 and 4). These reflect the minimum timescales required and the requirement to avoid consulting during school holidays. There are effectively two start dates – either 22 February or 19 April. The practicalities of any school starting consultation before the 19 April will be carefully considered, including the potential impact of the local and national elections taking place during this period.
11. Building will have to commence at most schools around half term in October/November 2010, although a small number of schemes may be phased to start later than this.
12. Whilst waiting for the funding to be confirmed officers have been researching the most efficient way to procure such a large package of building works. The intention is to use a Framework agreement called “Improvement Efficiency South East” (IESE) as construction partners and to standardise as much as possible in terms of doors/ironmongery/windows etc across the schools (without sacrificing individuality in design) to gain maximum cost efficiencies. The IESE contractors operate under a very strict Key Performance Indicator (KPI) system and because they have already been pre-selected to be on the Framework it avoids having to run a very resource heavy competition for each of the projects. All of the contractors have a good track record in building educational projects, including new schools (Wilmot Dixon who worked so well with Kingston to deliver the Chessington Community College rebuild are one of ten contractors on the framework). Mini competitions will be held to appoint contractors for each of the school schemes from the Framework and schools will be involved in this process. The framework will provide better value for money and shorten the procurement time that using a traditional tendering process will take.
13. A project team has been established within the LA to ensure that colleagues in planning, highways etc are fully briefed about what is needed across the LA and at each school.

Strategy for the provision of additional places in September 2010

14. Executive Report December 1st 2009 also identified the strategy for providing places for the increased population in 2010. This has been agreed with all schools, Governing Bodies and both Diocese. The report noted:

15. The previous estimate of additional pupil places needed for September 2010 was 12 forms of entry (360 places). This information was included in the consultation document regarding expansion of primary schools and was based on the data available at that time. Following recently updated population estimates from the Office of National Statistics we have revised our estimates for 2010 down from 12 to 10 additional forms of entry (300 places). This is because the latest information gave more detail of the months in 2005 that children were born in, and this shows that proportionately fewer children were born in January to June so fewer children will be eligible to start primary school in the academic year 2010-11. An additional 300 Reception Year places have been added on the basis of a temporary change to the planned admission number across 11 schools to meet the increase in demand for places:

Additional Classes for 2010	
Name of School	Number of Additional Places
Castle Hill Primary School	30
Corpus Christi Catholic Primary School	30
Grand Avenue Primary & Nursery School	30
King Athelstan Primary School	30
Knollmead Primary School	15
Lovelace Primary School	30
Malden Manor Primary and Nursery School	30
St Agatha's Catholic Primary School	30
St Joseph's Catholic Primary School	30
St Luke's C of E Primary School	30
St Matthew's C of E Primary School	15

Nursery provision

16. The Executive Report December 1st 2009 also noted the Council's position on provision of nursery education

UNIVERSAL PROVISION OF NURSERY EDUCATION FOR THREE AND FOUR-YEAR OLDS FOR SEPTEMBER 2011

17. The Council has a statutory obligation to secure nursery education places for all eligible three and four year olds, and to improve early years outcomes for children. During the consultation regarding expansion of school places to date many parents and some schools have requested that nursery places in the maintained sector be expanded.

18. Kingston has a diverse mix of statutory, voluntary, independent and private settings which provide early years education for three and four year olds which provides a range of offers for parents. On the register of providers, 51 of these are from the Private, Voluntary and Independent (PVI) sectors; 23 maintained Nursery classes; and one nursery school offering early education.

19. The Early Years and Childcare Service works with providers to ensure that there are sufficient places to meet the anticipated demand within Kingston. Since September 2008 six additional settings have been added to the Register of Providers. During the summer term 2009, these provided an additional 88 places.
20. The Local Authority is expected to deliver more places by stimulating and managing the PVI sector and does not have specific capital funding to undertake major capital works to provide more places. The presumption is that additional places will be principally secured within the PVI sectors and increases to the maintained sector provision will be supported where there is no capacity within the PVI sector to expand.
21. The DCSF anticipates Universal Provision of nursery places for three and four year olds to be 85% of total eligible population in the age range. In Kingston for September 2011 this will be 85% of an increase of 300, i.e. 255 new nursery places.
22. Based on current population estimates and the latest sufficiency assessment there is currently an unmet demand for places, particularly in Surbiton, New Malden and North Kingston. The following proposals are being progressed to address this need and to meet 2010/2011 increased requirement in the Borough:
- A nursery class to be established at Christchurch School in New Malden. Providing 52 part time places. These places are expected to be available in September 2010.
 - A nursery class to be incorporated in to the proposed new primary school site in Surbiton, to provide 52 part time places. Places expected to be available for 2011.
 - Private and Voluntary providers will be sought in the north of the borough to expand current provision and new providers encouraged to register new provision. To provide 60 additional places in 2010/2011.
23. In view of the above the current proposed strategy for expansion of primary schools does not include expansion of nursery provision in the named schools.

Building Schools for the Future secondary school update

24. A report was taken to the Council Executive on 1st December 2009 setting out proposals for joining the programme. The full report is available at [http://moderngov.kingston.gov.uk/Published/C00000134/M00005661/\\$\\$ADocPackPublic.pdf](http://moderngov.kingston.gov.uk/Published/C00000134/M00005661/$$ADocPackPublic.pdf).
- The minutes of the Executive meeting note:

BUILDING SCHOOLS FOR THE FUTURE - ENTRY TO THE PROGRAMME

25. The Government has announced that, subject to the Readiness to Deliver document being approved by the Minister of State for Schools and Learners at a Remit meeting scheduled for 14 December, Kingston and Croydon working in collaboration will join the BSF programme. The Readiness to Deliver proposals are the formal stage that Partnerships for Schools use to judge an authority's ability to deliver the BSF Programme within the prescribed timescales.
26. Although the ownership and responsibility for all aspects of local education will remain with each authority both Councils must also agree to form a joint Local Education Partnership ("LEP") to act as the procurement vehicle for the delivery of the programme. This will improve the attractiveness of the procurement offer to the private sector and, have the effect of increasing capacity and reducing costs for each authority.
27. Funding is required to enter the BSF Programme and continue work to the next stage and the authorities must demonstrate to Partnerships for Schools that the required funds will be available. A budget has been prepared which will take the BSF Programme through the Strategy for Change, Outline Business Case and Procurement phases of the BSF Programme.
28. In commenting generally on the proposals, Councillor Dennis Doe speaking for Tudor Ward Councillors and the Conservative Group expressed the view that the new secondary school in north Kingston should be limited in size to 6 form entry.
29. Susan Kramer, MP for Richmond Park Constituency, supported the proposals and commented on some details, particularly the need for consultation. Councillor Tricia Bamford, Executive Member for Children and Young People's Services in responding to these comments stated that this was the first stage of the process, there would be discussions to find suitable solutions and that the consultation process would be extensive.

RESOLVED that

- The contents of the Readiness to Deliver document be noted and the BSF Programme Director be authorised to conclude all negotiations with Partnerships for Schools on the Readiness to Deliver document to facilitate formal entry into the Government's BSF Programme;
- Subject to the outcome of the Remit meeting scheduled for 14 December confirming the Council's entry into the BSF programme, the further proposed BSF expenditure of £7.418 million (i.e. £4.728 million revenue and £2.69 million capital) as detailed in paragraph 19 of Appendix B to the agenda be agreed, to take the BSF Programme through to the conclusion of the appointment of the Local Education Partners;
- The BSF Programme Director be authorised to commit expenditure against this budget;

- The Interim Director of Finance be instructed to reflect the above costs in the medium term financial strategy;
- the Executive's congratulations and thanks be extended to all who were instrumental in the successful bid; and
- Engagement with parents and other members of the community continue throughout the whole process to ensure that the public are fully informed about proposals at all stages.

Reason for decision

- To approve the formalisation of the Readiness to Deliver submission with Partnerships for Schools to allow formal entry into the Governments BSF Programme and to approve in principle the budget to deliver the work leading up to and including the procurement phase of the programme.
- Kingston and Croydon were formally admitted onto the programme at the Remit meeting of 14th December. Kingston is the first successful local authority to be able to access this funding. The programme will provide funding for the new secondary school and the expansion of non selective secondary schools.

Consultation on the new secondary school in the North of the Borough

30. On January 15th 2010 the Council opened a consultation on the new secondary school. The consultation closes on 26th February following extensive circulation and a public meeting held at Fern Hill Primary school on Tuesday 9th February 2010. The full consultation document is available at Annex 2.

31. The consultation sets out

- the need for a new school,
- proposed key features, including sports facilities and post 16,
- the population the school will serve,
- partnerships and collaborations,
- extended services and specialisms,
- provision for Special Educational Needs,
- cost and design,
- sustainable travel,
- relocation of existing users,
- the school competition process,
- the consultation and statutory processes

32. SAF members will want to be aware that the proposal remains to build an 8 form entry school in order to have sufficient places to fulfil the Council statutory duty.

The need for a new school

33. The population of Kingston is growing and in particular the number of children and young people living in and requiring a school place in the Borough is increasing. The Local Authority has a statutory duty to provide a school place to all of its children and young people who require one. There are currently 1615 places in each year group in Kingston secondary schools (years 7 - 11, children aged 11-16). This will be insufficient to meet future demand for places.
34. In order to meet the increased demand for school places, the Local Authority must provide an additional 240 places in 2015/16. The following table shows the Borough-wide rise in the birth rate and increase in projected demand for Year 7 places over the period 2010/11 to 2018/19 (based on recent autumn 2009 school rolls and forecasts).

Year of entry into Secondary School	Number of live births	Actual/Projected Year R* number for this year group	Projected number of Year 7* places required
2010/11	1914	1512	1549
2011/12	1869	1499	1536
2012/13	1818	1477	1513
2013/14	1787	1478	1514
2014/15	1794	1534	1577
2015/16	1945	1721	1853
2016/17	2036	1811	1966
2017/18	2024	1801	1953
2018/19	2140	1905	2083

*Year R = Reception year, the first year of primary school

*Year 7 = First year of secondary school

35. The rise in the number of secondary places required in the Borough is driven by a number of key factors: -
- Providing additional school places to accommodate additional pupils who have entered Kingston primary schools through 'bulge classes' from 2008/09 onwards
 - A projected 24.2% rise in the numbers of reception children in Kingston Primary schools between 2007/08 and 2011/12
 - New housing developments which have resulted in larger numbers of resident children and young people in the area
 - A rise in the popularity of Kingston secondary schools which has resulted in very low levels of surplus capacity, particularly in girls and co-educational schools
 - The increasing lack of spare secondary places in neighbouring Local Authority schools due to rising numbers of children and young people in their areas
 - The expectation that fewer children in the North Kingston area would attend other Local Authority's schools when the new school opens.

36. The growth in the school aged population across Kingston has been particularly evident in the North Kingston area. During 2010, we will undertake separate consultations to permanently expand primary schools in the Kingston Town neighbourhood area by four Forms of Entry, which alone will make up half of the proposed eight forms of entry of the new school.
37. From 2011/12, Kingston Town Primary Schools, who are likely to be the main feeder schools for the new secondary school, will have capacity for 20 Forms of Entry in each year group (600 pupils). In order for a significant proportion of these pupils to be able to access the new secondary school, it will need to offer a minimum of eight Forms of Entry. The Local Authority believes that providing a school any smaller than this will provide insufficient places for the future demand from local children who will wish to attend the school.
38. The new school is proposed to have one form of entry more than Kingston's largest schools. There are many myths about the advantages and disadvantages of smaller and larger schools leading to belief that a school's size determines its effectiveness. An extensive, independent and highly regarded review of research in this area (Garrett et al 2004¹) concluded that there is no research which provides strong enough evidence to determine policy about school size. The research found that beliefs that young people's attainment and behaviour are determined by the size of a school were inconsistent with the evidence and recognised that school effectiveness is determined by a complex range of factors. In addition, Ofsted's 2009 report on 'Twelve outstanding secondary schools'² reflects this research finding that 'excellence is born of a deep sense of purpose and commitment, courage and ambition, stemming from the leadership of the school'. School size is not considered a determinant of excellence.
39. Currently large numbers of secondary aged pupils in the North Kingston area attend non-Kingston schools such as Grey Court and Teddington in the London Borough of Richmond. In September 2009, 109 children transferred from North Kingston Primary Schools to Grey Court and 37 transferred to Teddington. This represents five Forms of Entry based on the current number of year 6 pupils in the area, with numbers forecast to increase by 25% by 2017/18. Whilst the links that some families have with Richmond schools may be retained, based on the responses of prospective parents in the informal consultation, it is expected that a large proportion of children in the North Kingston area will wish to attend the new school when it opens.

Background papers held by: Tina Herring, Service Director, Learning and School Effectiveness. Tel: 0208 547 5288, email: tina.herring@rbk.kingston.gov.uk

UPDATE ON THE STRATEGY FOR THE PERMANENT EXPANSION OF PRIMARY SCHOOL PLACES

Report by the Acting Strategic Director of Learning & Children's Services and Interim Strategic Director of Finance

Executive Member for Children and Young People's Services

Purpose

The Local Authority has a statutory duty as the commissioner of school places in the area to ensure that there are sufficient places and schools across the area to promote diversity and increase parental choice. As reported to Executive in April 2009 there is a sustained need for more primary school places and the Local Authority is developing a Strategy to provide the additional places from 2010 onwards. As requested this report updates the Executive on development of the Strategy and the funding context to progress the expansion.

Action proposed by the Executive Member for Children and Young People's Services

The Executive is recommended to:

1. Agree the preferred strategy set out in paragraph 24 to deliver the permanent increase in primary school places needed
2. Note the estimated overall cost of the expansion strategy, and the resources currently available and the anticipated national announcements about further specific funding
3. Request the Acting Strategic Director of Learning & Children's Services to:
 - (i) prepare an implementation plan that enables statutory consultation to permanently expand individual schools to commence as soon as resources are confirmed, prioritising and phasing if necessary, and
 - (ii) identify appropriate strategies to ensure that, if there are any delays, there are sufficient primary school places available for the academic year starting in September 2011.
4. Note the action being taken to ensure that there is sufficient universal provision of nursery education for three and four-year olds for 2011.

Reason for action proposed

To meet the Local Authority's statutory responsibility to secure sufficient school places.

BACKGROUND

1. The Local Authority has a statutory duty as the commissioner of school places to ensure that there are sufficient school places for all children who need one, to ensure fair access to educational opportunities, to ensure that there are sufficient schools in their area and promote diversity and increase parental choice.

2. In response to an identified need to permanently expand primary provision the Local Authority carried out an informal consultation in May & June 2009 to inform development of a strategy for permanent expansion. The results of the consultation were reported to Executive on 7 July 2009. At this meeting officers were requested to further develop proposals, reflecting feedback from the informal consultation including the aim of identification of further sites for new schools.
3. It was noted that the final plan for the expansion needed to combine the results from the consultation, availability of land for new schools, likely outcome of planning applications and the practical issues of expanding individual schools as determined from the feasibility studies which are currently being undertaken. This required options to expand existing schools to be pursued with those schools most able and willing to do this by continuing with the feasibility work and holding further discussions with Governing Bodies and with the Southwark Diocese and RC Archdiocese of Southwark in the autumn.
4. Costings of different options identified to date for individual school sites have been obtained. This report sets out the sustained need for the additional places, recommendations for providing the places and the funding currently available to progress the building works necessary to support the expansion of places.

FEASIBILITY STUDIES

5. The three RBK Building Professional Services Framework Consultants were appointed to undertake the feasibility studies required to determine the practical aspects of expansion at each of the nineteen schools named in the consultation as possible options for expansion. The three companies have worked collaboratively to ensure that the proposals for each school have been developed to a consistent set of requirements, and have shared current knowledge and expertise regarding the estimated cost of completing the required works. This work has informed both the options for providing additional places for September 2010 on an interim basis, and the permanent expansion Strategy for September 2011 onwards.
6. All of the work has been undertaken with reference to school sizes and external areas based on national guidance issued by the Department for Children, Schools and Families (DCSF). Initial discussions have taken place with the Planning Department to determine the acceptability of the outline design proposals.

NEW SCHOOL SITES

7. From an educational and project delivery perspective it would be preferable to build new schools to provide the additional places as these could be fully designed to deliver the concept of a 21st Century School. In addition the building costs of a new school are broadly comparable with the remodelling cost of permanently expanding an existing school once all of the additional

accommodation changes are taken into account (e.g. classrooms, additional toilets, hall, kitchen & dining facilities, outdoor curriculum and play space, staff areas etc).

8. Following the report to Executive in July 2009 it was agreed to try and identify land in private or public ownership which could be suitable to purchase as sites for new Primary Schools. A land agent was appointed in August and provided a report in early October.
9. The conclusion to their report states: "The search highlights that there are no readily available site opportunities on the property market which address all of the Council's primary school site search requirements. Of the sites identified within this report all suffer from some constraints. "
10. The most significant constraints identified are:
 - required site size – "finding sites of a suitable size for a primary school is very difficult in a fairly densely developed London borough such as Kingston. Even taking into consideration opportunities to combine plots, opportunities for sites are limited"
 - planning designations – "protection of development of land which lies on the fringe of Green Belt/Metropolitan Open Land", and
 - land ownership – the site search identified that there are no suitable sites currently on the market
11. This independent review of potential new school sites has not therefore identified any new possible locations for a new school site. Options identified by the local authority are limited to the following:
 - a) The potential to incorporate a new primary school within the overall redevelopment plans for the Surbiton Hospital site, purchasing or leasing a parcel of land not required for health services, and
 - b) The possibility of developing part of the land in Chestnut Grove, New Malden currently designated as the unattached playing fields of Christ Church New Malden Primary School.

ADMISSIONS TO PRIMARY SCHOOLS FOR SEPTEMBER 2010

12. During Spring 2008 there was an exceptional increased demand for reception year places in primary schools in Kingston. The Local Authority provided seven additional classes at very short notice and all children were offered a place at a local school and able to start school in September. A further ten classes were added on a temporary basis for the September 2009 intake.
13. The previous estimate of additional pupil places needed for September 2010 was 12 forms of entry (360 places). This information was included in the consultation document regarding expansion of primary schools and was based on the data available at that time. Following recently updated population estimates from the Office of National Statistics we have revised our estimates

for 2010 down from 12 to 10 additional forms of entry (300 places). This is because the latest information gave more detail of the months in 2005 that children were born in, and this shows that proportionately fewer children were born in January to June so fewer children will be eligible to start primary school in the academic year 2010-11.

14. An additional 300 Reception Year places have been added on the basis of a temporary change to the planned admission number across 11 schools to meet the increase in demand for places:

Name of School	Number of Additional Places
Castle Hill Primary School	30
Corpus Christi Catholic Primary School	30
Grand Avenue Primary & Nursery School	30
King Athelstan Primary School	30
Knollmead Primary School	15
Lovelace Primary School	30
Malden Manor Primary and Nursery School	30
St Agatha's Catholic Primary School	30
St Joseph's Catholic Primary School	30
St Luke's C of E Primary School	30
St Matthew's C of E Primary School	15

ESTIMATED NEED FOR PERMANENT EXPANSION OF PRIMARY SCHOOL PLACES

15. The latest projections of need for reception year places in Kingston are set out in the table below.

School Year	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Reception pupils projected	1807	1845	1946	1963	1972	1969	1952
Capacity without expansions	1575	1575	1575	1575	1575	1575	1575
Shortfall of places	232	270	371	388	397	394	377
Additional Classes number for of children	8	9	13	13	14	14	13
Additional classes for some spare capacity	10	10	15	15	15	15	15

16. It is clear from the current data that the increased demand is not short-term, but a longer term upward trend. Revised forecasts based on the Autumn 2009 Schools Census data and the latest population projections are currently being produced. These are expected to confirm the continued upward trend in take-up of school places and the need to provide fifteen additional forms of entry (450 pupils), from September 2011 representing a 28% increase in the current permanent supply of primary school places.

17. The factors contributing to this are;

- (i) the local birth rate (23% increase from 2002/3 and 2007/08),
- (ii) an increasing proportion of the birth cohort applying for a school place
- (iii) increased families moving into Kingston (typically outward migration in London)
- (iv) the economic downturn reducing mobility of families moving out of outer London

- (v) the economic downturn potentially affecting parental choice regarding use of the independent sector and the degree to which the local independent sector has expanded to date in response to the overall increase in children living locally. It is now clear that there are also significant increases in the school age population across London, and also in many urban areas elsewhere in England (see Annexes 1 and 2 for the latest information regarding London).

18. Expansion on this scale represents the largest school building programme undertaken to date by the Local Authority. To comply with DCSF guidelines this will require the addition of 120 new classrooms as well as additional curriculum space, enlarged / new halls, kitchen & dining facilities, toilets, outdoor curriculum and play space, staff areas etc

PROPOSED STRATEGY

19. Detailed discussions have taken place with school governing bodies, the Southwark Diocese and RC Archdiocese of Southwark during the past few months to determine a preferred strategy for permanent expansion of primary school places. These discussions have also taken into account the results of the consultation undertaken in May & June 2009 with a wider range of interested stakeholders.

20. When the Local Authority is proposing an expansion of school places there is a requirement to consider if there is a sufficiently diverse range of schools available for parents. There is also a strong presumption that the pattern of school places by type of school is maintained where new classes or schools are added. Currently 67% of places are available in community schools, 20% in Church of England primary schools and 13% in Roman Catholic primary schools.

21. The feasibility studies of the nineteen schools named within the earlier consultation identified one or more option for each of the school sites to provide the required additional accommodation. The indicative expansion cost per additional pupil to ensure that school buildings meet DCSF guidelines for the increased number of pupils ranged from £17,268 in an all-through primary school to more than £40,362 to expand separate infant and junior schools. This range of costs reflects the differing existing accommodation available and site specific issues for individual schools e.g the amount of demolition required and need for temporary classrooms whilst building works are undertaken.

22. The indicative costs compare with a DCSF assumed funding level for an additional place in an existing school in outer London of £12,408. Local Authorities recent experience indicates that this level of funding is significantly below the actual cost of expansion; a neighbouring authority is having to spend approximately £6m per additional form of entry.

23. Work is progressing with NHS Kingston to explore the potential to locate a new school on part of the Surbiton Hospital site. This will confirm whether it is

possible to create a new two or three-form entry school, subject to negotiations to secure part of the site for this purpose, detailed feasibility and planning permission.

24. A further school has approached the Local Authority recently to indicate their desire to be considered for expansion; Malden Manor Primary School. The options for expansion in the Maldens and Coombe area are limited and the Local Authority supports the school's view that they are well placed to be part of the strategy. The addition of this school provides an option to the south of the A3 which previously didn't exist and enables a better geographical spread of additional places.

25. The proposed strategy below provides for up to an additional fourteen and a half forms of entry (435 places) and has been prepared with reference to:

- (i) the Local Authority's priority to continue to provide high quality education in schools so that children enjoy learning and achieve well and reach excellent standards.
- (ii) the views of the informal consultation and those of school Governing Bodies, the Southwark Diocese and the RC Southwark Archdiocese.
- (iii) parental preferences expressed as pressure for places in oversubscribed schools,
- (iv) physical constraints of buildings and land, and the value for money of alternative options
- (i) maintaining proportionality of church school places and the requirement to offer a diversity of choice of school.

PROPOSED STRATEGY FOR PERMANENT EXPANSION			
School Places Planning Area	School	Permanent Change to Published Admission Number (forms of entry)	Expanding to Published Admission Number (forms of entry)
Kingston Town	Latchmere Primary	+30	120 (4 fe)
	Fern Hill Primary	+30	90 (3 fe)
	King Athelstan Primary	+30	90 (3fe)
	Alexandra Infants & St Pauls Junior*	+30	90 (3fe)
Surbiton	St Matthew's Primary*	+15	60 (2fe)
	Grand Avenue Primary	+30	90 (3fe)
	New School	+60 or +90	60 (2fe) or 90 (3fe)
Malden & Coombe	Burlington Infants & Junior Schools	+30	120 (4fe)
	Christ Church New Malden Primary*	+30	90 (3fe)
	Corpus Christi Primary**	+30	90 (3fe)
	Malden Manor Primary	+30	90 (3fe)
South of the Borough	Ellingham Primary	+30	60 (2fe)
	Lovelace Primary	+30	90 (3fe)
TOTAL Permanent Places	Currently 1,575 (52.5fe)	+405 (13.5fe) or +435 (14.5fe)	1,980 places (66fe) 2,010 places (67fe)

*denotes Southwark Diocese Voluntary Aided schools, **denotes Southwark RC Archdiocese Voluntary Aided schools

FUNDING FOR EXPANSION OF TEMPORARY AND PERMANENT PLACES

26. A total of 17 extra classes have been added in Kingston for the reception year intakes in the past two years 2008 and 2009. This has largely been achieved using modular classrooms at a cost of approximately £2.7m. This cost has been met to date from Section 106 receipts and the Primary Capital Programme Grant 2008-2011.
27. The future costs of ensuring there are sufficient school places locally will need to cover the cost of accommodation for the ten additional forms of entry in September 2010, estimated at £1.7m, and the building works necessary to expand provision by fifteen forms of entry on a permanent basis.
28. In July 2009 the DCSF announced £200 million capital grant to assist Local Authorities experiencing exceptional growth in primary pupil numbers between 2008-09 and 2010-11. This funding was made available before the next Comprehensive Spending Review in recognition of the exceptional pressures and the lead-in time for providing permanent places. The funding is to be targeted to support the authorities where there is greatest exceptional need to provide additional permanent primary places by September 2011.
29. Authorities will be eligible for additional funding from the £200m where:
- there is exceptional growth in reception numbers;
 - other sources of funding are being used to provide primary places;
 - places to be funded can be delivered in time for September 2011.

The DCSF have confirmed that Kingston is eligible to apply for the additional funding and a bid was submitted in advance of the deadline of 14 August 2009.

30. The funding guidance acknowledged that this additional funding will not support the provision of permanent places for the whole primary career of the additional children, but will enable authorities to start to provide the additional permanent places. On-going discussions with DCSF officials have requested clarification regarding this statement as the current statutory process regulations require the resources to deliver the proposals to be in place before the statutory notice to permanently expand a school is published. Officers understanding is that this requires the resources to be in place to provide the accommodation to support the additional pupils in all seven years in an all-through primary school, although this can be planned to be on a phased basis e.g. Key Stage 1 followed by Key Stage 2.
31. The funding guidance also noted:
- “The Government’s stated aspiration is that parents should gain a place for their child at their preferred school, but this can never be guaranteed.

- Authorities are under a duty to provide every school age child with a place,
- but they are not obliged to provide a place in a particular or nearest school. In the case of pupils aged up to 8 years, 2 miles is the statutory maximum
- walking distance (3 miles for over 8s). The recommended journey time for
- primary age pupils is up to 45 minutes, but this is at the local authority's discretion.
- Modern demountable classrooms should provide good teaching and
- learning environments in the short term, but neither they nor extended travel
- times are long term solutions where there is a sustained increase in pupil
- numbers.”

32. Kingston's strategy is being prepared on the basis that all pupils should be able to access a local school place and wherever possible the school accommodation should be adapted with well designed permanent building solutions.

33. The funding methodology being used by the DCSF identifies the additional places needed up to September 2011 and funds them in Outer London at £14,608 per place in a new school and £12,408 per place where existing schools are expanded. This funding is then reduced by an assumed contribution by the LA of 50% of the existing schools capital funding 2008-2011 announced in October 2007.

34. Elected members, local MPs and Kingston officers have undertaken detailed discussions with the DCSF regarding the appropriateness of the proposed methodology. Kingston has also worked closely with London Councils to inform the London-wide discussions. These discussions have informed the DCSFs understanding of the challenges facing LAs and some changes to the funding methodology have been considered by the DCSF.

35. It is very likely that any allocation of additional funding for Kingston will be reduced by an assumed contribution of 50% of the three-year allocations for Basic Need allocation; Modernisation and School Access Initiative funding; and Primary Capital funding. It should be noted that the first two allocations were in the form of supported borrowing which as a 'floor authority' for revenue grant settlement Kingston did not benefit from, and only the Primary Capital funding is grant funding which started in 2009-10 and totals £8.4m for 2009-10 and 2010-11. The use of this grant was prioritised in line with the Primary Capital Strategy submitted and agreed by the DCSF in 2008; firstly to complete the amalgamation of Castle Hill Primary School and subsequently has been made available for expansion of primary school places.

36. Our allocation will therefore be reduced by £9.3m, compared with the actual funding available to contribute towards the overall costs from the identified sources of £5.4m. The DCSF funding will not provide any funding for the

seven additional classes required in Kingston in September 2008 as the number of pupils at that date are being used as the baseline for expansion. Kingston officers have highlighted that this is unfair on authorities who experienced growth in demand in the academic year 2008-09.

37. At the time of writing this report an announcement regarding the allocation of the £200million is still awaited, although it is understood that proposals are with Ministers awaiting a decision and it is anticipated that the final 'stop-gap' allocation for Kingston will have increased from the initial indicative allocation of £1.8m to around £3.2m.

38. The following funding sources have been identified to progress the expansion of primary school places to date:

Section 106 Contributions -	£1.3m
Revenue Contribution 2008-09	£0.3m
Primary Capital Programme Grant 2009-11	£5.4m ⁽¹⁾

TOTAL **£7.0m**

The costs of providing additional Reception year classes on a temporary basis to date:

September 2008 (7) – actual	£1.2m
September 2009 (10) – actual	£1.5m
September 2010 (10) – estimated	£1.7m
Cost of additional Year 3 classes in paired Junior Schools:	
September 2011 (4) – estimated	£0.6m
September 2012 (4) – estimated	£0.7m

TOTAL **£5.7m**

⁽¹⁾available after committing £3m to the amalgamation of Castle Hill Primary School

39. A balance of £1.3m is available to contribute towards the permanent expansion of places, in addition to any allocation that is received from the £200m additional allocation. Officers estimate that Kingston's allocation is likely to be in the region of £3.2m additional grant funding based on discussions to date with DCSF officials.

Basic need allocations have previously been in the form of supported borrowing – unless future allocations are in the form of capital grant it is highly unlikely that Kingston will be able to apply the allocation to additional capital expenditure, although early indications are that future allocations are less likely to be in the form of supported borrowing.

Balance of existing allocations	£1.3m
Plus <u>estimated</u> future allocations (none confirmed):	
Additional BNSV 2009-11 (£200m nationally)	£3.2m
Primary Capital Programme 2011-14	£9.0m
Basic Need (if grant) 2011-14	£17.0m
Schools Devolved Formula Capital 2011-14	£0.6m
LCVAP 2011-14	£0.3m
Future S106 contributions 2009-14	£1.0m
TOTAL	£32.4m

None of the above funding is confirmed at the time of writing this report, but reflects an informed view of the estimated funding that is likely to be available to meet permanent expansion in the period 2011-14. It is assumed that national funding to provide additional school places (Basic Need) will be allocated over the seven-year period 2011-18 in line with the primary school life of a pupil entering a school in September 2011. On this basis a further allocation of £23m could be anticipated in the following comprehensive spending review period after 2014.

The total anticipated funding of £32.4m for 2011-14 compares with the estimated cost of the preferred strategy of £80m, which includes an allowance for the purchase of the land at Surbiton Hospital site (subject to a valuation by the District Valuer and subsequent negotiations with NHS Kingston).

40. In view of the extremely challenging public sector funding settlements expected from 2011-12 onwards, and the financial position of Kingston Local Authority it is extremely unlikely that any additional prudential borrowing will be affordable to supplement specific funding available for schools capital purposes.
41. The Interim Strategic Director of Finance therefore advises that a strategy needs to be developed that enables sufficient school places to be provided within an overall funding envelope of approximately £32m, and that no firm commitments are progressed until there is confirmation of funding available and the outcome of the Council's revenue and capital budget process for 2010-11 is concluded in March 2010.

STATUTORY CONSULTATION PROCESSES TO EXPAND SCHOOLS AND CHANGE PUBLISHED ADMISSION NUMBERS

42. The process to determine Published Admission Numbers (PANs) and the permanent expansion of individual schools are separate processes.
43. PANs are consulted upon as a part of the statutory consultation process on determining admission arrangements for schools, almost 18 months in advance of the year in which pupils are admitted. The statutory consultation process for determining admission arrangements for community schools for

September 2011 will commence shortly and the Local Authority is required to complete the consultation process by 1 March 2010 and determine them by 15 April 2010. This is prior to decisions on expansion proposals being made through the required statutory consultation process (see paragraph 47).

44. The time line and process requirements for Published Admission Numbers are the same as described above for voluntary aided and foundation schools which are their own admission authorities and therefore responsible for determining their own admission arrangements.
45. Proposals to expand a schools capacity by either 25% or 200 pupils (1FE) will need to be the subject of a statutory proposal which will include consultation and the publication of a Public Notice.
46. An important aspect of commencing the statutory process for expansion is that meaningful consultation has taken place regarding the proposal and the implications for the school and other stakeholders. Therefore in addition to on-going discussion and involvement of each school Governing Body the Local Authority will hold a public meeting at each school for all stakeholders. At this meeting the case for expanding the school will be made along with an outline of the revised accommodation requirements that will be needed at the school (subject to the separate statutory planning process). For this to be an informed consultation process the level of resources available to deliver the proposed changes will need to be identified. As a minimum details regarding the resources available to deliver the proposal forms part of the prescribed information that must be available when the statutory Public Notice is published,
47. On expiration of the Public Notice the Local Authority makes the decision on whether to proceed with the proposal. In the case of primary schools it can be implemented unless an appeal is received from any of the following within 4 weeks of the decision: -
 - Church of England Diocese
 - Bishop of local RC Diocese
 - Governing Body of Community School that is proposed for expansion
 - Governing Body/Trustees of Foundation or Voluntary School that is proposed for expansion
48. If an appeal is received then the proposal is automatically referred to the Schools Adjudicator for determination. Assuming that the statutory process for expansion were able to commence for a school in January 2010 the earliest that the process would be complete would be June 2010. In cases where the process starts later than this or an appeal is received then the completion date will accordingly be later than this.
49. Once a proposal for expansion has been determined the Local Authority is required to apply to the Schools Adjudicator for an in-year variation to the PAN

for that school. Only once the variation has been agreed can the expansion proposal be implemented for September 2011.

POTENTIAL IMPACT ON ADMISSION PATTERNS TO SCHOOLS

50. The significant increased need for primary school places since September 2008 has required 810 additional places to be provided in additional classes on a temporary basis at many schools in the three year period 2008-2010. This creates larger than usual year groups of usually up to an additional 30 children in a school. As most school admission criteria provide priority to siblings of children already at the school this could lead to more children than usual being allocated a place at the school against this criteria than would usually be the case.
51. Experience indicates that the extent to which this may have a noticeable impact at a school will depend on a number of factors, including the normal admission number and the incidence of siblings within a particular year's cohort (which can vary significantly). The impact is likely to be greatest in the smaller schools - only three of the nineteen schools with temporary additional places are one form entry.
52. Many of the schools which have hosted an additional class are named in the permanent expansion strategy. In these cases a permanent increase in the admission number will alleviate the potential problem outlined above. In other cases the Local Authority has discussed this issue with individual school Governing Bodies to try and determine the extent to which this may be a reality, and has also raised this with the Southwark Diocese and RC Archdiocese in case any changes to school admissions criteria might be appropriate.
53. School places will continue to be allocated in line with published admissions criteria. Admissions criteria can be reviewed annually and should a school which is its own admissions authority wish to consult on changing its criteria it will be possible to do so prior to the determination of 2011 admissions arrangements by March 2010.

UNIVERSAL PROVISION OF NURSERY EDUCATION FOR THREE AND FOUR-YEAR OLDS FOR SEPTEMBER 2011

54. The Council has a statutory obligation to secure nursery education places for all eligible three and four year olds, and to improve early years outcomes for children. During the consultation regarding expansion of school places to date many parents and some schools have requested that nursery places in the maintained sector be expanded.
55. Kingston has a diverse mix of statutory, voluntary, independent and private settings which provide early years education for three and four year olds which provides a range of offers for parents. On the register of providers, 51 of these

are from the Private, Voluntary and Independent (PVI) sectors; 23 maintained Nursery classes; and one nursery school offering early education.

56. The Early Years and Childcare Service works with providers to ensure that there are sufficient places to meet the anticipated demand within Kingston. Since September 2008 six additional settings have been added to the Register of Providers. During the summer term 2009, these provided an additional 88 places.

57. The Local Authority is expected to deliver more places by stimulating and managing the PVI sector and does not have specific capital funding to undertake major capital works to provide more places. The presumption is that additional places will be principally secured within the PVI sectors and increases to the maintained sector provision will be supported where there is no capacity within the PVI sector to expand.

58. The DCSF anticipates Universal Provision of nursery places for three and four year olds to be 85% of total eligible population in the age range. In Kingston for September 2011 this will be 85% of an increase of 300, i.e. 255 new nursery places.

59. Based on current population estimates and the latest sufficiency assessment there is currently an unmet demand for places, particularly in Surbiton, New Malden and North Kingston. The following proposals are being progressed to address this need and to meet 2010/2011 increased requirement in the Borough :

- A nursery class to be established at Christchurch School in New Malden. Providing 52 part time places. These places are expected to be available in September 2010.
- A nursery class to be incorporated in to the proposed new primary school site in Surbiton, to provide 52 part time places. Places expected to be available for 2011.
- Private and Voluntary providers will be sought in the north of the borough to expand current provision and new providers encouraged to register new provision. To provide 60 additional places in 2010/2011.

60. In view of the above the current proposed strategy for expansion of primary schools does not include expansion of nursery provision in the named schools.

CONCLUSIONS

61. The Local Authority has a statutory duty to ensure that there are sufficient school places for all children who need one and will continue to prioritise the delivery of appropriate solutions to discharge this duty. It is recognised that there is a need to provide certainty as soon as possible for parents and schools regarding the provision of additional reception year places in primary schools that are needed permanently from 2011.

62. This report sets out the Local Authority's preferred strategy to increase places on a permanent basis. This strategy is subject to three separate statutory consultation processes (Published Admission Number, Permanent Expansion and Planning), along with the identification of the resources necessary to deliver the required physical changes in schools. In view of the continued delay in national announcements regarding additional resources to meet this statutory requirement work will progress to prepare:

- (i) a phased implementation plan that enables statutory consultation to permanently expand individual schools to commence as soon as resources are confirmed, and
- (ii) also identify any additional strategies required to ensure that there are sufficient primary school places available for the academic year starting in September 2011.

The Royal Borough of Kingston upon Thames
Building Schools for the Future

A New Secondary School in North Kingston

Kingston Council is proposing to establish a new Eight Form Entry Secondary School on the North Kingston Centre site and we would like to hear your views.

Please fill in the form and return it to us (using freepost or online at www.kingston.gov.uk) with your comments by **Friday 26 February 2010**

To find out more about the proposal please come along to a public meeting with the Learning and Children's Services Directorate on Tuesday, 9 February 2010 at 7.00pm at Fern Hill Primary School, Richmond Road, Kingston, KT2 5PE

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.

Kingston
Transforming Education
Making a Difference Together



Introduction

Kingston Council is consulting you on a proposal to open a new eight Form Entry Secondary School incorporating the current site of the North Kingston Centre on 1 September 2015.

This is the first stage in the formal statutory consultation process which the Local Authority is required to undertake in order to establish a new school. Its purpose is to seek views on the principle of a new school opening on the proposed site and to hear your views on a range of issues relating to the new school which the Local Authority will outline in the competition notice for prospective providers. This consultation does not relate to the design details for the new school which will be the subject of a separate consultation later in the year.

We undertook an informal consultation on the possibility of siting a new school in the north of the Borough between July and September 2009. During that consultation we received 1,882 responses of which 972 (51.6%) strongly agreed or agreed with the proposal to site a new Secondary School at the North Kingston Centre. The results of that informal consultation were considered by Kingston Council's Executive on 29 September 2009. The Executive agreed to develop a proposal for a new secondary school on the North Kingston Centre site including ways to address the impact on current users of the site.

The new school will be located on the current site of the North Kingston Centre which currently hosts Adult Education and a number of other services. If the proposal is agreed, alternative locations for all displaced services within the Borough will be found for September 2012.

The proposal is subject to an extensive consultation process with all relevant parties which will provide regular opportunities for you to provide your views and help shape the outcome of this proposal. The Local Authority is also required to conduct a school competition process during which time potential providers to run the school will come forward and share their vision, ethos and plans for the school. In addition, the statutory planning process will involve extensive public consultation.

Building Schools for the Future Programme

The Local Authority was formally accepted into the Building Schools for the Future (BSF) Programme on 14 December 2009 as part of a joint arrangement with the London Borough of Croydon. The programme will enable every secondary school, Pupil Referral Unit and Special School in Kingston to be either rebuilt or refurbished over the next ten years, at a cost currently estimated to be over £280 million. This will enable the Local Authority to both meet the needs of a growing population of children and young people whilst providing vastly improved educational resources to ensure that all learners can achieve their potential.

The first priority in the initial phase of the joint programme for Kingston is to provide a new secondary school in the north of the Borough at a cost of approximately £30 million. Under this proposal, a new school will deliver eight (240 places) of the

additional 16 Forms of Entry (480 places) which are forecast as being required across the Borough by 2018/19. The other eight Forms of Entry will be created by expanding every other Kingston non-selective secondary school by one additional Form of Entry by 2018/19.

The Government's BSF programme has a very tight timescale. By December 2010, the Local Authority must have concluded the statutory consultation process for the opening of a new school and obtained planning consent for the creation of a school on the proposed site.

The need for a new school

The population of Kingston is growing and in particular the number of children and young people living in and requiring a school place in the Borough is increasing. The Local Authority has a statutory duty to provide a school place to all of its children and young people who require one. There are currently 1615 places in each year group in Kingston secondary schools (years 7 - 11, children aged 11-16). This will be insufficient to meet future demand for places.

In order to meet the increased demand for school places, the Local Authority must provide an additional 240 places in 2015/16. The following table shows the Borough-wide rise in the birth rate and increase in projected demand for Year 7 places over the period 2010/11 to 2018/19 (based on recent autumn 2009 school rolls and forecasts).

Year of entry into Secondary School	Number of live births	Actual/Projected Year R* number for this year group	Projected number of Year 7* places required
2010/11	1914	1512	1549
2011/12	1869	1499	1536
2012/13	1818	1477	1513
2013/14	1787	1478	1514
2014/15	1794	1534	1577
2015/16	1945	1721	1853
2016/17	2036	1811	1966
2017/18	2024	1801	1953
2018/19	2140	1905	2083

*Year R = Reception year, the first year of primary school

*Year 7 = First year of secondary school

The rise in the number of secondary places required in the Borough is driven by a number of key factors: -

- Providing additional school places to accommodate additional pupils who have entered Kingston primary schools through 'bulge classes' from 2008/09 onwards
- A projected 24.2% rise in the numbers of reception children in Kingston Primary schools between 2007/08 and 2011/12

- New housing developments which have resulted in larger numbers of resident children and young people in the area
- A rise in the popularity of Kingston secondary schools which has resulted in very low levels of surplus capacity, particularly in girls and co-educational schools
- The increasing lack of spare secondary places in neighbouring Local Authority schools due to rising numbers of children and young people in their areas
- The expectation that fewer children in the North Kingston area would attend other Local Authority's schools when the new school opens.

The growth in the school aged population across Kingston has been particularly evident in the North Kingston area. During 2010, we will undertake separate consultations to permanently expand primary schools in the Kingston Town neighbourhood area by four Forms of Entry, which alone will make up half of the proposed eight forms of entry of the new school.

From 2011/12, Kingston Town Primary Schools, who are likely to be the main feeder schools for the new secondary school, will have capacity for 20 Forms of Entry in each year group (600 pupils). In order for a significant proportion of these pupils to be able to access the new secondary school, it will need to offer a minimum of eight Forms of Entry. The Local Authority believes that providing a school any smaller than this will provide insufficient places for the future demand from local children who will wish to attend the school.

The new school is proposed to have one form of entry more than Kingston's largest schools. There are many myths about the advantages and disadvantages of smaller and larger schools leading to belief that a school's size determines its effectiveness. An extensive, independent and highly regarded review of research in this area (Garrett et al 2004¹) concluded that there is no research which provides strong enough evidence to determine policy about school size. The research found that beliefs that young people's attainment and behaviour are determined by the size of a school were inconsistent with the evidence and recognised that school effectiveness is determined by a complex range of factors. In addition, Ofsted's 2009 report on 'Twelve outstanding secondary schools'² reflects this research finding that 'excellence is born of a deep sense of purpose and commitment, courage and ambition, stemming from the leadership of the school'. School size is not considered a determinant of excellence.

Currently large numbers of secondary aged pupils in the North Kingston area attend non-Kingston schools such as Grey Court and Teddington in the London Borough of Richmond. In September 2009, 109 children transferred from North Kingston Primary Schools to Grey Court and 37 transferred to Teddington. This represents five Forms of Entry based on the current number of year 6 pupils in the area, with numbers forecast to increase by 25% by 2017/18. Whilst the links that some families have with Richmond schools may be retained, based on the responses of prospective parents in the informal consultation, it is expected that a large proportion of children in the North Kingston area will wish to attend the new school when it opens.



The above photo is of Chessington Community College which opened in new buildings in September 2008 and is used for illustrative purposes.

What is Proposed?

Key Features of the new school

If approved, the new secondary school in North Kingston will open on 1 September 2015 for 240 year 7 pupils only in order to provide places for increased numbers of children entering secondary school from 2015 onwards. The new school will not admit children into other year groups when it opens but will admit 240 pupils each year (eight Forms of Entry) and is expected to be at capacity for years 7 – 11 by September 2019.

The new school will be a non-selective, wide ability, co-educational school for 11-18 year olds and is intended to predominately serve the local community of North Kingston.

Post-16 provision will be available for all pupils who wish to remain at the school from September 2020 onwards. Available post 16 places will be open to pupils attending other schools.

The school will be located on the North Kingston Centre site which is currently used primarily as an Adult Education Centre. The Local Authority is engaged in local negotiations and will make an application to the Office of the Schools Adjudicator to expand the size of site available to develop a new secondary school in North Kingston. Subject to a satisfactory outcome, it is expected that the entire school including post-16 provision will be able to be accommodated on the site (subject to planning approval).

There are also plans to permanently increase Fern Hill Primary School by one form of entry as part of the Primary Strategy to provide up to an additional 14.5 Forms of Entry from September 2011. This proposal does not affect plans to expand Fern Hill,

which is adjacent to the North Kingston site, in order to accommodate the rising primary aged population.

Sports facilities and post-16 provision

The main external sports facilities, such as school playing fields, will be located away from the main school site. These details are still to be finalised but as outlined in the previous consultation the Hawker Centre remains an option for hosting such facilities given its close proximity to the North Kingston Centre site. It is anticipated that other sports facilities, such as a sports hall and external multi-use all weather pitch will be provided on the main school site.

Post-16 provision will be available for up to 480 pupils providing a place for all on roll who wish to stay on beyond year 11 at the school. Co-located on the North Kingston Centre site, it will offer a broad curriculum with a range of academic and vocational pathways designed to meet the needs of all learners. It will also work closely with other Kingston secondary schools and collaborate specifically with its neighbouring schools, Tiffin Girls and Grey Court in Ham (London Borough of Richmond).

Who will it serve?

The school will largely serve the north of the Borough which has experienced a considerable increase in the numbers of children and young people living in the area in recent years. It will be a school of choice for parents/carers who have difficulty accessing over-subscribed schools located elsewhere in the Borough and who often have to seek school places in other Local Authority schools. We also anticipate that the school will draw some applications from pupils living in the London Borough of Richmond. Kingston has a strong record of working closely with Richmond and Grey Court School in particular. It is proposed that the new school will work very closely with Grey Court, especially in the first few years of opening with new year 7 groups only.

In bringing forward a proposal for an eight Form Entry school the Local Authority is taking into account a rising school age population in neighbouring Boroughs which could result in fewer places being available in the future for Kingston residents.

Partnership and Collaboration

The Local Authority is required to hold a school competition to determine who will run a new school. Whoever is successful in bidding to run the school will be expected to work closely in partnership and collaboration with all Kingston secondary schools in ensuring that the needs of all learners in the Borough are met through a diverse range of secondary education provision. We will ensure the new school adheres to fair admission arrangements and other Local Authority policies and procedures which have been designed to benefit the needs of all learners in the Borough.

Potential school providers will be required to outline their proposed admissions policy, including oversubscription criteria, when submitting their bid during the competition stage.

Proposed specialisms and extended services

The Local Authority's preferred specialisms for the new school are humanities and music. Kingston's schools share their excellence and no other Kingston school has these specialisms. A music specialism will allow the continuation of the excellent work of the surrounding primary schools and integrate the work of Kingston Music and Arts service to provide excellence and support to the whole borough. Humanities would support system leadership across the borough and help raise standards and progress in English.

The school will be at the heart of its local community and will be expected to offer a comprehensive range of extended services which responds to the needs of both its school population, as well as the wider community. All Kingston's schools offer extended services and the new school will be open outside of normal school hours in the evenings and at weekends for a range of family, adult learning and leisure activities.

Special Educational Needs

The school will be inclusive and in line with plans for all other non-selective Kingston secondary schools under BSF to meet the needs of children with a range of Special Educational Needs (SEN), it is proposed that the school will have a Specialist Resourced Provision for 10 pupils. This will provide specialist on-site provision for pupils with Behavioural, Emotional and Social Needs (BESN) and enable pupils to have their needs met in a mainstream school.

BSF provides the Local Authority with the opportunity to vastly improve its SEN provision within mainstream secondary schools. Recent improvements in Kingston Primary Schools have meant that many more children and young people with SEN are having their needs appropriately met in a mainstream primary school. Through the development of a new SEN Inclusion Policy and Strategy, the Local Authority is identifying gaps in provision for secondary aged learners and plans that each non-selective secondary school will play a role in meeting the needs of children and young people with SEN.

Cost and Design

The estimated capital cost of providing the new school is £30 million. This will be funded under phase one of the Kingston and Croydon Building Schools for the Future Programme. There are no costs associated with acquiring land for the school as this is within the Local Authority's ownership. The costs of relocating existing provision on the North Kingston Centre site will be met by the Local Authority.

Design proposals for the school are currently being developed and will be shared widely during the pre-planning application consultation phase. Due to the need to have secured planning permission by October 2010, it is necessary for the Local Authority to develop design proposals before the new school provider is known. There may be a number of design details, particularly regarding internal features, which cannot be finalised until the school competition process has been completed.

Promoting Sustainable Travel

Extensive work will be carried out in order to minimise the impact of a new secondary school upon the local community by promoting sustainable travel to and from the school. A green travel plan will be produced and measures taken to actively discourage pupils travelling to school by car. It is anticipated that the vast majority of pupils will live within walking and cycling distance of the school and that the new school will reduce the distance that many pupils living in the north of the Borough would otherwise have to travel to school.

Re-location of existing users

If the proposal to locate the new school on the North Kingston Centre site is agreed, the earliest time that building works will commence is in September 2012. There will be further consultation with all services currently located at the Centre regarding options for re-location.

Adult Education classes will therefore continue to be located at the North Kingston Centre until the end of the 2011/12 academic year. From September 2012 Adult Education classes and the Local Studies and Archives Service currently based in North Kingston will be re-located to alternative accommodation elsewhere within the Borough. Adult Learners and users of the Local Studies and Archives Service will be consulted about plans for re-location of existing classes when these are available.

The Local Authority will work in partnership with Richmond and Kingston Accessible Transport to identify suitable alternative premises for its office and vehicle fleet.

It is not expected that the Hawker Centre will be required for post-16 provision, although this is subject to final confirmation that the entire school can be accommodated on the North Kingston Centre site. Should there still be a need to use any part of the Hawker Centre for sixth form provision; this will not be required until September 2020 when the first Year 7 pupils move into Year 12. Any displacement of existing users of the Hawker Centre will be the subject of consultation with users and the identification of alternative premises for services.

The School Competition Process

New school organisation regulations which came into force in 2007 mean that the Local Authority cannot simply decide to open a new school and choose the type of school which is proposed in North Kingston. These regulations have introduced a competition process which allows a number of prospective providers of new schools to come forward and bid to run the school. A decision regarding the provider of the new school is expected to be reached around November 2010. Whilst the Local Authority is not the default provider of a new school, this does not prevent the Local Authority from submitting its own bid either on its own or in partnership with another group and/or organisation. The Local Authority will consider whether it wishes to submit a bid to run the school following the publication of the competition notice.

What happens next?

Thank you for taking time to read this document. There is a pull-out section on the white pages in the centre for you to complete and return, or you can respond on-line via www.kingston.gov.uk.

Your views are important to us and will be reported to Kingston's Executive on 9 March 2010 who will decide whether to proceed to the competition stage and the final specification for the new school. The timetable below sets out the next steps following this consultation (correct at time of publication).

15 January 2010	Statutory consultation begins
9 February 2010	Public meeting held
26 February 2010	Close of this consultation
9 March 2010	Kingston Executive considers results of this consultation and decides whether to proceed to competition stage
1 April 2010	If agreed, Competition Notice inviting bids is issued
April – August 2010	*Consultation on design proposals and planning application submitted
11 August 2010	Deadline for submission of bids to run the new school
1 September 2010	2 nd Notice giving details of all bids is issued and further consultation takes place (including a public meeting)
12 October 2010	Deadline for comments about bids
October 2010	*Anticipated that planning consent is obtained
November 2010	RBK Executive or Schools Adjudicator makes decision about who will provide the new school
December 2010	Scheme for new school in North Kingston formally agreed as part of the Building Schools For the Future Programme
January 2011 – August 2012	Procurement stage and arrangements made to relocate existing site users to suitable alternative premises
September 2012	Construction of new school begins
September 2015	New school opens to Year 7 pupils
September 2020	Sixth form provision opens

***subject to a separate statutory planning process with pre-application consultation**

1. <http://eppi.ioe.ac.uk/cms/Default.aspx?tabid=320>
2. <http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Thematic-reports/Twelve-outstanding-secondary-schools-Excelling-against-the-odds>

Response Form

A New Secondary School in North Kingston

Do you agree that a new secondary school should open in North Kingston in September 2015? [Please tick one of the boxes below]

Yes No Undecided

To what extent do you agree or disagree with the following aspects of the proposal?

[Please tick one of the boxes and provide any comments]

Co-educational (boys and girls)

Strongly agree Agree Undecided Disagree Strongly disagree

Additional comments:

Non-selective (open to all pupils regardless of academic ability)

Strongly agree Agree Undecided Disagree Strongly disagree

Additional comments:

Having eight Forms of Entry (240 pupils per year group)

Strongly agree Agree Undecided Disagree Strongly disagree

Additional comments:



Please pull out white, centre pages. Complete and return the form.



Strongly agree Agree Undecided Disagree Strongly disagree

Additional comments:

Proposed specialisms of Humanities and Music

Strongly agree Agree Undecided Disagree Strongly disagree

Additional comments:

If you wish to make any further comments on other aspects of the proposal or expand on your views above please do so below and on the page opposite:

6

About you

My postcode is _____

I am a (please tick all that apply)

- Parent/carer with school aged children Teacher
- Resident School Governor
- Member of staff based at North Kingston Centre
- Existing user of North Kingston Centre
- Other – Please tell us _____

To make sure that we reach everyone in the community we monitor all equalities area ie disability, ethnicity etc. Please fill in the details below to help us with this. Man thanks

Statutory Process for Expanding an Existing Primary School

The table below outlines the statutory process that the Local Authority is required to follow to expand a maintained mainstream school and relates specifically to the proposal to expand an existing primary school as part of the Primary Strategy for Expansion.

1 December 2009 – Executive considers Primary Strategy which identifies schools which will be the subject of consultation on expansion.

1 December 2009 – 15 December 2009 - Two-week period for possible call in for scrutiny by opposition.

Date	Activity
19 April 2010	Statutory Consultation Begins – Consultation document issued
19 April 2010 – 1 June 2010	Consultation including a Public Meeting at each school the subject of a proposal
Early June 2010	LA analysis and preparation of report for Executive on results of consultation
Mid/Late June 2010	Executive considers report on individual school expansions and asked to agree to move to statutory notice period on each
Two weeks following Executive meeting	Period for potential call-in
12 July 2010	Issue Public Notices for each expansion proposal – include public meeting if deemed necessary
9 August 2010	Public Notices expire
Early September 2010	Executive considers report on representations received or if necessary Schools Adjudicator makes decision
Mid/Late September 2010	Period for potential call-in/decision awaited from Schools Adjudicator
October 2010	Application made to Schools Adjudicator for in-year variations to PAN's for school expansion for September 2011

NB: Consultation will only commence in accordance with this timetable for individual schools where funding issues have been resolved. Some individual schemes will therefore be likely to be subject to delay.

Statutory Process for Expanding an Existing Primary School

The table below outlines the statutory process that the Local Authority is required to follow to expand a maintained mainstream school and relates specifically to the proposal to expand an existing primary school as part of the Primary Strategy for Expansion.

1 December 2009 – Executive considers Primary Strategy which identifies schools which will be the subject of consultation on expansion.

1 December 2009 – 15 December 2009 - Two-week period for possible call in for scrutiny by opposition.

Date	Activity
22 February 2010	Statutory Consultation Begins – Consultation document issued
22 February 2010 – Mid April 2010	Consultation including a Public Meeting at each school the subject of a proposal
April 2010	LA analysis and preparation of report for Executive on results of consultation
May 2010	Executive considers report on individual school expansions and asked to agree to move to statutory notice period on each
Late May – Early June 2010	Period for potential call-in
7 June 2010	Issue Public Notices for each expansion proposal – include public meeting if deemed necessary
5 July 2010	Public Notices expire
Mid/late July 2010	Executive considers report on representations received or if necessary Schools Adjudicator makes decision
August 2010	Period for potential call-in/decision awaited from Schools Adjudicator
September 2010	Application made to Schools Adjudicator for in-year variations to PAN's for school expansion for September 2011

NB: Consultation will only commence in accordance with this timetable for individual schools where funding issues have been resolved. Some individual schemes will therefore be likely to be subject to delay.

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