

SCHOOL ADMISSIONS FORUM

16 February 2011

INFORMATION ABOUT SCHOOL PLACES AND SCHOOL EXPANSION IN KINGSTON
REPORT BY THE DIRECTOR OF LEARNING AND CHILDREN'S SERVICES (INTERIM)

SUMMARY

This report informs the Forum of the Local Authority's plans to ensure that there are sufficient primary and secondary school places in Kingston.

ACTION FOR THE FORUM

The Forum is asked to receive the paper for information.

Information about School Places and School Expansion in Kingston

1. Since 2008 a rise in the birth rate and a number of other factors created pressure on Reception school places at a national, London and local level. In Kingston the increase in demand for places has been well managed, with tremendous support from headteachers, governing bodies and parents. Consequently, every year has begun with all children resident in Kingston who want a Reception place in a Kingston school, with the offer of a place. The Council has committed to keeping you up to date and informed about school places and school expansion and this letter summarises the current position in relation to the permanent expansion of primary schools, the new Surbiton primary school, and additional classes in primary schools and the new north Kingston secondary school. Background information related to school places and school expansion can be found at:
http://www.kingston.gov.uk/browse/education/schools/school_expansion.htm

Permanent Expansion of Primary Schools

Phase 1

2. Construction is now underway at the Phase 1 schools for expansion. These schools are Latchmere, Fernhill, Alexandra Infant School, St Paul's Junior School, St Matthews, Grand Avenue, Ellingham, and Burlington Infant and Burlington Junior School. All the schools will have new accommodation open by September to accommodate the new intake. However construction will continue into 2012 at some schools.
3. By 2011 there will be 1770 permanent places available for Year Reception entry in September 2011. This is an increase of 195 places compared to the previous permanent capacity. The Local Authority has received the agreement of the Office of the Schools Adjudicator to change the Published Admission Numbers of schools that have been permanently expanded from September 2011.

New Primary School on Surbiton Hospital Site

4. Plans are progressing for the new primary school in Surbiton which is expected to open in September 2012. The school is proposed to admit 60 children into Reception and include a nursery and provision for children with special educational needs. This forms part of the Local Authority Phase 1 strategy to provide two of the 8.5 additional primary Forms of Entry in the Borough, i.e. a total of 255 additional places.
5. A planning application for development of the whole site was submitted on 3rd December and a decision is expected in early March. Subject to planning permission, building is expected to start in the summer.
6. In line with government requirements a competition to decide the provider for the new school was launched in January 2011. A School Competition notice was published on 14 January inviting proposals to provide a new Primary School based on part of the Surbiton Hospital site by 16 May 2011. During this period any organisation or group of individuals can come forward to express an interest in providing the school and submitting a proposal. As was the case with the proposed new secondary school, the Local Authority can submit a proposal to run the school, and if this were to be the case, the final decision would be taken by the Office of the Schools Adjudicator. A period for representations is expected to be held during June and July 2011 when interested parties will be able to submit their views on the proposals that have been received. A public meeting will also be held for members of the public to meet the prospective providers of the new school and question them on their proposals. A final decision on who will provide the new school is anticipated by the end of September 2011. This is an important milestone because the ethos and intentions of the school provider will inform parental decisions about preference for school admissions.

Phase 2

7. Decisions on expanding a further five schools; Corpus Christi, Christ Church New Malden, King Athelstan, Lovelace and Malden Manor were deferred by the Council in June 2010 pending a review of the need for further permanent expansion of primary places in Kingston in February 2011. This was timed to allow for revised birth data/population statistics, pupil forecasts and greater clarity over the funding position to be available and enable better informed decisions to be made.
8. Officers have begun this review and initial indications are that, whilst new pupil projections are slightly lower than previously forecast, further capacity is still required in addition to the already agreed permanent expansion of 8.5 Forms of Entry (255 places) being implemented under phase 1 for September 2011. A more detailed analysis of the September 2011 admissions applications will be available shortly to confirm the geographical spread of where additional places are most needed.
9. However, the Local Authority is unable to underwrite any further financial commitments beyond the £46 million already earmarked for phase 1 of the expansion programme, so at this time is unable to proceed with any of the projects to expand schools listed in phase 2 of the programme. Until greater clarity from the Government is received following the conclusion of the James Review of Schools Capital Funding, no further permanent expansion of primary school places can take place. Consequently, at this stage any further expansion of places will need to be provided in a cost-effective way that does not permanently alter the capacity of the schools in phase 2. Officers are exploring a range of options to ascertain how the demand for

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places can be met within the current financial constraints. Should plans to permanently expand phase 2 schools be taken forward in the future, there will be a need to carry out further statutory consultation as the consultation carried out in March – May 2010 is only valid for one year following the close of consultation due to the time that will have elapsed since views were first sought.

Additional 'Bulge' Classes 2011

10. In 2011 there will be an additional class for Reception Year in Maple Infant and Tolworth Infant Schools. This arrangement is to accommodate the delay in opening the new school on the Surbiton Hospital site. This information was available to parents in October 2010, in advance of the January deadline for submitting Reception applications for September 2011.. The new school is expected to provide 60 Year 3 places in September 2014, which along with places at the respective two partner junior schools will provide a Key Stage 2 place for all pupils on roll at these schools.
11. When the 2011 admissions arrangements were published, the need for prudence was emphasised. At a time of severe financial restraint and it would have been improper to over supply school places. The analysis of applications for admissions to Reception Year has begun and we will know shortly if there is a demonstrated need for further bulge classes to be added in relation to the number of applications.

New Secondary School

12. On 4 January 2011 the Office of the Schools Adjudicator determined that a new secondary school based on the North Kingston Centre site will be provided by the Kingston Educational Trust, a partnership between the Local Authority, Kingston College and Kingston University. This bid was preferred over a proposal submitted by the Southwark Diocesan (Church of England) Board of Education. Subject to the necessary planning permission being obtained and confirmation that capital funding will be made available, the school is scheduled to open to Year 7 pupils only on 1 September 2015.

For further information on the above see details at :

http://www.kingston.gov.uk/browse/education/schools/school_expansion.htm

or contact Tina Herring, Service Director, Learning & School Effectiveness on 020 8547 5288, email tina.herring@rbk.kingston.gov.uk

Background Papers held by Tina Herring

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SCHOOL ADMISSIONS FORUM

16 February 2011

**RESPONSE TO THE CONSULTATION ON ADMISSION ARRANGEMENTS
FOR COMMUNITY SCHOOLS FOR SEPTEMBER 2012**

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

SUMMARY

This report informs the Forum about the response to the consultation on admission arrangements for community schools for September 2012.

ACTION FOR THE FORUM

It is recommended that the Forum indicate any views to be reported to the Council's Executive meeting on 5 April 2011.

Background

1. In accordance with statutory requirements, 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 (attached as paragraphs 1 – 4 of Annex 1)
 - B. Admission numbers for community schools (attached as paragraph 16 of Annex 1)
 - C. Sixth form admissions into community secondary schools (attached as paragraph 17 of Annex 1)
 - D. Scheme for co-ordinated secondary admissions
 - E. Scheme for co-ordinated primary admissions. The only change is to the timetable of dates to comply with Pan London dates.
 - F. In Year Admissions Scheme 2012/2013

The schemes for secondary, primary and In-Year admissions are the same as those provided for the October Admissions Forum and so have not been

included for this meeting. The only amendment is to the primary admissions scheme timetable to take into account the Pan London timetable.

2. There were no proposed changes to existing criteria for community schools in Kingston. However, there were proposed changes to the admission numbers of seven community primary schools for 2012/13.
3. This resulted from the proposed permanent expansion of these schools for September 2011 and following due statutory process required an application for in-year variations to their admission numbers for 2011/12. The schools that are proposed for expansion for September 2011, each providing 30 extra places are:

Alexandra Infant School
Burlington Infant and Nursery School
Burlington Junior School
Ellingham Primary School
Fern Hill Primary School
Grand Avenue Primary and Nursery School
Latchmere School

4. In January 2011, the Office of the Schools Adjudicator approved the in-year variation requests for the seven community primary schools named above.

Responses to the consultation

5. No responses were received to the consultation.

Action for the Forum

6. 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 2012 at its meeting on 5 April 2011

**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 2012.

Report to the Forum on 12 October 2010

School Admissions Code

Admissions Arrangements 2012

Criteria for Community schools

Secondary, Primary, Junior, Infant Schools and Nursery Classes

Proposed criteria for community secondary schools

1. Where more applications are received than there are places available, places will be offered in the following order of priority:
 - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
 - iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
 - iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System.

Proposed criteria for community primary and infant schools:

2. Where more applications are received than there are places available, places will be offered in the following order of priority:
 - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired junior school) at the time of admission;
 - iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and

verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;

- iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information system. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

Proposed criteria for community junior schools:

3. Where more applications are received than there are places available, places will be offered in the following order of priority:
 - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
 - ii) places will be offered secondly to children attending the “paired” community infant school;
 - iii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant school) at the time of admission;
 - iv) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
 - v) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System.

Proposed criteria for community nursery schools:

4. Where more applications are received than there are places available, places will be offered in the following order of priority:
 - i) places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);

- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school (or the paired infant or junior school) at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) the remaining places will be offered to children who live nearest to the school, as measured by the shortest approved walking route. All distances will be measured using the School Admissions computerised Geographical Information System. For Ellingham Primary School (in Chessington) only, a child living in the Malden Rushett area will have priority over children who live nearer to the school but outside that area.

Use of a final tie-breaker

- 5. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tiebreaker.
- 6. If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with the sibling criterion (ii).

Measuring home to school distance

- 7. The distance from home to school is measured using the shortest approved walking route.

The starting point is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the road nearest to this point even if the home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

The end point is measured to the nearest school gate even if the school has more than one school gate.

Shortest approved walking route: The routes between the starting and end points are all paved, lit and are designated public rights of way.

Waiting lists for Community Schools

8. The child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference to the school he/she has been offered.
9. A parent/carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or one that they did not originally name as a preference. His/her name will be added to the waiting list in criteria order.
10. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.
11. Waiting lists for community schools are kept open throughout the year.

Applying for entry into the reception class of a primary or infant school

12. For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the same school. Priority is not given to children who attend the nursery class in the same school. This is to ensure that parents who place their children in other kinds of nursery, or do not use a nursery, are treated fairly when applying for a school place for their child.

Request to delay entry to school (known as deferred entry)

13. Parents can ask to delay their child's entry to school until later in the school year and only until the child reaches compulsory school age in that school year. Once a school place has been offered, parents can discuss their request with the Headteacher of the school.

Children with Special Educational Needs

14. If a child is undergoing an assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form. If a particular school is later named in the child's Statement of Special Educational Needs, a place will be provided automatically for the child at that school.

Children with a Statement of Special Educational Needs

15. If a child has a Statement, he/she will be offered a place at the school named in their Statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

ADMISSIONS NUMBERS FOR SEPTEMBER 2012

Secondary School Admission Numbers for September 2012

16. There are no proposed changes to the admission number of any Community secondary schools for September 2012. These numbers are as follows:

School	Proposed Admission Number
Chessington Community College	150
Coombe Girls' School	210
Southborough High School	150

Primary School Admission Numbers for September 2012

School	Proposed Admission No
Alexandra Infant	90
Burlington Infant	120
Burlington Junior	120
Castle Hill Primary	60
Coombe Hill Infant	90
Coombe Hill Junior	90
Ellingham Primary	60
Fern Hill Primary	90
Grand Avenue Primary	90
Green Lane Primary	60
King Athelstan Primary	60
King's Oak Primary	60
Knollmead Primary	30
Latchmere School	120
Lovelace Primary	60
Malden Manor Primary	60
Maple Infant	60
Robin Hood Primary	30
Tolworth Infant	90
Tolworth Junior	90

Sixth Form Admissions into community secondary schools for September 2012

17. Year 11 pupils currently studying at a Kingston secondary school and pupils in the appropriate age range currently studying elsewhere may apply to join the sixth form at each of Kingston's three community secondary schools.

18. The entry criteria for external applicants are the same as for those already in the school except that applications from internal candidates will be considered first. More places may be available to external candidates, depending on the uptake of places by internal applicants. Admission into the sixth form (Year 12 and 13) at each school is dealt with by the school concerned.
19. These schools offer a range of courses and study pathways leading to different levels of qualifications. The availability of places for specific courses will differ subject-by-subject depending on the uptake for each subject. The priority in each case is to match the course provided to the prior attainment and future aspirations of individual students, within available resources and staffing.
20. Admissions in Year 12 will only be considered if the student's level of attainment is suitable for the proposed course of study.

Background Papers held by Hatija Bhatia (tel: 0208 547 5284)
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"Which Secondary School? " Admissions booklet
Primary Schools Admissions booklet
School Admissions Code and School Admissions Regulations
Pan London Admissions Protocols for In Year Admissions
Pan London Admissions Schemes for Primary and Secondary Admissions 2012

SCHOOL ADMISSIONS FORUM

16 February 2011

CONSULTATION ON ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED AND FOUNDATION SCHOOL SCHOOLS FOR SEPTEMBER 2012

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

SUMMARY

This report informs the Forum about the consultations requirements for all admission authorities and on the number of Kingston's Foundation and Voluntary Aided schools that are consulting for September 2012.

ACTION FOR THE FORUM

It is recommended that the Forum note the contents of this report 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 2012 must take place by 1 March 2011 and admission arrangements must be determined by 15 April 2011. 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 2010 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 has consulted on the proposed admission arrangements for community schools, on the proposed schemes for secondary, primary and in-year admissions schemes for 2012/13.

12. Kingston Foundation and Voluntary–aided schools as their own admission authorities that are consulting on their proposed admission arrangements for 2012/13 are:

Primary Schools:

Christ Church CE New Malden Primary School
Christ Church CE Primary School (Surbiton)
Our Lady Immaculate RC Primary School
St Agatha's catholic Primary School
St Luke's CE 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
Richard Challoner School
The Tiffin Girls' School
Tiffin 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_2012.htm

Richmond

http://www.richmond.gov.uk/consultation_admissions_arrangements_2012-13pdf.

Sutton

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

Surrey

www.surreycc.gov.uk/school_admissionconsultation2012

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.

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

SCHOOL ADMISSION FORUM

16 FEBRUARY 2011

SUPPORT FOR TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

SUMMARY

This report provides an update on the Choice Advice Service to help and support parents and carers who would find it a challenge to engage in the process for transfer from primary to secondary school. The report also informs members of the transition project for transfer to secondary school undertaken by primary and secondary schools.

ACTION FOR THE FORUM

The Forum is asked to note this report and offer any views.

BACKGROUND

1. Section 42 of the Education and Inspections Act 2006 places a duty on all Local Authorities(LAs) to commission an independent Choice Advice Service for parents who find it hardest to engage with and navigate the admissions process to make informed decisions about which schools will best meet their child's needs.
2. In addition to the advice and information provided by local authority admissions teams to parents, the aim of the Choice Advice service is to engage with and provide targeted support to families who are most likely to need extra help with making applications for transfer to secondary school. The Choice Advice Service is aimed at targeting these families with practical and timely support to make informed decisions about their applications for secondary schools within prescribed deadlines.

CHOICE ADVICE SERVICE DELIVERY

3. Kingston's Choice Advice Service is provided by the Family Support team who work across the borough and have pre-existing links with schools in the four clusters.
4. The Family Support team were provided with information, training and support from the School Admissions service before they contacted primary schools in their cluster to identify the link contact at the school, explain the process for referral and ask schools to identify families who may need this additional support.
5. For secondary admissions in September 2011, a total 78 referrals were received initially(compared with 132 for September 2010) and out of these, 39 families(compared to 45 in 2010) have been supported to make an application for secondary school.

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6. Where reasons for requesting support were provided, the majority of families requiring support had English as a second language and required help to access information to fully understand the process. Other reasons given for requiring support included learning difficulties, housing, family breakdown issues or physical impairment.
7. From the initial numbers identified, many decided they did not require support. The majority of those who received support, had telephone and one to one contact. Other forms of support included help with completing an application and a couple of visits to secondary school open events with parents.
8. Of the equalities data gathered, the majority of parents supported were female and identified themselves as white by ethnic group.
9. Parental surveys were carried out to assess the level of satisfaction with the service. The majority of families who responded stated that they felt more confident after having the process explained and a small number required further support. Parental response indicated that the support was delivered at the right time.
10. The Government has recently announced cuts in grant funding which include the funding it has provided to LAs for the Choice Advice service. There is an imminent consultation due to review the existing School Admissions Code and it is envisaged that the statutory requirement to have an independent Choice Advice service will be removed. However, the requirement on LAs to provide advice and assistance to parents when choosing a school will remain. This is highlighted in the Government's 'Schools White Paper – The Importance of Teaching' which specifies that the duty on LAs in relation to Admissions is to ensure fair access to all schools for every child.

LA AND SCHOOL SUPPORT FOR TRANSITION TO SECONDARY SCHOOL

11. The LA currently promotes good practice at transition through the Transition Audit. This will form the basis of a Transition Entitlement due to be agreed in Summer 2011. This work is supported by an Advanced Skills Teacher who specialises in Transition.
12. There are a number of initiatives in schools to provide universal support at transition, including:
 - The use of the Year 6 SEAL (social and emotional aspects of learning) 'Changes' resource to prepare pupils for transition, and Induction programmes in Autumn term for year 7 which include team building, social and emotional aspects of learning, and an introduction to behaviour expectations;
 - Issuing homework diaries in year 6;
 - Completing the Kingston Transition Postcard in the summer term of Year 6 to introduce pupils to their new tutors in Year 7;
 - Providing opportunities for Year 5&6 pupils to participate in curriculum events at local secondary schools;

APPENDIX D

- Secondary schools share specialist expertise and facilities by offering programmes of curriculum events/outreach to primary schools;
 - Secondary staff visit feeder schools to meet pupils and talk to Year 6 teachers prior to transfer;
 - Use Primary data effectively to inform groupings and interventions: KS2, teacher assessments, and the Pupil Attitudinal Survey to Self and School (PASS);
 - Welcome evening in Year 7 to meet tutor and ease of access to a single point of contact;
 - Pupils' progress is evaluated early in Year 7 to ensure good progression.
13. To support pupils with additional needs the following support is often provided by schools:
- Primary and Secondary Special Educational Needs Coordinators (SENCO) and Secondary Heads of Year attend SEN/Inclusion transfer day, and a Transition Proforma is completed in advance for every child with additional needs;
 - Secondary Teaching Assistants work with children in their primary setting prior to transfer;
 - Secondary school linking with feeder primary to discuss strategies for supporting pupils who are at risk of struggling at transfer;
 - Arrange visits in addition to the Induction day to acclimatise pupils with additional needs;
 - Run small groups (nurture/social skills) to support identified pupils
14. As a result of the review of the objectives within the Children and Young Peoples' Plan, the performance indicators with regard to transition have now been widened to ensure that we continue to maintain good practice, provide services that meet identified needs and meet our objective of increasing the number of children and young people who experience a successful transition from primary to secondary school.

Background papers held by Hatija Bhatia (tel: 020 8547 5284)

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DfES School Admissions Code
Children's and Young People's Plan 2009-13

SCHOOL ADMISSIONS FORUM

16 FEBRUARY 2011

INFORMATION ITEM

A. Update on the School Admissions Code

1. The Government's Schools White Paper , "The Importance of Teaching' highlights the following in relation to Admissions:
 - ensure fair access to all schools for every child
 - Local Authorities(LAs) to continue to lead the coordination of admissions arrangements for all schools
 - end the requirements for local authorities to establish an admissions forum
 - end the requirements to provide annual reports to a central schools adjudicator
 - all state schools including Academies and Free Schools bound by the Admissions Code
 - all state schools including Academies and Free Schools to participate in fair access protocols
 - a simplified School Admissions Code that is easier for schools and parents to understand and act upon
 - the principles and priorities of the current Code will be retained
 - a consultation on whether Academies and Free Schools should be allowed to choose to prioritize children from disadvantaged backgrounds in their oversubscription criteria if they wish
 - LAs to retain responsibility for school transport

2. The DfE Fair Access Consultative Group, which is leading the work on the revised School Admissions Code, has indicated the following timetable (which will likely also include a revised School Admissions Appeals Code):
 - Drafting Code: November 2010 – January 2011
 - Final draft for clearance – end of January 2011
 - Consultation launch – end of February 2011
 - Final Code ready – July 2011
 - Period to tie in with legislative timetable – July to November 2011
 - Code laid before parliament – November 2011
 - Code brought into force – January 2012 (for 2013 intake)