

SCHOOL ADMISSIONS FORUM

11 MARCH 2009

CHANGES TO THE MEMBERSHIP OF THE SCHOOL ADMISSION FORUM

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

SUMMARY

This report informs the Forum about the changes to the membership of the School Admission Forum resulting from the revised School Admissions Code which came into force on 10 February 2009.

ACTION FOR THE FORUM

Members are asked to note and approve the changes to membership in order to be compliant with the Code and prescribed regulations.

Background

1. 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.
2. The main focus of the Admission Forum 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.
3. The DCSF has issued revised regulations on the constitution, meetings and proceedings of Admission Forums, which came into force on 10th February 2009. At the same time, it has issued a new School Admissions Code which adds to the requirements of the Regulations.

Membership of Forums

4. The new requirements for membership of a Forum are set out in the School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008.
5. The regulations stipulate that a Forum must reflect the needs of the local community and the types of schools in the locality.
6. Its membership must not exceed 20 members, and must include:
 - a) at least one representative of each of the following schools which are in the relevant area :
 - (i) community schools

- (ii) voluntary controlled schools
 - (iii) voluntary aided schools
 - (iv) foundation schools
 - (v) Academies, and
 - (vi) city technology colleges and city colleges for the technology of the arts;
- b) one representative from each body or person representing the religion or religious denomination of any foundation or voluntary aided schools in the relevant area which are designated as having a religious character;
 - c) at least one parent member; and
 - d) at least one person who appears to the members appointed under sub-paragraphs (a) to (c) to represent the interests of any section of the community in the relevant area, and who is not eligible for appointment as a member under any of those sub-paragraphs.
7. Paragraph 4.29 of the new School Admissions Code also confirms that membership must include up to two local authority representatives (as the admission authority for community and voluntary controlled schools).
8. The local authority must 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 the recommendations.
9. Members falling within paragraph 6(a) above must be either the head teacher or a governor (other than a governor who is appointed to the governing body by the authority and is a member of the authority).
10. Members falling within paragraph 6(c) above must be resident in the the relevant area and, at the time of their appointment, be the parent of a child who has attained the age of two and is receiving primary education or is of compulsory school age.
11. Members falling within paragraph 6(d) above must be appointed following a recommendation by the members appointed under paragraph 6(a) to (c).

Appointment and Tenure of Members

12. Persons appointed to be members of a forum hold and vacate office in accordance with the terms of their appointment and, on ceasing to be members of the forum, are eligible for reappointment.
13. No person may be appointed as a member for a fixed period exceeding 4 years.
14. A member must vacate office :

APPENDIX A

- (a) where the person was appointed under 6(a) above, if they cease to be a head teacher or governor of a school falling within that paragraph;
- (b) where the person was appointed under 6(b) above, if the body who nominated the member are of the opinion that the member should no longer be a member of the forum and notify the secretary accordingly;
- (c) where the person was appointed under 6(c) above, if they cease to be a parent member within the meaning of paragraph 10 above;
- (d) where the person was appointed under 6(d) above, if the authority, following a recommendation from the members appointed under 6(a) to (c), are of the opinion that the member should no longer be a member of the forum.

Alternate Members

- 15. Any member of a Forum may, by giving written notice to the secretary, nominate an alternate member to attend meetings of the Forum in their absence, and such nomination remains effective until it is withdrawn.
- 16. A member appointed under 6(a) above may only nominate an alternate member who is a head teacher or governor of a school of the same type.
- 17. A member appointed under 6(b) above may not nominate an alternate member unless the person or body by which the member was nominated consents to the proposed nomination.
- 18. A member appointed under 6(c) above may only nominate an alternate member who is a parent who meets the criteria to be elected.
- 19. A member appointed under 6(d) may not nominate an alternate member unless the authority consents to the proposed nomination.

Election to Office

- 20. At the first meeting of a Forum and at each meeting which is a year after the meeting at which the chair and vice-chair were last elected, the members must elect two members of the forum to be the chair and vice-chair.
- 21. A person ceases to hold office as the chair or vice-chair if they cease to be a member of the Forum, or if they resign office by written notice given to the Secretary.
- 22. In the event of a casual vacancy occurring in the office of chair or vice-chair the members must at their next meeting elect one of their members to fill that vacancy and a member so elected holds office until the date of the meeting at which the chair or vice-chair would have held office had the vacancy not occurred.

Secretary to the Forum

23. The members must appoint a person, nominated by the authority, who is not a member of the Forum, to act as a Secretary.

Current Membership and Required Reconstitution

24. The membership of the Forum must be reconstituted to comply with the new requirements of the Regulations and the Code. The existing Core membership (Annex 1) meets the requirements other than in the number of local authority representatives, which currently stands at three. This number must be reduced to two. If the membership is reduced to two local authority representatives, core membership would consist of 13 members, leaving 7 vacancies to be filled by representatives from local community.
25. Schools representatives on the Core group are Headteachers and Governors, and this therefore meets the requirements of the Regulations. However, alternates must also be Headteachers and Governors. Where that is not the case, those members will need to name a new alternate.
26. Parent members must cease to be a member of the Forum once they cease to meet the criteria in paragraph 10 above. The Core membership currently has one named parent representative nominee who would become a parent member within the new membership. In order to be eligible for that role, he/she must be resident in the relevant area and still have a child in primary education or of compulsory school age.

Recommendations

27. That the Core membership of the existing Forum is used as a basis for the new Forum and that membership as set out in Annex 2 of this report is agreed.
28. That Forum seeks appointment to the remaining vacancies from the local community under the new membership regulations. Existing Forum members who are representatives of the local community may seek to be nominated for the vacancies.
29. That members appoint a Secretary to the Forum.
30. That the Secretary seeks nominations during the Spring and Summer terms to fill the remaining vacancies within the new Forum membership.

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

The School Admissions (Local Authority Reports and Admissions Forums)
(England) Regulations 2008
School Admissions Code 2009

ANNEX 1

ADMISSION FORUM – EXISTING CORE/NON-CORE MEMBERSHIP

GROUP (Core/Non -Core)	REPRESENTATIVES
Local Authority (Core)	3 members Cllr Nick Kilby Cllr Don Jordan Cllr David Ryder- Mills
Schools – Community (Core) Latchmere School Lovelace Primary School Secondary School x 1 Vacancy	3 members– 1 from the secondary sector and 2 from the primary sector Sharon Mehta (Governor) (Chair)* Michael Reading (Governor)
Schools – Foundation (Core) The Hollyfield School St Luke’s C of E Primary School	2 members – 1 from the secondary sector and 1 from the primary sector Robert Fogg (Governor) Rev FR Martin Hislop (Governor)
Schools – Voluntary aided (Core) Richard Challoner School Primary Schools x 2 Vacancies	3 members– 1 from the secondary sector and 2 from the primary sector Tom Cahill (Head Teacher)
C of E Diocese (Core) Southwark Diocese Southwark Diocese Guildford Diocese	2 members Dr Carol Jerwood Kevin Edmonds Michael Hall
Roman Catholic Archdiocese (Core)	1 member Keith Burleton
Parent Governor Representatives (Core) King Athelstan School 1 x Secondary Vacancy	2 members Sinead Noble (Parent governor) (Nominee)
Representatives of the local community (Non-Core) Kingston Youth Council Korean Community (awaiting nomination)	3 members (determined by Forum) Sarah Khan(Nominee)
School Members (Non-Core) Malden Manor Primary & Nursery School	Janice Anastasi (Governor)
Faith and Minority Ethnic Groups (Non-Core)	(determined by Forum) Marianne Cohen (Jewish Community) Amtul Lally Malik (Muslim Community)

ADMISSION FORUM – NEW MEMBERSHIP

GROUP	REPRESENTATIVES
Local Authority	2 members
Schools – Community Latchmere School Lovelace Primary School Secondary School x 1 Vacancy	3 members – 1 from the secondary sector and 2 from the primary sector Sharon Mehta (Governor) (Chair) Michael Reading (Governor)
Schools – Foundation The Hollyfield School St Luke’s C of E Primary School	2 members – 1 from the secondary sector and 1 from the primary sector Robert Fogg (Governor) Rev FR Martin Hislop (Governor)
Schools – Voluntary aided Richard Challoner School Primary Schools x 2 Vacancies	3 members– 1 from the secondary sector and 2 from the primary sector Tom Cahill (Head Teacher)
C of E Diocese Southwark Diocese Guildford Diocese	2 members Dr Carol Jerwood Michael Hall
Roman Catholic Archdiocese	1 member Keith Burleton
Representatives of the local community x 7 Vacancies	7 members

SCHOOL ADMISSIONS FORUM

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**RESPONSE TO THE CONSULTATION ON ADMISSION ARRANGEMENTS
FOR COMMUNITY SCHOOLS FOR SEPTEMBER 2010**

**REPORT BY THE 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 2010.

ACTION FOR THE FORUM

It is recommended that the Forum indicate any views to be reported to the Council's Executive meeting on 21 April 2009.

Background

1. In accordance with statutory requirements, the Local Authority (LA) published a notice and consulted with relevant parents and the local community, admission authorities within Kingston and neighbouring Councils and the Diocesan Boards on the following proposals:
 - A. Admission criteria for non-selective community schools in Kingston
 - B. Admission criteria for the selective community school in Kingston
 - C. Admission numbers for community schools
 - D. Scheme for co-ordinated secondary admissions
 - E. Scheme for co-ordinated primary admissions
 - F. Sixth form admissions into community secondary schools
2. There were no proposed changes to existing criteria for community schools in Kingston. However, under C, it was clarified that there will be a separate statutory consultation during 2009 on the need for additional permanent school places. The outcome of this consultation will inform

any changes to admission numbers for schools for 2010/11. If required, the changes will be made via an application to the School's Adjudicator for in-year variations as appropriate.

Responses to the consultation

3. There were 13 responses received to the consultation which are summarised in Annex 1 attached to this report. Copies of anonymised responses will be available at the meeting.

Action for the Forum

4. 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 21 April 2009.

**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 2010.

Report to the Forum on 15 October 2008

School Admissions Code 2007 and 2009

RESPONSES TO CONSULTATION ON PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS 2010/2011

SUMMARY OF RESPONSES TO CONSULTATION DOCUMENT

13 responses were received by the closing date of 12 February 2009 and they can be broken down as follows: -

Copies of anonymised responses will be available at the meeting

Diocesan Boards of Education	0
Local Authorities	0
Schools	0
Other	13

These responses can be further broken down as follows: -

Proposal A (Admission criteria for non-selective community schools): 1 for, 12 against

Comment for: the unchanged proposed criteria give certainty and continuity

Summary of comments against: the distance criteria should be changed to give priority to those children for whom it is the nearest community school; distance criterion should take public transport time into account; every street in the borough should be covered by at least one school; co-ordinate all admissions for maintained schools so that all applicant, including nursery aged pupils, are offered a place at a local school; home to school distance should be based on actual walking /transport route; priority for Kingston residents at Kingston schools; publish maps of catchment areas for each school.

Proposal B (Admission criteria for the selective community school): 1 for, 5 against

Comment for: continuity and certainty

Comment against: restrict to RBK residents; give first preference to RBK residents

Proposal C (Admission numbers for community schools) 3 for, 9 against

Comments for: keep Fern Hill Primary School's admissions number to 60 to keep the school small

Summary of comments against: Need permanent expansion of primary school places; build a new school in Surbiton,

Proposal D (Scheme for co-ordinated secondary admissions) 3 for, 1 against

Comment for: Easier for all;

Comment against: Give first preference to RBK residents

Proposal E (Scheme for co-ordinated primary admissions): 3 for, 1 against

Comment for: Easier for all

Comments against: VA schools should increase places to be able to offer to non-religious applicants; increase primary places for non-religious applicants

**Proposal F (Sixth form admissions into community secondary schools) 2 for,
0 against**

No comments made

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**RESPONSE TO THE CONSULTATION ON RELEVANT AREA FOR
CONSULTATION**

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

SUMMARY

This report informs the Forum about the response to the consultation on Relevant Area

ACTION FOR THE FORUM

It is recommended that the Forum indicate any views on the response to the consultation to be reported to the Council's Executive meeting on 21 April 2009.

Background

1. The Local Authority consulted with admission authorities within Kingston, and neighbouring Councils on the Relevant Area which is the area within which the LA and schools, who are their own admission authority, must consult before determining their admission arrangements.
2. In recent years, after each consultation the relevant area for Kingston has been determined and maintained as the administrative area of the Authority.
3. There have been no problems arising from the determination of the borough boundary as the relevant area.

Responses to the consultation

4. There were no responses received to the consultation.

Action for the Forum

5. The Forum is invited to recommend that there is no change to the relevant area for consultation and that this remains as the borough boundary for Kingston.

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

APPENDIX C

Consultation papers on community school admission arrangements for
September 2010.

Report to the Forum on 15 October 2008

School Admissions Code 2007 and School Admissions Code 2009

SCHOOL ADMISSIONS FORUM

11 MARCH 2009

UPDATE ON KINGSTON PLANNING OF SCHOOL PLACES

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

SUMMARY

This report informs Members of the latest situation regarding the addition of primary school places for September 2009.

ACTION FOR THE FORUM

The Forum is asked to note this report.

Background

1. Forum members will be aware that it was necessary for the Local Authority to add 210 places in seven primary schools last year during the admissions process for September 2008. This resulted in 1,785 places being available, against which 1,824 places were offered, with 97% of parents receiving an offer of a place at one of their preferred schools. In September 1,716 pupils took up their places in reception year, representing a 6% fall out from the total number of offers made. This fall out has now been consistent at 6% for each of the past three years.
2. In October 2008 the Local Authority took action in view of the projected need for additional places for September 2009 and added 150 temporary places in five schools in the early stages of the admissions process. This number of places reflected the projected need based on the average trends in the three previous years.
3. When the deadline for applications was reached in early December it was clear that further places were needed in the Kingston Town and Surbiton school planning areas. Consequently a further 150 temporary places in five schools were announced at the end of February.
4. There are now 1,875 places available for the 1,910 applications received to date. The places have been added to schools in response to parental preferences.

5. The following table indicates the schools where additional places have been added for September 2009:

*indicates extra places announced 27.02.09

Cluster Area	Name of School	Number of Additional Places
Kingston Town	Fern Hill Primary School	30
	Alexandra Infant School*	30
	Latchmere School*	30
Maldens and Coombe	Burlington Infant and Nursery School	30
Surbiton	Maple Infant School*	30
	Tolworth Infant and Nursery School	30
	Christ Church C of E Primary School*	30
	St Matthews Cof E Primary*	45
	Knollmead Primary School	15
South of the Borough	Lovelace Primary School	30

Permanent Expansion of Primary Places

6. It is clear from the current primary admissions process that the admission numbers experienced in September 2008 are not a short-term blip, but a definite longer term upward trend. 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 affecting parental choice regarding use of the independent sector
7. It will, therefore, be necessary to consult in 2009 on the permanent increase in primary school places with effect from September 2010. This could be achieved by a combination of expanding existing schools and the creation of one or more new schools.

8. The need for additional places is spread across the Local Authority area:

Current maximum projected permanent increase in the number of forms of entry needed indicates a potential 13 forms of entry (390 places equating to a 25% increase):

	2009	2010	2011	2012
Kingston	2.3	2.2	3.2	3.6
Surbiton	2.6	2.5	3.4	3.9
Maldens & Coombe	2.3	2.1	3.3	3.9
South of the Borough	0.8	0.8	1.3	1.5
TOTAL	8	7.6	11.2	12.9

Source: RBK Primary SRP Nov 2008

9. These figures do not allow for surplus capacity. The figures will be revised again in March 2009 when the latest GLA data is available.
10. A range of options will need to be considered to identify the best pattern of additional places for the future. The LA will need to consult with schools, stakeholders and the wider community on proposals during 2009. This will comprise:
- Firstly, detailed discussions with schools and stakeholders,
 - Followed by a community consultation of an overall strategy for expansion, and
 - Then a statutory consultation process to expand named schools and/or build new schools as set out in DCSF statutory guidance.
11. There are different requirements and timescales for the consultation around expansion of an existing school and to establish a new school but it will be important to publish an overall strategy to address the shortfall of places. This Strategy is likely to include a combination of:
- a. New build schools (subject to site availability)
 - b. Expansion of existing schools
 - c. Need to accommodate bulge classes at some schools whilst building works take place at another school to expand permanently

12. A competition is required where an LA wishes to establish a new school. This includes cases where a brand new school is required to meet an increase in the local population. The LA must identify the proposed school site for the new school although proposers may put forward proposals to establish the school on a different site.
13. RBK is currently working to identify potential sites for new primary school(s).

Projections of Secondary School Places

14. The Building Schools for the Future Strategy was approved by the Executive in December 2008. On the basis of data available at that time the Strategy set out the need for at least six or seven forms of entry in Year 7.
15. The current Building Schools for the Future Strategy is therefore based upon the need to expand the number of 11-16 places in one or two secondary schools by 2 forms of entry and to develop a new secondary school of at least 6 forms of entry. These projections will be kept under constant review as the BSF programme is developed to take into account data from the Kingston primary phase and other neighbouring authorities.

Action for the Forum

16. The Forum is asked to note the contents of this report to deal with the increased need for primary school places in September 2009, and the proposed consultation regarding permanent expansion of school places for future years.

**Background Papers held by Anne Redparth (tel.: 0208 547 5276
email: anne.redparth@rbk.kingston.gov.uk)**

Report to the Forum on 25 June 2008
Report to the Executive 9 December 2008 (BSF Expression of Interest)
School Places projections files

SCHOOL ADMISSIONS FORUM

11 MARCH 2009

REVISED SCHOOL ADMISSIONS CODE 2009

REPORT BY THE DIRECTOR OF LEARNING & CHILDREN'S SERVICES

SUMMARY

This report informs the Forum about the main changes contained in the revised School Admissions Code 2009, and highlights the points which impact on current admission arrangements at maintained schools in Kingston.

ACTION FOR THE FORUM

The Forum is asked to comment on these changes and to note the impact of these changes on current admission arrangements at Kingston schools.

Background

1. In the Children's Plan, published in December 2007, Ministers committed to review the school application and allocation process. The Department of Children Schools and Families (DCSF) launched a consultation between 12 June 2008 and 2 October on proposed changes to the admissions process. Following this, new School Admissions Code was laid before Parliament in December 2008 and came into force on 10 February 2009. The revised Code can be accessed at www.dcsf.gov.uk/sacode
2. There are new Regulations which make changes to the admissions law under the new revised Education and Skills Act 2008. These regulations can be found at the above web address and are:
 - a) The School Admissions (Admission Arrangements) (England) Regulations 2008 ('the Admission Arrangements Regulations');
 - b) The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 ('the Co-ordination Regulations');
 - c) The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 ('the Local Authority Reports Regulations');

- d) The Education (Admissions Appeals Arrangements) (England) (Amendment) Regulations 2008, which amend the Education (Admissions Appeals Arrangements) (England) Regulations 2002 ('the Appeals Regulations'); and
 - e) The School Information (England) Regulations 2008 ('the School Information Regulations').
- 3. This report highlights changes and relevant points contained in the new Code which impact current admission arrangements at maintained schools in Kingston.
 - 4. The relevant bodies that the Code applies to are: admission authorities, governing bodies (when not admission authorities), local authorities (when not acting as admission authorities), Admission Forums, School Adjudicators and Admission Appeal Panels.

Summary of Main Changes

Annual Report to the Schools Adjudicator

- 5. Local Authorities are required to produce an annual report on admission arrangements of schools in their area to the School's Adjudicator by 30 June each year. They must also report on the effectiveness of co-ordination of admissions for pupils to schools in their area, and for pupils in their area to other schools.(Para 4.7)

Role of the Schools Adjudicator

- 6. The role of the Schools Adjudicator has been widened to investigate admission arrangements of any school not just those that are referred to him. Section 151 of the Education & Skills Act 2008 places a new duty on the Schools Adjudicator to consider the legality of admission arrangements referred to him via the Local Authority report or the Secretary of State (Para 4.1)

Objections to the Schools Adjudicator

- 7. Admission authorities must use their power to refer an objection to the Schools Adjudicator if the admission arrangements at schools contravene admissions law, do not comply with the mandatory provisions of the Code or fail to follow its guidelines without justification. (Para 4.5)
- 8. The date by which objections should be referred to the Schools Adjudicator in the determination year is 31 July. (Para 4.20)

Consultation

- 9. All admission authorities are required to consult on 2010-11 admission arrangements for a minimum period of 8 weeks by 1 March 2009. They

must consult with parents and local groups and publish a copy of their proposed admission arrangements, together with details of where comments should be sent and by when, on their website and publish a notice in the press saying where the arrangements can be viewed. (Para 1.26-1.28)

10. For 2011-12 admission arrangements and subsequent years, admission authorities are required to consult between 1 November and 1 March for a minimum of eight weeks in the determination year. Admission authorities need only consult every three years unless arrangements are not the same as the previous consultation. (Para 1.26)

Admission Numbers

11. Local authorities are required to decide whether a school can admit above its published admission number, and agree that admitting above that number will not adversely affect the school in the longer term nor have a detrimental effect on neighbouring schools. (Para 1.18 and 1.19)
12. Admission authorities must determine a higher admission number where they admit more than 26 children above the published admission number in any three year period. (Para 1.19)

Applications from Children

13. In relation to the 2010-11 school year, children above the compulsory school age will have the right to apply and appeal for a school place. Children will also have the right to make an application and appeal for a 6th Form place independently of their parents. (Para 1.41)

Withdrawing offers of places

14. If a parent has not responded to an offer of a place within a prescribed time, the admission authority must remind the parent to respond within a further 7 days and point out that the place must be withdrawn if they do not do so. (Para 1.50)

Application Forms

15. Local Authorities must not require parents to attend the school in person to collect a form or require them to return their completed application form to the school. (Para 1.75)

Supplementary Information

16. Where a local authority co-ordinates admissions, supplementary forms must be available from the LA. (Para 1.77)

17. Admission authorities must not ask parents for any financial contribution; to agree to support the ethos of the school in a practical way or; require both parents to sign the form. (Para 1.78)

Use of photographs and birth certificates

18. Admission authorities may request a short birth certificate as proof of date of birth once the offer of a school place has been made, but must not request “long” birth certificates or other documents including passports. Use of a photograph is only permitted to verify a child’s identity for selection tests.(Para 1.81)

The ethos of the school

19. Admission authorities may include a factual statement of the ethos of the school in their admission arrangements but must not prioritise applications on that basis.(Para 2.31 and 2.32)

Prohibition of unfair admissions criteria

20. Admission authorities must not take into account reports from previous schools about children’s past behaviour, attendance, attitude or achievement.(Para 2.16)
21. Governors have no discretion over the admission of children with statements of SEN. (Para 2.16)
22. Admission authorities must not use oversubscription criteria that give priority to children according to the alphabetical order of their first name or surname, or their date of birth. (Para 2.16)
23. Admission authorities must not use complex points systems that allocate a number of points to different criteria according to their relative importance. Points can only be used if they are transparent and can be easily understood. (Para 2.13)

Siblings of children who are still at the school

24. Admission authorities must explain clearly how priority to younger siblings will be given and on what basis. This includes giving priority to children on the basis that they have an older sibling at another school with which they have close links.(Para 2.22)

Additional guidance for faith schools

25. Faith schools must have regard to the guidance provided by their religious authority regarding objective criteria to be used to establish faith. In applying faith based criteria, faith schools must ask their

religious authority to confirm whether someone is a member of, or practices the faith. (Para 2.52)

Waiting Lists

26. From September 2009, each admission authority for an oversubscribed school must maintain a waiting list for at least one term in the year of admission. (Para 3.19)
27. All waiting lists must be clear, fair and objective and must not give priority to children based on the date their application was received or the date on which their name was added to the list. (Para 3.19)

Feeder Primary Schools

28. Feeder primary schools must be selected on an objective and consistent basis. (Para 2.72)

2010 -11 admissions – Co-ordinated Admissions

29. There are no changes to the requirements for co-ordinating applications made during the course of a normal admission round, for the academic year 2010-11 i.e. entry into Reception and Year 7.(Para 3.3)

Co-ordination of admissions from 2010-11 for In –Year Applications

30. Local authorities must co-ordinate all in-year (overage) admissions for all maintained schools in their area from September 2010 onwards. The arrangements for co-ordinating these applications must be formulated by 1 January 2010. (Paras 3.4- 3.5).

Co-ordinating of admissions from 2011-12 onwards

31. Local authorities must formulate schemes for co-ordinating all applications for maintained schools, whenever they are received, and for whichever age group, under one scheme.(Para 3.6)
32. Schemes for in-year (overage) admissions for 2010 onwards and for co-ordinated all admissions for 2011 onwards must comply with the law and regulations, and must ensure, as far as is reasonably practicable, that the Local Authority sends out no more than one offer of a school place to a parent.(Para 3.7)
33. Local authorities must consult the Admissions Forum every year, and the admission authorities for schools affected by the scheme and other local authorities every three years as a minimum. (Para 3.11)

34. A national closing date for secondary applications of 31 October and 15 January for primary applications has been imposed by the Co-ordination Regulations.

Fair Access Protocols

35. There are changes to the requirements under Fair Access which every Local Authority must include in their protocols. Local authorities must not require undersubscribed schools to admit a greater proportion of children with a recent history of challenging behaviour than other schools.
36. Admission authorities must include in the Fair Access Protocol, as a minimum, the list of categories of children set out in Appendix 3. This includes the requirement for oversubscribed schools to take their share of pupils covered by the Fair Access protocols over their published admission number.(Appendix 3)

School Admissions Forums

37. The main focus of Admission Forums is to focus on the fairness of arrangements in their local context. The statutory role of Admission Forums includes reviewing guidance produced for parents, the delivery of Choice Advice, monitoring the effectiveness of Fair Access Protocols and reviewing the effectiveness of local admissions policies on achieving fair access. (Para 4.28- 4.31)
38. Membership of the Forum must not exceed 20 and must reflect the types of schools in the locality including up to two local authority representatives. The Local Authority will report to the School Adjudicator on the membership of the Forum. (Para 4.29 – 4.30)

Choice Advice

39. The Code has been revised to place an emphasis on the importance of the independence of Choice Advice and of proactively targeting parents in need of Choice Advice. (Appendix 5)

Publication of information for parents (Appendix 4)

40. As well as publishing a notice in the local newspaper, local authorities must publish a notice on their website as soon as all admission arrangements for schools in their area have been determined setting out where details are available for inspection.
41. Once admission authorities have determined their admission arrangements, they must place a copy of the determined arrangements

on their website, where they have one, which must be displayed for the whole year, unless amended.

Impact on current admission arrangements at RBK schools

42. All RBK schools have submitted their proposed admission arrangements for September 2010 for consultation and the Local Authority has responded to each school's proposed arrangements.
43. In its response, the Local Authority has highlighted the areas that schools need to address to be compliant with the revised Code. These include clarity on how siblings are defined, waiting list arrangements, information requested on supplementary information forms, requesting proof of dates of birth and parental information as a part of the application and clarity on faith criteria.
44. Once determined, it is hoped that admission arrangements will be compliant, clear, fair and objective, in accordance with requirements.
45. All secondary and primary schools will be sent a summary of the main changes contained in the Code.

Action for the Forum

46. The Forum is asked to note the changes in the revised Code, and once determined, the Forum will be made aware of any admission arrangements that are found to be non-compliant.

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

School Admissions Code 2009

The School Admissions (Admission Arrangements) (England) Regulations 20084 ('the Admission Arrangements Regulations')

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 20085 ('the Co-ordination Regulations')

The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 20086 ('the Local Authority Reports Regulations')

The Education (Admissions Appeals Arrangements) (England) (Amendment) Regulations 20087, which amend the Education (Admissions Appeals Arrangements) (England) Regulations 2002 ('the Appeals Regulations')

The School Information (England) Regulations 2008 ('the School Information Regulations').

SCHOOL ADMISSIONS FORUM

11 MARCH 2009

**CONSULTATION ON THE CHILDREN AND YOUNG PEOPLE'S PLAN
2009-13**

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

SUMMARY

This report informs the Forum about the consultation on the Children and Young People's Plan 2009 – 13.

ACTION FOR THE FORUM

It is recommended that the Forum note the requirements on consultation on the Children and Young People's Plan and indicate any views on the proposals for consultation with the School Admissions Forum.

Background

1. The Children and Young People's Plan is central to the work of Children's Trusts and outlines the strategic planning and priorities for children, young people and families in the local area.
2. The DCSF recently published the Children and Young People's Plan Guidance 2009 which sets out the essential requirements for Children and Young People's Plans.
3. Appendix C of the guidance informs that CYPP regulations state that local authorities must consult with 'relevant partners', which includes School Admission Forums, under the section 10 Children Act 2004 'duty to cooperate'.
4. Kingston published its first Children and Young People's Plan in 2006 and is currently developing its second plan which will cover the period 2009 -2013.

Developing Kingston's Children and Young People's Plan 2009-13

5. Work has been underway since Autumn 2008 in developing the new Children and Young People's Plan. This involves reviewing our progress on the current Plan and engaging partners across the Children and Young People's Trust including schools, health, police, children and young people and the voluntary sector through a variety of meetings, conferences and forums. Some members of the School Admissions Forum have been involved in the review of progress on the current plan and drafting priorities for the new Plan.
6. Following this consultation a draft Plan will be published at the end of April and widely circulated, for a four week consultation period, to a wide range of

key partners and stakeholders including health, police, schools, diocesan authorities and the School Admissions Forum.

7. The final draft of the Children and Young People's Plan 2009 – 13 will go to the Children and Young People's Trust Board and the PCT Board during June and the Council's Executive on 7 July for approval.

Consultation with the Schools Admissions Forum

8. Members of the School Admissions Forum will be consulted as outlined in paragraph 6 above. In addition to being consulted as a Schools Admission Forum all constituent members of the Forum will be consulted as key stakeholders and partners.
9. The Schools Admission Forum does not have a meeting scheduled during the consultation period for the Children and Young People's Plan and should determine if it feels the need to convene an additional meeting or will respond to the consultation by email or through its constituent bodies.

Action for the Forum

10. The Forum is invited to decide if it wishes to respond to the consultation on the Children and Young People's Plan by convening an additional meeting during May or through its constituent bodies.

**Background Papers held by Jenny Haynes (tel.: 0208 547 5260
email: jenny.haynes@rbk.kingston.gov.uk**

DCSF Children and Young People's Plan Guidance 2009
Children Act 2004

SCHOOL ADMISSIONS FORUM

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INFORMATION ITEMS

1. FAIR ACCESS PROTOCOLS

A working group of secondary Headteachers or members of their Senior Leadership teams and LA officers has met to consider revised Fair Access protocols under the new requirements of School Admissions Code. Their recommendations will be put forward for consultation with secondary schools during this term and once the revised protocols have been agreed, they will be presented to the Forum for ratification.

The main aim of the protocol is to ensure that a school place is secured quickly for children without a school place and secondly that all schools take their fair share of children with challenging behaviour. All secondary schools must participate in the protocol to ensure that unplaced children are offered a place at a suitable school as quickly as possible and oversubscription is not considered a suitable reason to refuse admission.

Background papers for information items: held by Hatija Bhatia, 020 8547 5284

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