

# THE SCHOOL ADMISSIONS FORUM

King Charles Centre, Surbiton  
Wednesday 24 February 2010

## MINUTES OF THE MEETING

Present:

### **Members**

Keith Burleton

Tom Cahill

Marianne Cohen

Tracey Coton

Dr Carol Jerwood,

Sinead Noble

Sharon Mehta (**Chair**)

Michael Reading

Councillor David Ryder-Mills

### **Officers**

Hatija Bhatia (Principal Admissions & Governance Officer and Secretary to the Forum)

Julie Ely (Strategic Manager of Statutory Assessment & Support for Learning)

Tina Herring (Service Director, Learning & School Effectiveness)

#### **1. APOLOGIES**

Janice Anastasi (**Vice Chair**), Sunil Chotai, Councillor Dennis Doe, Michael Hall, Amtul Lally Malik

#### **2. DECLARATIONS OF INTEREST**

None

#### **3. MINUTES OF THE PREVIOUS MEETING.**

The minutes of the meeting held on 13 October 2009 were approved.

#### **4. APPOINTMENTS TO THE FORUM**

The Chair welcomed and introduced Rhammel Afflick, member of the Youth Council and Pam Dryden, Headteacher of St Matthew's Primary School.

Nominations for Rhammel and Pam were received and seconded. The Chair of the Forum then confirmed their appointments.

#### **5. TERMS OF REFERENCE OF THE SCHOOL ADMISSIONS FORUM**

The Secretary to the Forum presented the Terms of Reference and confirmed that these were in accordance with the School Admissions Code 2009 (para 4:31).

Members of the Forum noted the Terms of Reference. There were no questions or points of clarification discussed.

#### **6. CONSULTATION REQUIREMENTS FOR ALL ADMISSION AUTHORITIES AND NUMBERS OF KINGSTON VA & FOUNDATION SCHOOLS CONSULTING FOR 2011/12**

(Correction: the annex to this report is Appendix C, not B as stated)

Consultation for 2011 must take place by the 1 March 2010 and admission arrangements must be determined by 15 April 2010. Consultation must last for a minimum of eight weeks.

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.

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.

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.

The Local Authority (LA) published a notice in November 2009 informing of the consultation process for community schools. The LA 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. Members of the Forum acknowledged this had been helpful.

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.

Kingston Foundation and Voluntary –aided schools consulting on their proposed admission arrangements for 2011/12 are:

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

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

The Forum noted the recent consultation issued by Hinchley Wood School in Surrey. The Admissions Manager explained that it was likely that this was part of a Surrey wide change in policy, defining catchment areas.

It was noted that future meetings of the Forum would be scheduled as early as possible in February to allow the Forum to respond to any consultation.

## **7. RESPONSE TO CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS FOR 2011/12**

(Correction: the annex to this report is Appendix B, not C as stated)

The Manager of the Admissions Service informed the Forum that there had been no response to the consultation to admission arrangements for community schools, the secondary and primary schemes for 2011/12 and In Year Admissions for 2010/11 and 2011/12.

The Admissions Manager clarified that there will be a statutory consultation on the need for additional school places across the borough and the outcome of this will inform any changes in admission numbers for schools for 2011-12. If changes are required, these will be made by submitting an application to the School's Adjudicator for in-year variations.

In response to the discussion on the change in process for In Year Admissions from September, the Service Director, Learning & School Effectiveness

explained that, at the current time, we are unable to gauge the volume of expected applications but it was recognised that schools have been and would need to continue to be kept fully informed of changes. During the summer term, there will be briefing sessions for schools staff to prepare for September 2010.

The Forum was informed that Kingston's In Year Admissions scheme has been agreed between the LA and schools in advance of the deadline set by the Secretary of State. These protocols are based on Pan London protocols which were developed in December 2009.

It was anticipated that there would not be any increase in LA staff to deal with In Year Admissions given the Council's financial challenges.

## **8. UPDATE ON THE EXPANSION OF SECONDARY AND PRIMARY SCHOOL PLACES**

The Service Director, Learning & School Effectiveness outlined the strategy for permanent expansion of primary schools which had been agreed by the Council's Executive on 1 December 2009, and recent developments towards implementing the strategy and timescales, including identification of the resources needed.

The Forum was advised that plans for a new school on the Surbiton Hospital site were being developed in collaboration with the Primary Care Trust; joint architects had been appointed. Initial plans were presently being reviewed by the Council as part of the Planning Committee process. Management of the school would be subject to a competitive process. It was noted that applicants to the first intake may not know the outcome of who the providers would be and that applications were likely to be made knowing that the school would be situated on a satellite site.

The Forum also received information about additional places for 2010 in primary schools.

During consultation on expansion of places, respondents had asked about universal provision for 3 and 4 year olds. Proposals to address unmet demand, particularly in Surbiton, New Malden and North Kingston, are being progressed. The expansion of primary schools does not include expansion of nursery in the named schools although a nursery is planned as part of the new school development in Surbiton. The Admissions Manager confirmed that 2 recent revisions to the Code strengthened parents' rights to defer entry to school.

Consultation on a new Secondary School has now closed. A public meeting had been well attended and key issues raised included the size of the school, the location and impact on the overall area. The Service Director, Learning & School

Effectiveness stated that the first bulge of pupils was expected to enter secondary schools in 2015 and this was being closely monitored. She confirmed that there would be expansion in other Kingston secondary schools and the Council had recognised that the investment needed to take forward the Building Schools for the Future (BSF) programme was worth the gain.

A further update will be provided at the next meeting.

The Admissions Manager confirmed that outcome letters for secondary admissions will be mailed by 1<sup>st</sup> class post on 1 March 2010.

## **9. DATE OF THE NEXT MEETING**

6 July 2010 at 6.30 pm at the King Charles Centre

## **10. OTHER BUSINESS**

The Chair informed the Forum that she had attended an event with the Schools Adjudicator, where he stated that adjudicated cases do not constitute precedent; each case is considered on its individual merits.