

LEGAL & DEMOCRATIC SERVICES
Brighton & Hove City Council
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**CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING - WEDNESDAY, 4TH
APRIL, 2012**

Please find enclosed the following background documents in relation to Item 51 on the agenda.

51. **School Admission Arrangements 2013/14 (Pages 1 - 108)**

Report of the Strategic Director, People (copy attached)

Yours sincerely

Penny Jennings

Encs

Please ask for:



Brighton & Hove

Schools' Bulletin

Date:	Ref:
To: Governors and Headteachers of all Schools, East Sussex County Council, West Sussex County Council and Diocesan Authorities.	From: Head of School Admissions and Strategic Commissioner, Planning and Contracts
Title: School Admissions Consultation 2013/2014. Coordinated schemes of admission for 2013/14 and in year admissions consultation for 2012/13	Action Required By : Voluntary Aided schools 4 January 2012, others 28 February 2012

Admission Arrangements for Brighton & Hove Schools 2013/14

Governing Bodies of all maintained schools in the City are invited to give their views on the proposals for admission arrangements to Community Schools. The responses to this consultation will be presented to the Cabinet Member for Children and Young People at a meeting in March 2012. The Admission Forum's comments and advice on the proposed arrangements will also be made known to the Cabinet Member meeting. The consultation will also invite comment from parents in the City who have a child or children between the ages of 2 and 16 years of age. Parents will be directed to the consultation materials through a public notice and may access the consultation through the Council website, or by accessing a hard copy. Schools are also asked to draw parents' attention to the consultation by inserting the following paragraph into their newsletters:

We would like to inform parents that Brighton & Hove City Council is currently consulting on admission arrangements for the 2013/14 admission year. The consultation proposals may be found on the Council's website www.brighton-hove.gov.uk/schooladmissions. Alternatively a hard copy can be obtained from the School Admissions team by telephoning (01273) 293653 or e-mailing schooladmissions@brighton-hove.gov.uk. All parents are invited to comment upon the proposed admission arrangements.

At the same time the admission arrangements for BACA, PACA and Voluntary Aided Schools must also be consulted upon (unless the arrangements are unchanged from last year and the governing body has chosen not to consult). As in the past the Council will provide access for other schools to view Voluntary Aided policies via the schools' section of the Wave, and will make them available for public comment on the Council website or by providing hard copy. Please read the section below about Voluntary Aided school consultation.

In line with current guidance and regulations from the Department for Education, the consultation process must conclude by 1st March 2012, and must run for a period of at least 8 weeks. This also means that Voluntary Aided Schools and Academies must provide their draft admission priorities for consultation before Christmas 2011 (unless they are not

consulting, in which case they will need to specify this). All VA schools and Academies will need to consult the new draft Admissions Code and Appeals Code which are due to come into force in February to ensure that their draft admissions priorities comply with their requirements.

Admission authorities that have not changed their admission priorities and arrangements or consulted upon them for 2011 or 2012 admissions will need to consult again this year.

Community Secondary Schools, BACA and PACA

This part of consultation is about the process for the secondary schools admissions system which remains a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription.

Two changes are proposed to the over subscription priorities for community secondary schools, BACA and PACA which are applied in the context of an equal preference system as required by the Admissions Code. They are currently:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. Those pupils living in the designated catchment area for the school.
5. Other children.

The first change is a requirement of the new Code- to extend the first priority (Children in the care of a local authority) to include children who were previously in the care of a local authority but have ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

The second change is to the sibling link- Up until the proposed admission arrangements for 2013/14, the sibling link has been applied as an oversubscription priority to all secondary school applications regardless of home address. For example, a child living in the catchment area for say Varndean would have priority for admission to Longhill if they had a sibling already attending that school, and who would be there when the new pupil was due to start. At the time that the current secondary admission arrangements were adopted, it was decided that with effect from September 2013 the sibling priority would only apply as an oversubscription priority within the designated catchment area for a child's home address. This delay in changing the sibling priority was intended to allow the link to be applied across catchment areas for those children already in secondary school at that time, as their parents/carers may have previously accepted places at schools anticipating that the sibling link would apply regardless of home address. The delay allowed those links to work through. It is proposed that the sibling link will only be applied as a priority within catchment areas from 2013/14.

The Westdene area of the City was switched from the Hove Park/Blatchington Mill catchment to the Patcham catchment area after the new admissions arrangements had been implemented. As a result those living in Westdene will have the cross city sibling link allowed for one extra year (2013/14 admissions).

There are also proposed changes to the catchment areas for PACA, Hove Park/Blatchington Mill and Dorothy Stringer/Varndean. These changes are described in the attached documents.

The Aldridge Community Academies currently share these admission priorities and are also asked to comment upon them.

Admissions Arrangements for Community Infant, Junior and Primary Schools

Two changes are proposed for the admission arrangements to community infant, junior and primary schools: the first is the extension of priority 1 to include previously looked after children, as in the secondary arrangements above. The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. The current over subscription priorities are:

1. Children in the care of a local authority (looked after children) and children who were previously in the care of a local authority but have ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link
4. For junior schools only: children attending a linked infant school
5. Other children.

Within all these priorities, the tie break is home to school distance (measured by the shortest available route). However, the second change is to change the method of measuring to 'as the crow flies', as detailed in the attached document.

More detail about the current primary and secondary admission arrangements can be found in the two school admission booklets. Schools have copies of the booklets which can also be viewed on the Brighton & Hove City Council web site.

Relevant Area for Consultation

The relevant area for school admissions in the city is currently defined as the area within the city boundary. This is the area which the LA uses when consulting on admissions arrangements, and can include other admission authorities and voluntary aided schools outside the city. The area can be larger than LA boundary, or smaller through the operation of a number of different relevant areas within the LA. The use of a relevant area was a requirement of the School Standards and Framework Act 1998, and this requirement remains in force. It is currently defined as the area within the Brighton & Hove city boundaries, so all voluntary aided schools within the city are required to consult all schools within the city boundary about their proposed admission arrangements. No change is proposed to the relevant area for 2013/14.

Academies and Voluntary Aided Schools Consultation

Academies and Voluntary Aided schools are required to consult with all other city schools, with the LA and with parents in the City who have children between the ages of 2 and 16 about their proposed admission arrangements for 2013/14 *unless the arrangements are unchanged from last year and have been consulted upon within the last two years*. We will continue to publish proposed arrangements on the schools' section of the Wave, but in order to allow the parental consultation we will also publish on the Council's website. Schools not wishing to use this method of consultation, but still needing to consult, must conduct their own consultation process. In any event they must consult the LA and other City schools before finalising their admission arrangements. Consultation, if taking place, must be completed by 1 March 2012, and the Governors must have settled the final version of their admission arrangements by 15 April 2012.

If schools whose admission arrangements have changed do not consult then their admission arrangements will be open to challenge by parents and by appeal panels. I cannot emphasise strongly enough that failure to consult will lead to very difficult

consequences for the schools concerned. Church of England and Roman Catholic VA schools are reminded that in law they must consult their diocesan authority with their proposed admission priorities before consulting anyone else.

In order to comply with the new DfE regulations VA schools and Academies must consult for a period of 8 weeks before 1 March 2012. This means that those schools wishing to use the LA website and schools section of the Wave to meet their consultation requirements must provide an electronic copy (Word format please) by 4 January 2012 at the latest. Realistically the Christmas break means that it would be better if the documents were forwarded to the School Admissions Team by the end of the autumn term. Diocesan Authorities have already been in contact with schools about the consultation requirements. Schools which are not consulting should notify the School Admissions team by the end of the autumn term as well.

This process is the same as last year. Changes are proposed in the draft Code to make consultation less frequent if no changes are made but at the moment the requirement is as above.

Published Admission Numbers

The proposed admission numbers for each school are attached to this bulletin. Schools are asked to comment on whether they agree with the number shown. These numbers are based on the net capacity range of each school, or in some cases a higher figure. As previously, this list includes the expected admission numbers for voluntary aided schools, which act as their own admission authorities and set their own admission number. I should be grateful for a response from all schools as to whether they agree with the number shown on the attached list.

Co-ordinated Admission Schemes for 2013/14

The coordinated schemes are attached for comment along with the scheme for coordinating in year admissions for 2012/13 which is currently a legal requirement. All VA schools and academies are required to take part in the operation of coordinated schemes of admission.

The Admission Timetable for 2013/14

The dates for applications and allocations for admission for the 2013/14 school year will be:

Infant, Junior and Primary Schools:	Closing date	15 January 2013
	Letters to parents/carers	19 April 2013
Secondary schools:	Closing date	31 October 2012
	Letters to parents/carers	1 March 2013

These dates are set out in more detail in the co-ordinated schemes.

The Consultation Timetable

3 January 2012 Voluntary Aided Schools to have provided the LA with their proposed admission arrangements for 2013/14 for publication if they wish to make use of the LA school and public consultation process using the schools' section of the Wave and the Council website.

1 March 2012 Schools and others to have returned any response to the Community School admission arrangements for 2013/14.

Mid March 2012

Cabinet Member for Children and Young People to consider admission arrangements for Community schools, taking into account the consultation responses and any advice provided by the Admission Forum. The proposed admission arrangements for Voluntary Aided schools and Academies may also be discussed at this meeting and may be commented upon. Schools and other admission authorities will be notified of the Sub-Committee’s conclusions within 2 weeks of the meeting.

15 April 2012

Deadline for Voluntary Aided Schools to have finalised their proposed admission arrangements.

Documents attached

1. Reply form
2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme – primary
6. Coordinated scheme- In-year
7. Proposed changes to catchment area in the centre of the city
8. Map 1
9. Map 2
10. Map 3
11. Proposed changes to catchment area for PACA
12. Map 4
13. Proposal to move to distance measuring as the crow flies

Consultation Responses

Governing Bodies are asked to respond to this bulletin as soon as possible, using the attached response form. The closing date for responses is 29 February **2012**. Please note that this consultation bulletin and its attachments are being sent to all schools. The neighbouring Local Authorities of East and West Sussex are also being consulted in accordance with the Admissions Code requirements, and views will also be sought from the Church of England and the Roman Catholic Diocesan authorities. VA colleagues are again reminded that they must have determined their proposed admission arrangements by **3 January 2012** and sent them to the admissions team by that date for inclusion on the Council website consultation.

<p>Contact Name: Jo Miles Telephone: (01273) 293653 Email: schooladmissions@brighton-hove.gov.uk Address: King’s House, Grand Avenue, Hove</p>	
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Reply Form – Please return this form to School Admissions, 3rd Floor, King’s House, Grand Avenue, Hove, by 29 February 2012.

School Admissions Consultation - Admissions for the 2013/14 academic year

Name of School:

Name of Respondent:
(Please print)

Signature:

School Admission Arrangements and Over Subscription Priorities – Community Secondary Schools, Brighton Aldridge Community Academy and Portslade Aldridge Community Academy

Please set out below any comments or changes you would propose to the published arrangements.

I do/do not agree that the sibling link should be restricted so that it applies only to children living within the school’s catchment area. This is because (please give reasons if you wish)

I do/do not agree with the proposed alteration to the catchment area for PACA (affecting the catchment area for Blatchington Mill/Hove Park. This is because (please give reasons if you wish)

My preferred option for the border between the catchment areas for Blatchington Mill/Hove Park and Dorothy Stringer/Varndean is:

Option 1 (Dyke Road/Brighton-Worthing railway line)

Option 2 (Dyke Road/Buckingham Place)

Option 3 (Dyke Road-Clock Tower)

Retain current boundary

Please delete as appropriate (and give reasons below if you wish)

School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools

Please set out any comments or changes you would propose to the published arrangements.

I do/do not support the proposal to make the change to measuring ‘as the crow flies’ (please give reasons if you wish)

Published Admission Number

This school agrees/disagrees* with the proposed admission number.

Comments on admission number.

Voluntary Aided Admission Priorities (for completion by VA schools only)

I confirm that this school will formally consult with maintained schools in the LA area (the Relevant Area), with the LA, parents and carers and with other consultation partners as required in law about the school’s proposed admission arrangements for 2013/14 and will/has

provide(d) draft admission arrangements for publication on the schools' section of the Wave.
(Please tick the box.)

I confirm that this school is not proposing to consult as the admission arrangements are unchanged from last year and the school has consulted within the last two years.

Coordinated Schemes of Admission

Please set out any comments or changes you would propose to the coordinated schemes.



Brighton & Hove

Schools' Bulletin

Date:	Ref:
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15 April 2012

Deadline for Voluntary Aided Schools to have finalised their proposed admission arrangements.

Documents attached

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<p>Contact Name: Jo Miles Telephone: (01273) 293653 Email: schooladmissions@brighton-hove.gov.uk Address: King’s House, Grand Avenue, Hove</p>	
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Reply Form – Please return this form to School Admissions, 3rd Floor, King’s House, Grand Avenue, Hove, by 29 February 2012.

School Admissions Consultation - Admissions for the 2013/14 academic year

Name of School:

Name of Respondent:
(Please print)

Signature:

School Admission Arrangements and Over Subscription Priorities – Community Secondary Schools, Brighton Aldridge Community Academy and Portslade Aldridge Community Academy

Please set out below any comments or changes you would propose to the published arrangements.

I do/do not agree that the sibling link should be restricted so that it applies only to children living within the school’s catchment area. This is because (please give reasons if you wish)

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My preferred option for the border between the catchment areas for Blatchington Mill/Hove Park and Dorothy Stringer/Varndean is:

Option 1 (Dyke Road/Brighton-Worthing railway line)

Option 2 (Dyke Road/Buckingham Place)

Option 3 (Dyke Road-Clock Tower)

Retain current boundary

Please delete as appropriate (and give reasons below if you wish)

School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools

Please set out any comments or changes you would propose to the published arrangements.

I do/do not support the proposal to make the change to measuring ‘as the crow flies’ (please give reasons if you wish)

Published Admission Number

This school agrees/disagrees* with the proposed admission number.

Comments on admission number.

Voluntary Aided Admission Priorities (for completion by VA schools only)

I confirm that this school will formally consult with maintained schools in the LA area (the Relevant Area), with the LA, parents and carers and with other consultation partners as required in law about the school’s proposed admission arrangements for 2013/14 and will/has

provide(d) draft admission arrangements for publication on the schools' section of the Wave.
(Please tick the box.)

I confirm that this school is not proposing to consult as the admission arrangements are unchanged from last year and the school has consulted within the last two years.

Coordinated Schemes of Admission

Please set out any comments or changes you would propose to the coordinated schemes.

Primary Admissions Numbers 2013/14	
Name of School	Planned Admission No.
Aldrington CE Primary	30
Balfour Primary	120
Benfield Primary	60*
Bevendean Primary	60
Carden Primary	60
Carlton Hill Primary	30
Coldean Primary	60
Coombe Road Primary	60
Cottesmore St Marys RC	60
Davigdor Infant	120
Downs Infant	120
Downs Junior	128
Elm Grove Primary	60
Fairlight Primary	60
Goldstone Primary	90
Hangleton Infant	90
Hangleton Junior	96
Hertford Infant	60
Hertford Junior	60
Middle Street Primary	30
Mile Oak Primary	90
Moulseccomb Primary	90
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
Portslade Infant	120
Queens Park Primary	60
Rudyard Kipling Primary	60
Saltdean Primary	60
Somerhill Junior	128
St Andrews CE Primary	60
St Bartholomew CE Primary	30
St Bernadettes RC Primary	30
St John The Baptist	30
St Josephs RC Primary	30
St Lukes Primary	90
St Margarets CE Primary	30
St Marks CE Primary	30
St Martins CE Primary	30
St Mary Magdalen RC Pri	30
St Marys RC Primary	30
St Nicolas CE Junior	64
St Pauls CE Primary	30
St Peters Comm Infant	30
Stanford Infant	90

Stanford Junior	96
West Blatchington Primary	60 (reduced from 90)
West Hove Infant	120
West Hove Junior	128
Westdene Primary	90
Whitehawk Primary	90
Woodingdean Primary	60

*Discussions are underway about various options for three further forms of entry at Key Stage 2 in Portslade for September 2013, to match current Key Stage 1 provision in that area.

Primary Admissions Numbers 2013/14	
Name of School	Planned Admission No.
Aldrington CE Primary	30
Balfour Primary	120
Benfield Primary	60*
Bevendean Primary	60
Carden Primary	60
Carlton Hill Primary	30
Coldean Primary	60
Coombe Road Primary	60
Cottesmore St Marys RC	60
Davigdor Infant	120
Downs Infant	120
Downs Junior	128
Elm Grove Primary	60
Fairlight Primary	60
Goldstone Primary	90
Hangleton Infant	90
Hangleton Junior	96
Hertford Infant	60
Hertford Junior	60
Middle Street Primary	30
Mile Oak Primary	90
Moulseccomb Primary	90
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
Portslade Infant	120
Queens Park Primary	60
Rudyard Kipling Primary	60
Saltdean Primary	60
Somerhill Junior	128
St Andrews CE Primary	60
St Bartholomew CE Primary	30
St Bernadettes RC Primary	30
St John The Baptist	30
St Josephs RC Primary	30
St Lukes Primary	90
St Margarets CE Primary	30
St Marks CE Primary	30
St Martins CE Primary	30
St Mary Magdalen RC Pri	30
St Marys RC Primary	30
St Nicolas CE Junior	64
St Pauls CE Primary	30
St Peters Comm Infant	30
Stanford Infant	90

Stanford Junior	96
West Blatchington Primary	60 (reduced from 90)
West Hove Infant	120
West Hove Junior	128
Westdene Primary	90
Whitehawk Primary	90
Woodingdean Primary	60

*Discussions are underway about various options for three further forms of entry at Key Stage 2 in Portslade for September 2013, to match current Key Stage 1 provision in that area.

Brighton & Hove Secondary School Proposed Admissions Numbers 2012/13

School Name	Planned Admission No. 2013/14
BACA	180
Blatchington Mill	300
Cardinal Newman	341
Dorothy Stringer	330
Hove Park	300
Longhill	270
Patcham High	210
PACA	215
Varndean	270

Brighton & Hove Secondary School Proposed Admissions Numbers 2012/13

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Varndean	270



SCHOOL ADMISSIONS CONSULTATION WITH PARENTS AND CARERS Admission Arrangements for Brighton & Hove Schools 2013/14

Final admission arrangements and right of objection

Once the Council, Academies and Voluntary Aided schools have determined their admission arrangements following this consultation, the Council will publish a public notice in the Argus newspaper before 1 May 2012 confirming those arrangements and setting out where they can be viewed. Once they have been published then parents and carers will have a right of formal objection to the Schools Adjudicator. Details of that objection process will be given in the public notice.

Secondary Schools – Special Consultation for 2013/14

Although there is a consultation process every year about the admission arrangements for Community Secondary Schools, this year the Council is asking more detailed questions seeking your views on how well the system works. When the Schools Adjudicator agreed to the current community secondary school admissions arrangements which were introduced in 2008, he recommended that a review should take place in 2012. This consultation will therefore be asking for views from parents, schools and school governors in the usual way, but it will also be asking a number of more specific questions about the oversubscription priorities and catchment areas. Parents are also encouraged to use the free text part of the response form to comment more generally about the community secondary admission arrangements.

The Council uses a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription. These arrangements are also used by Brighton Aldridge Community Academy and the Portslade Aldridge Community Academy. Cardinal Newman Catholic Secondary School has its own admission priorities which it is consulting on separately (please visit www.brighton-hove.gov.uk/schooladmissions for details).

The over subscription priorities are applied in the context of an equal preference system as required by the School Admissions Code. They are:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school (including children adopted away from their birth families).
3. A sibling link applied for those living within the designated catchment area only.
4. Those pupils living in the designated catchment area for the school(s).
5. Other children.

Within all these priorities, the tie break is random allocation.

The new (draft) School Admissions Code requires that priority 1 (Children in the care of a local authority) be extended to cover 'children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). These children will therefore be included in this priority and priority 2 will cease to include adopted children.

The current catchment areas are set out in the [attached map](#). It also includes information about which post codes are in each of the catchment areas.

Background to the school catchment areas

The design of the catchment areas was based around the numbers of children living within the boundary and the number of places available at each school. Two catchments include two schools (Hove Park/Blatchington Mill and Varndean/Dorothy Stringer). Since the catchment areas were adopted it would have been possible to offer every pupil a place in their catchment area school, or in the dual catchment areas a place at one of the catchment schools in every admission year. In a few cases a place was not offered in the dual catchments because the applicant only gave one of the two schools as a preference, and that school was over subscribed. The catchments have therefore met the number of requests for places from children within the catchment area. Following a further consultation overseen by the Schools Adjudicator the catchment area for Patcham High School was changed to include Westdene, which had previously been in the Hove Park/Blatchington Mill catchment.

Proposal to change make changes to the current catchment areas for Dorothy Stringer/Varndean, Blatchington Mill/Hove Park and Portslade Aldridge Community Academy

Proposals have been put forward to alter the boundary between the catchment areas for Dorothy Stringer/Varndean and Blatchington Mill/Hove Park. [Proposal](#), [Map1](#) [Map2](#) & [Map3](#)

A separate proposal has been put forward to alter the boundary between the catchment areas for Portslade Aldridge Community Academy and Blatchington Mill/Hove Park. [Proposal](#), [Map](#)

Your comments are invited on both proposals.

The sibling link

Up until the proposed admission arrangements for 2013/14, the sibling link has been applied as an oversubscription priority to all secondary school applications regardless of home address. For example, a child living in the catchment area for say Varndean would have priority for admission to Longhill if they had a sibling already attending that school, and who would be there when the new pupil was due to start. At the time that the current secondary admission arrangements were adopted, it was decided that with effect from 2013/14 the sibling priority would only apply as an oversubscription priority within the designated catchment area for a child's home address. This delay in changing the sibling priority was intended to allow the link to be applied across catchment areas for those children already in secondary school at that time, as their parents/carers may have previously accepted places at schools anticipating that the sibling link would apply regardless of home address. The delay allowed those links to work through. It is proposed that the sibling link will only be applied as a priority within catchment areas from 2013/14.

The Westdene area of the City was switched from the Hove Park/Blatchington Mill catchment to the Patcham catchment area after the new admissions arrangements

had been implemented. As a result those living in Westdene will have the cross city sibling link allowed for one extra year (2013/14 admissions). Should the proposals above regarding catchment area changes be adopted, it is envisaged that there will be a similar transitional protection for siblings of existing pupils.

For the purposes of this priority a sibling is defined as a child living within the same household as another.

Random allocation

Random allocation is only used as a tie break within each of the over subscription priorities. So far it has only been used at priority 4 (children living in catchment area) when one of the schools in a dual catchment has had more applications than places left, or when there are places left over in a catchment which can be offered to pupils living outside. Random allocation is not used as a priority in itself, only in conjunction with the published over subscription priorities 1 - 5.

For a full description of how the over subscription priorities operate, please use this link to the [Admissions Booklet for 2012/13](#).

Please see the questions about admission arrangements for community secondary schools (also currently applied to the Brighton Aldridge Community Academy [BACA] and the Portslade Aldridge Community Academy [PACA]) set out at the end of this document. The council welcomes your comments on any aspects of the secondary school admission arrangements, suggestions as to how they might be improved and your views on how they have operated to date.

Admissions Arrangements for Community Infant, Junior and Primary Schools

Two changes are proposed for the admission arrangements to Community Infant, Junior and Primary schools. The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. They are:

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3. The sibling link.
4. For junior schools only: children attending a linked infant school
5. Home to school distance (measured by the shortest available route).

Within all these priorities, the tie break is home to school distance (measured by the shortest available route).

The first change proposed is a legal requirement- the new (draft) School Admissions Code requires that priority 1 (Children in the care of a local authority) be extended to cover 'children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). These children will therefore be included in this priority and priority 2 will cease to include adopted children.

The second proposed change is a change to the method of measuring distance (which is the tie-break in the admissions priorities for Infant, Junior and Primary School admissions). The proposal is to change from measuring via the shortest available route to measuring as the crow flies. The proposal is outlined [here](#).

Your views are sought on this proposal.

More detail about the primary admission arrangements can be found in the [school admission booklet](#). Schools have copies of the booklet which can also be viewed on the Brighton & Hove City Council web site. Your views about the primary school admission arrangements are invited.

Relevant Area for Consultation

The relevant area for school admissions in the city is currently defined as the area within the city boundary. This is the area which the Local Authority (LA) uses when consulting on admissions arrangements, and can include other admission authorities and voluntary aided schools outside the city. The area can be larger than LA boundary, or smaller through the operation of a number of different relevant areas within the LA. The use of a relevant area was a requirement of the School Standards and Framework Act 1998, and this requirement remains in force. It is currently defined as the area within the Brighton & Hove city boundaries, so all voluntary aided schools within the city are required to consult all schools within the city boundary about their proposed admission arrangements. No change is proposed to the relevant area for 2013/14.

Voluntary Aided Schools Consultation

Voluntary Aided schools are required to consult with all other city schools, with the LA and with parents in the City who have children between the ages of 2 and 16 about their proposed admission arrangements for 2013/14 *unless the arrangements are unchanged from last year*. These proposed arrangements will be on the Council's website or available from the schools. Consultation, if taking place, must be completed by 1st March 2012 and the Governors must have settled the final version of their admission arrangements by 15 April 2012. Parents may wish to send their comments on VA school proposed admission arrangements direct to the school or can send them to the Council which will pass them on to the individual school governing bodies. Those governing bodies are responsible for deciding admission arrangements for their own school.

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Co-ordinated Admission Schemes for 2013/14

The coordinated schemes are attached for comment. They set out the arrangements, including dates, for the coordination of secondary and primary admissions and in-year applications. The purpose of this coordination is to ensure that all parents and carers receive one offer of a school place for their child within published timescales. The scheme applies to all maintained (ie state) schools in Brighton & Hove, including Academies and Voluntary Aided schools.

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These dates are set out in more detail in the co-ordinated schemes.

Consultation on proposed changes to the boundary between the dual catchment areas for Blatchington Mill/Hove Park and Dorothy Stringer/Varndean

The current position

Currently the border between these two catchment areas runs along the London-Brighton railway line. This boundary is clear and well-defined, but experience has shown that families living between the railway line and Dyke Road find travelling to Hove Schools (particularly Hove Park Lower School) problematic. The council currently supports a bus service (Service 96) which travels between the area and Blatchington Mill/Hove Park Upper and Lower Schools, but any child relying on this service is unable to attend after school activities.

The proposal

The proposal is to shift the boundary of the dual catchment area westwards so that the boundary between the two catchment areas would be Dyke Road, with families to the east of Dyke Road falling in the catchment area for Dorothy Stringer and Varndean, and families to the west falling into the area for Blatchington Mill and Hove Park.

There are three possible options for the southern end of Dyke Road:

- 1) the boundary between the catchment areas would be Dyke Road as far as the Brighton-Worthing railway line. The boundary would continue along this railway line as far as Brighton Station, where it would continue down West Street (the current boundary)- this affects the area shown in map 1
- 2) the boundary between the catchment areas would be Dyke Road as far as the Seven Dials. The boundary would then be Buckingham Place, with properties on the south side of the road falling into the BM/HP catchment area and families on the northern side falling into the DS/V catchment area. The boundary would then continue down Terminus Road (which only has homes on the side facing the station-these would fall into the BM/HP area) to the station and thence down Queens Road and West Street (the current boundary)- this affects the area shown in map 1 plus the area shown in map 2
- 3) the boundary between the catchment areas would be Dyke Road/North Street as far as the clock tower and continue down West Street (the current boundary)-this affects all the areas shown in maps 1,2 and 3

Rationale

Shifting the boundary would be possible as there is now extra provision at Dorothy Stringer School, since their PAN has increased from 311 to 330. It would also in some respects be desirable as, besides the situation outlined above, the number of children in the Hove area is increasing year on year and

may reach the point where it is not possible to accommodate all Hove children in Hove schools. However consideration should be given to the impact of increasing the size of the DS/V catchment area as these schools currently have relatively few places available for students living outside the catchment area- last year Varndean was only able to offer places to nine students living outside the catchment area, and Dorothy Stringer none at all. This was prior to appeal and using the old PAN of 311 for Dorothy Stringer. The numbers of students living in the areas in question are shown on the attached spreadsheet. It should be borne in mind when considering these figures that a percentage of these students will prefer to attend Cardinal Newman or an alternative school, and also that the abolition of the sibling link for children living outside the catchment area (if adopted) could lead to more places becoming available for children living in area.

Numbers affected

The table below shows the numbers of children living in the affected areas and their current year groups (ie the year groups they are in during 2011/12). The year groups shown in red would be affected by the changes.

Year Group (2011/12)	11	10	9	8	7	6	5	4	3	2	1	R
Pupil Numbers- Option 1	48	47	53	56	46	56	57	65	66	78	80	76
Option 2- additional	2	0	2	1	1	2	1	0	1	2	0	3
Option 3- additional	11	11	9	15	9	20	19	15	27	22	18	33

Consultation on proposed changes to the boundary between the dual catchment areas for Blatchington Mill/Hove Park and Dorothy Stringer/Varndean

The current position

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Option 3- additional	11	11	9	15	9	20	19	15	27	22	18	33

Admission arrangements for community secondary schools, BACA and PACA form 2013/14

Parents and carers are invited to return their comments on the proposed admission arrangements by 28th February 2012. Responses are welcome by email to schooladmissions@brighton-hove.gov.uk or in writing to:

School Admissions Consultation 2013/14

King's House

Hove

BN3 2LS

1. Do you think that the current catchment area boundaries are correct?
YES/NO
2. Please comment on the proposed changes to the catchment areas?
3. Should the council continue to use catchment areas as an admission priority? YES/NO
4. If your answer to question 3 is no, then what should be used instead?
5. Do you agree that the Council should continue to use an exceptional circumstances priority for secondary admissions? YES/NO
6. If your answer to question 5 is no, then what should be used instead or should there be no replacement?
7. Do you agree that the Council should continue to use the sibling link as an admission priority? YES/NO
8. If your answer to question 7 is no, then what should be used instead, or should there be no replacement?
9. Do you agree that random allocation should be used as a tie break within each admission priority? YES/NO
10. If your answer to question 9 is no, then what tie break should be used instead?
11. Please use this section for anything else you have to say about the current secondary school admission arrangements, positive or negative or purely observational.

Admission arrangements for community infant, junior and primary schools 2013/14

Parents and carers are invited to return their comments on the proposed admission arrangements by 28th February 2012. Responses are welcome by email to schooladmissions@brighton-hove.gov.uk or in writing to:

School Admissions Consultation 2013/14

King's House

Hove

BN3 2LS

1. Do you agree that the Council should continue to use home to school distance as the tie break within each admission priority? YES/NO

2. If you answered NO to question 1, what should be used instead?

3. If you answered YES to question 1, should this be measured by the current shortest available route system, or as the crow flies? ROUTE/CROW FLIES

Please use this space to make any comments, observations or suggestions you may have about the proposed admission arrangements for Community infant, junior and primary schools.

Coordinated admissions schemes for 2013/14 and in year scheme for 2012/13

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BN3 2LS

Please use this space to make any comments, observations or suggestions you may have about the proposed coordinated admissions schemes.

Other admissions matters on which you would like to comment

Please use this space to give us your views on any other admission related matter.

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4. If your answer to question 3 is no, then what should be used instead?
5. Do you agree that the Council should continue to use an exceptional circumstances priority for secondary admissions? YES/NO
6. If your answer to question 5 is no, then what should be used instead or should there be no replacement?
7. Do you agree that the Council should continue to use the sibling link as an admission priority? YES/NO
8. If your answer to question 7 is no, then what should be used instead, or should there be no replacement?
9. Do you agree that random allocation should be used as a tie break within each admission priority? YES/NO
10. If your answer to question 9 is no, then what tie break should be used instead?
11. Please use this section for anything else you have to say about the current secondary school admission arrangements, positive or negative or purely observational.

Admission arrangements for community infant, junior and primary schools 2013/14

Parents and carers are invited to return their comments on the proposed admission arrangements by 28th February 2012. Responses are welcome by email to schooladmissions@brighton-hove.gov.uk or in writing to:

School Admissions Consultation 2013/14

King's House

Hove

BN3 2LS

1. Do you agree that the Council should continue to use home to school distance as the tie break within each admission priority? YES/NO

2. If you answered NO to question 1, what should be used instead?

3. If you answered YES to question 1, should this be measured by the current shortest available route system, or as the crow flies? ROUTE/CROW FLIES

Please use this space to make any comments, observations or suggestions you may have about the proposed admission arrangements for Community infant, junior and primary schools.

Coordinated admissions schemes for 2013/14 and in year scheme for 2012/13

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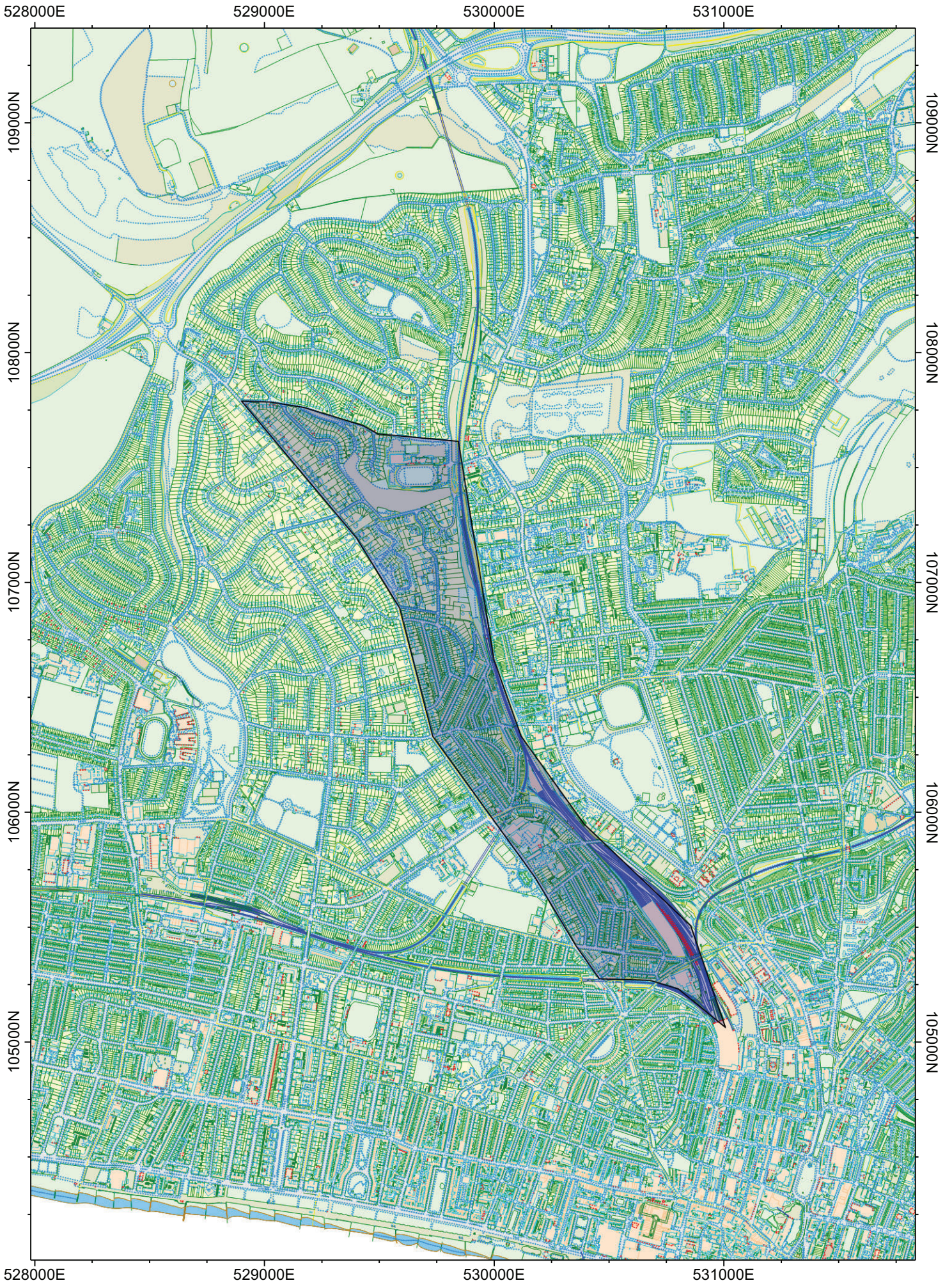
BN3 2LS

Please use this space to make any comments, observations or suggestions you may have about the proposed coordinated admissions schemes.

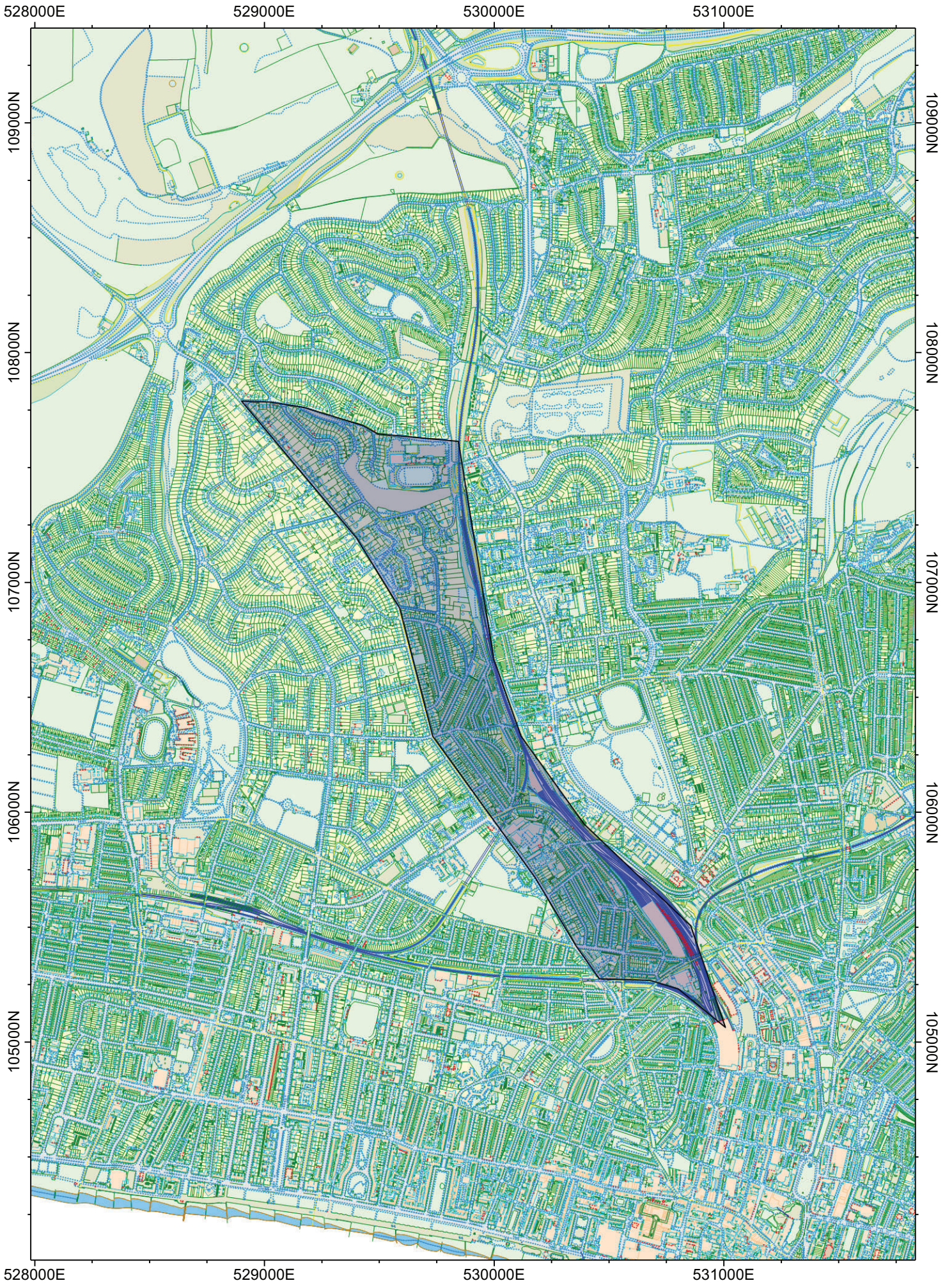
Other admissions matters on which you would like to comment

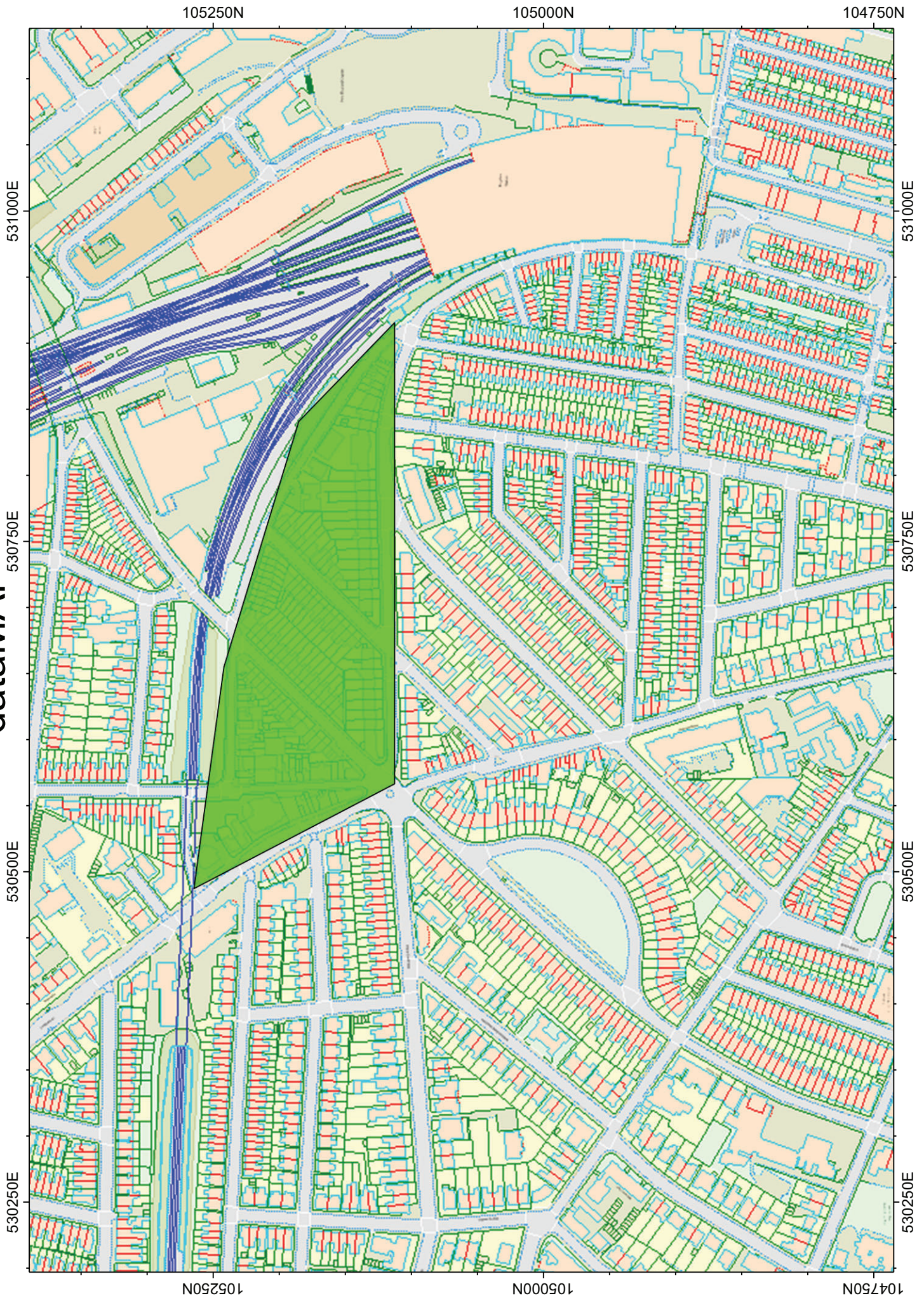
Please use this space to give us your views on any other admission related matter.

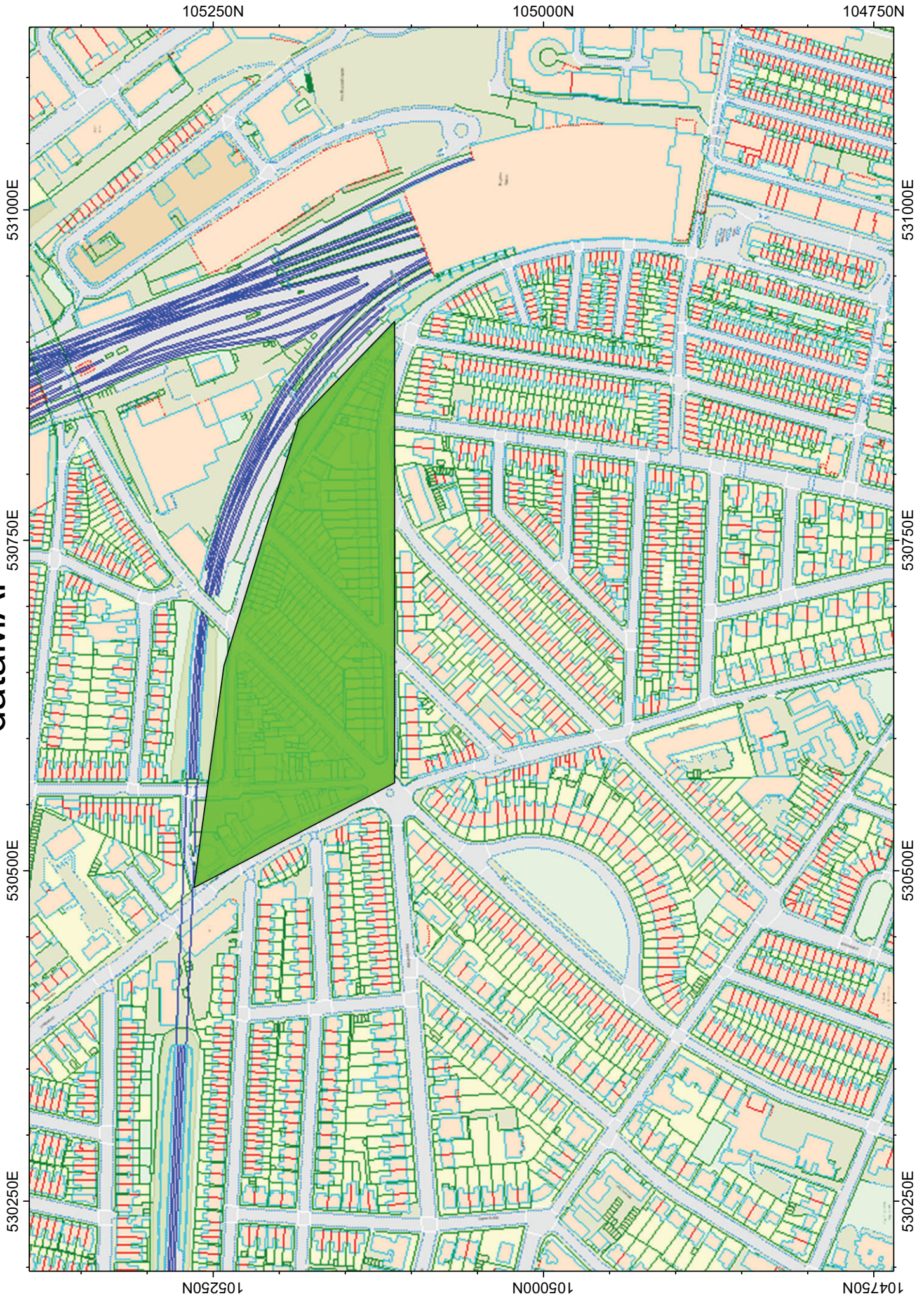
Strip by Brighton Station



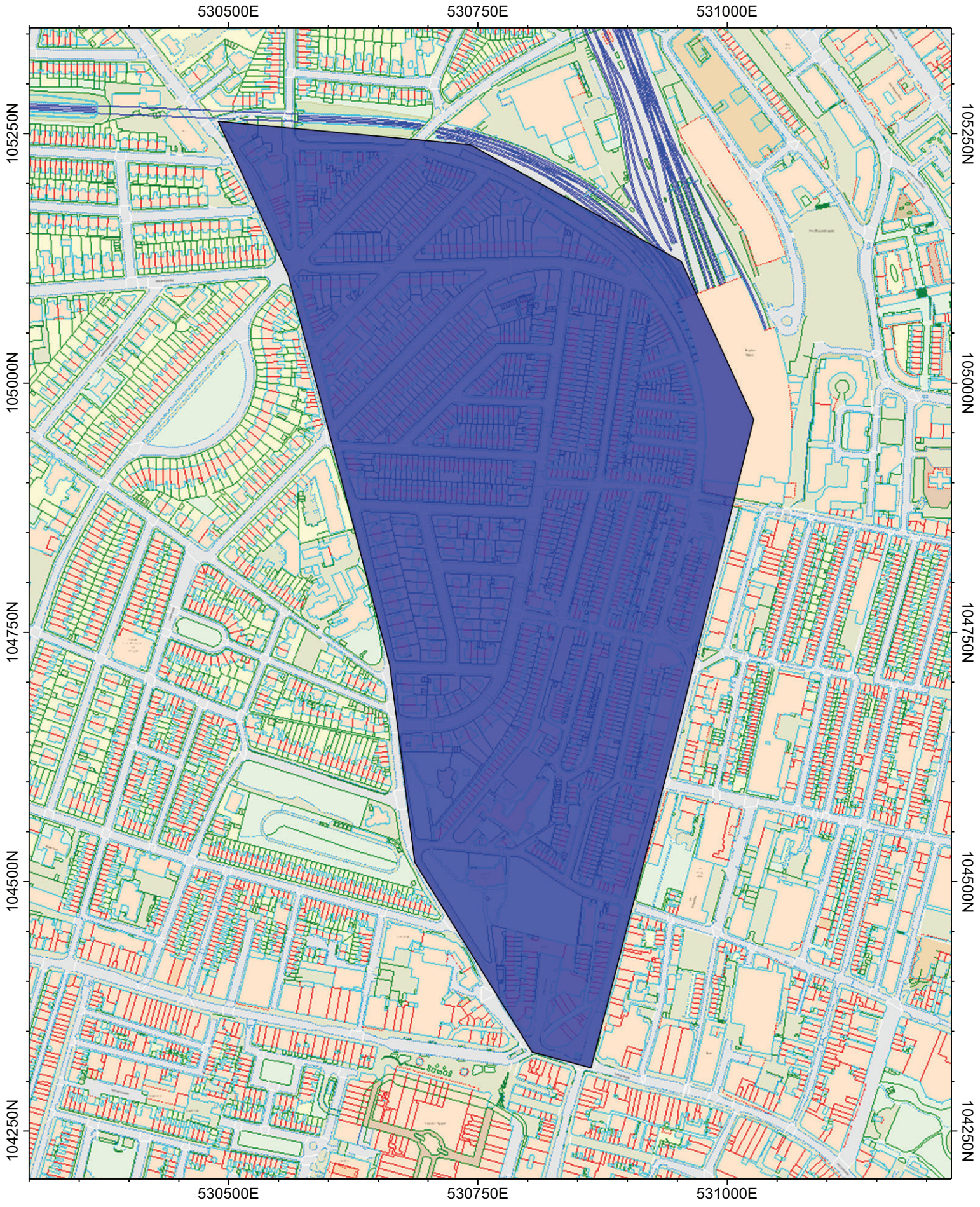
Strip by Brighton Station



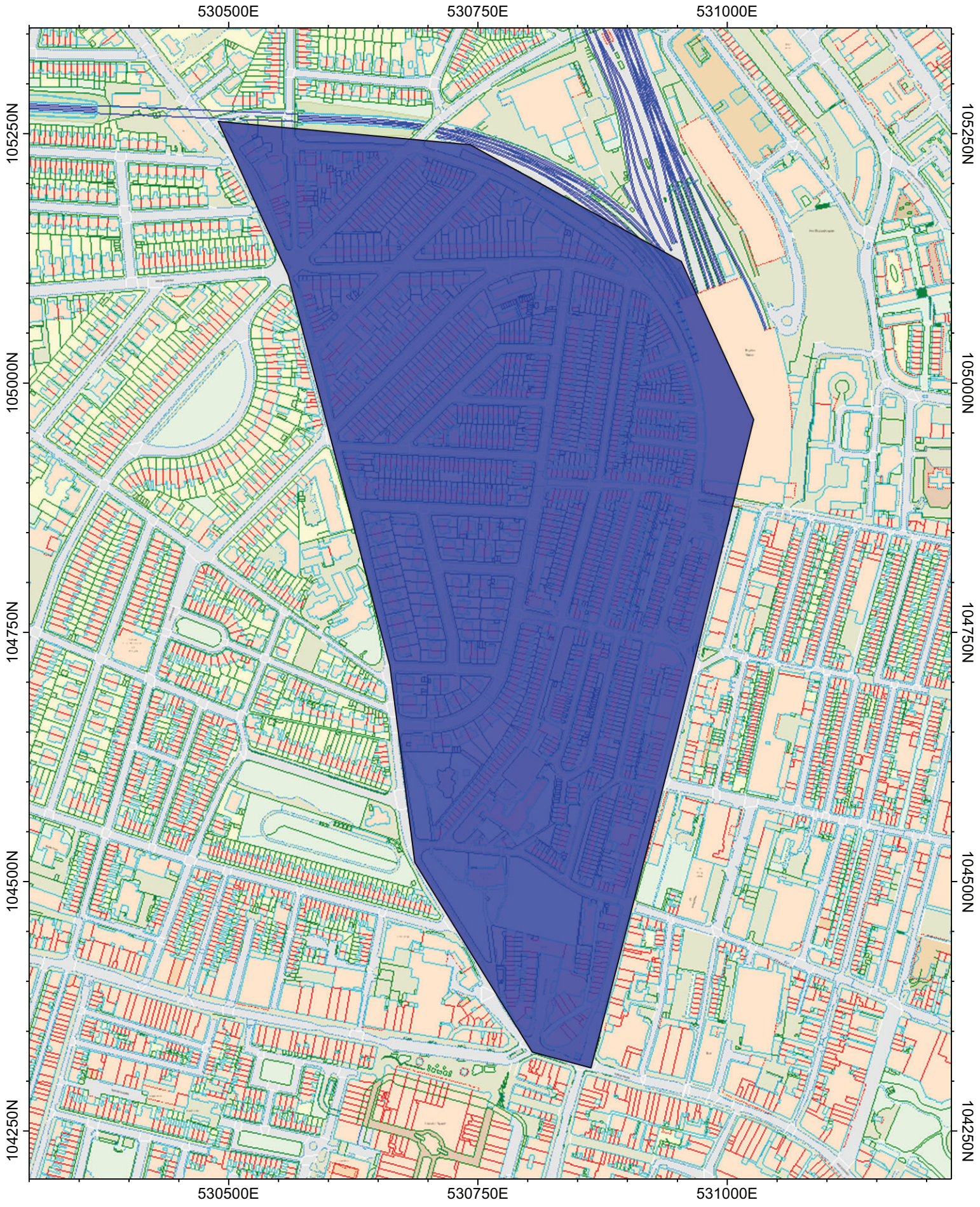




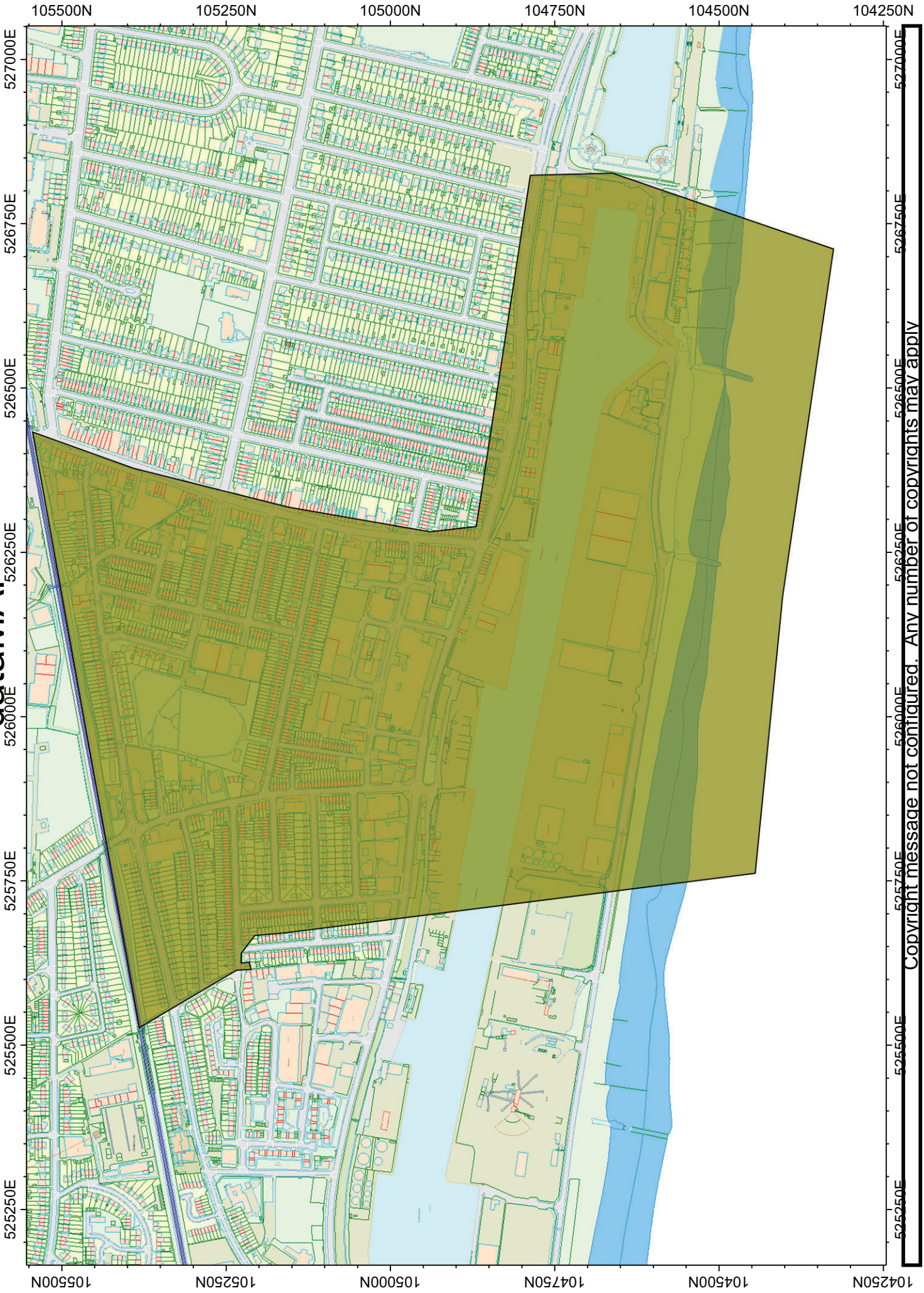
dataMAP



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dataMAP



dataMAP



Changes to catchment area for PACA

The current position

Portslade Aldridge Community Academy is within a single catchment area for the purposes of secondary admissions. The catchment area is bounded by the city boundary to the west, the Brighton- Worthing railway line to the South and Boundary Road and the Hangleton Link Road to the East. The Portslade catchment area includes all of BN41 2 and part of BN41 1.

The actual post codes included are as follows:

BN41 2

BN41 1DY, FX,GR, GS, GT, GU, LD, LE, LF, LG, LH, all of BN41 1N, BN41 1PS, BN41 1RX, all of BN41 S, all of BN41 1T, BN41 1UA,B and Q, BN41 1WY, BN41 1X and BN41 1Y.

The rest of BN41 1 falls in the catchment area for Blatchington Mill and Hove Park School.

What is proposed

It is proposed that Portslade Aldridge Community Academy remains a single catchment area for the purposes of secondary admissions. The new catchment area would be bounded by the city boundary to the west, the sea to the South and Boundary Road and the Hangleton Link Road to the East. The new Portslade catchment area will then include all of BN41 except those postcodes which fall outside the city boundary. The catchment area for Blatchington Mill and Hove Park will then include BN3, BN1 2, BN1 3 and part of BN1 5 (unless the proposal regarding the eastern end of this catchment area is also adopted).

Numbers of students affected

In current year 5 (which would be the first year group affected by the changes) there are 38 students resident in this area. However it should be borne in mind that some of these students would naturally apply for Cardinal Newman in any case, and that some of them will look towards West Sussex. Some will also be siblings of existing pupils at Blatchington Mill and Hove Park who will need to be afforded transitional protection if the proposal to withdraw the sibling link for pupils living outside the catchment area is adopted.

Transport implications

The area is served by the number 1 bus which also serves PACA.

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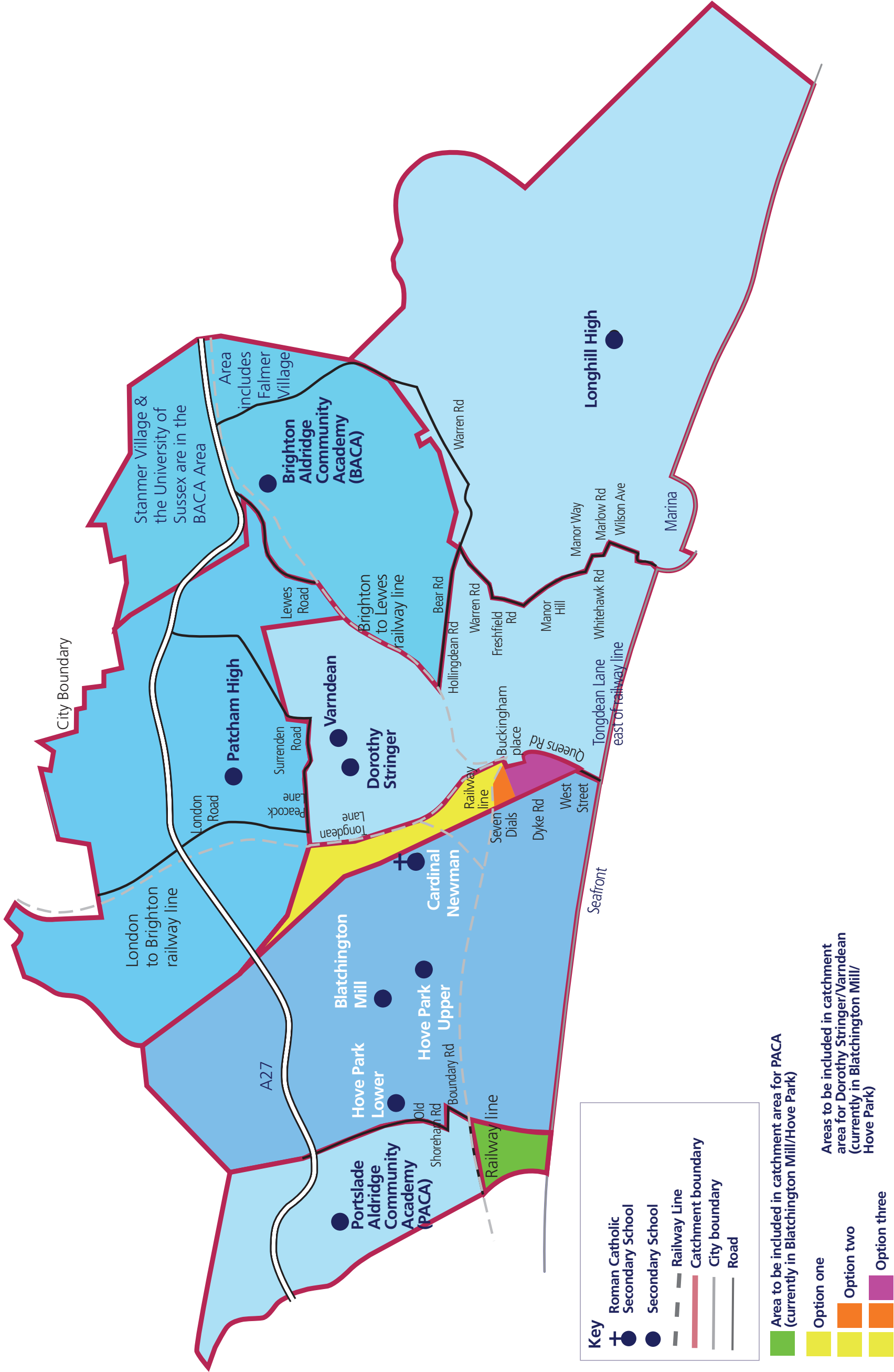
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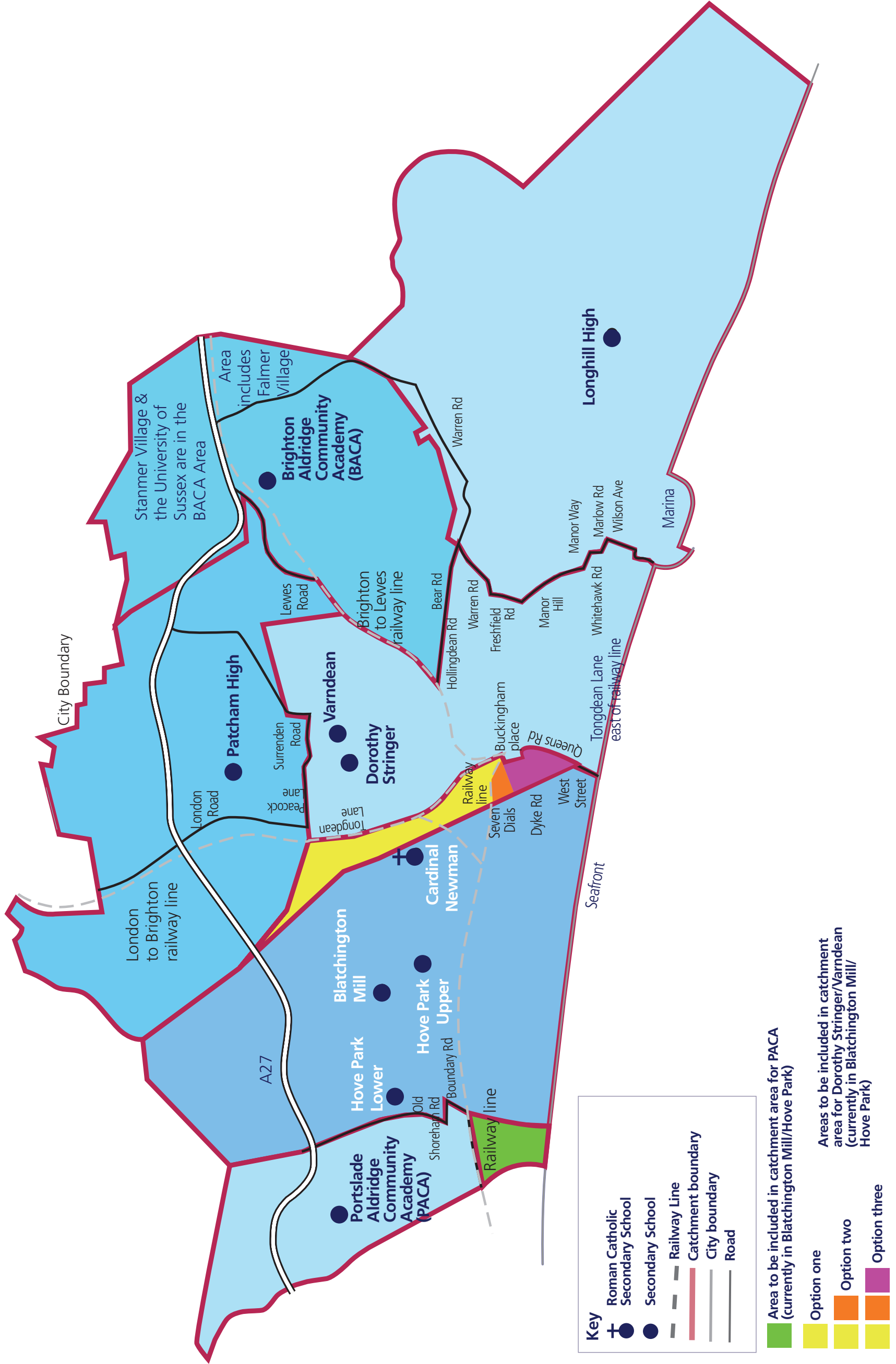
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Proposed changes to Secondary School Catchment areas



Proposed changes to Secondary School Catchment areas



Distance Measuring for Primary School Admissions

Background

Currently the Brighton & Hove school admissions arrangements use home to school distance as the tie-break in each admissions priority. This is measured by the shortest available route from home to school, measured from a point in the property supplied by Postal address data, to the nearest point on the road network, and from there to the nearest of the school's gates to the child's home. It uses the road network supplied by Ordnance Survey and some other public rights of way which are paved and lit (these are listed on the council's website).

The computer generated measurement is often disputed by parents as it measures down the middle of the road, rather than along the footway. It is occasionally disputed because it measures in a straight line from the address point in the property to the nearest point in the road network. This can be contentious where families live in blocks of flats which have an address point further from the school than the actual flat occupied by the child in question, or where the system produces a route through the side or rear of the property. As a rule, this is only disputed where it produces a distance further from the school than would actually be travelled. To date, no-one has complained that their home has been measured to be closer to the school than it really is.

Following discussions with the company that produces the software, the latter issue is likely to be resolved, insofar as the system is to be altered so that where it would be possible to measure from the address point to more than one point in the routing network, the system will choose the point which is nearest to the school, rather than the point which is nearest to the address point. *It will still not measure from the door or gate of the property as we do not have this data in our system and are do not have the resources to conduct the necessary survey to collect it.*

The system has its limitations. As outlined above, it measures along the middle of the road, so as not to disadvantage families living opposite one another, and to prevent disputes regarding road crossing points. It also only uses such footpath data as we are able to manually input, which means a certain amount of officer time each year is spent visiting sites and verifying whether footpaths should or should not be used.

The routing database does not include routes across public paths, even where these are paved and lit. There are two reasons for this- firstly we have not surveyed these routes and do not know where they are, and secondly because these routes are not public rights of way, and many are not accessible at all times of day. Anecdotally, there is also evidence that many members of the public regard some of these routes as unsafe for children to use (eg the Level), although this could also be said of many routes that are in use.

The use of the routing database causes confusion among some parents, in that they find it difficult to understand that the route measured is only a tool to allocate school places, or that it is not our expectation that any child would (or even could) walk this way. Parents often wish us to measure via routes that are only open to themselves (eg through private property) or via the grounds of other schools (eg from Surrenden Road, through Varndean College & Dorothy Stringer School grounds in order to access Balfour Primary School).

Proposal

In view of the perceived disadvantages in the above measuring system, and the amount of officer time which is spent managing these, the proposal has been put forward to discontinue using the routing system and instead measure distance as the crow flies from the address point in the property in question to the address point in the school. Hertfordshire County Council carried out a consultation and changed their measuring system to as the crow flies for admissions from September 2011.

Advantages

This system would be much more straightforward to operate. This would save a great deal of time for the School Admissions team in terms of resolving queries. It would also make it much easier for parents to estimate their chances of being close enough to the school as we could publish maps with concentric circles showing the radii within which children were admitted in previous years.

It would also be less open to challenge- although some may take issue with the fairness of the system, it would be very difficult for parents to dispute that it had been operated correctly as the system measures in a straight line between two points. Only the location of the two points would be open to discussion. As the point in the school would be the same for everybody, this would really only leave the location of the family home open to question.

Disadvantages

Will produce anomalous results- e.g. children living in parts of Bevendean will be offered a place at Woodingdean Primary School before children in Rottingdean or even the extreme south of Woodingdean. These anomalies will be more problematic in terms of directing families to the nearest school with a space available- if a child moves into northern Woodingdean, and Woodingdean School is full, we want to offer them a place at Rudyard Kipling School, not Bevendean.

Does not take into account features such as railway lines. This means that there will be situations where we are offering places at schools such as West Hove Infant/Junior School to children across the railway line, who will then have to travel past the homes of unsuccessful applicants in order to reach the school. This is likely to prove difficult for the disappointed parents to accept.

Other factors to be considered

Changing to measuring as the crow flies would not obviate the need for a routing database as home to school transport entitlement would still be dependent on a child living 2 (or 3) miles from the appropriate school as the child walks.

Measuring as the crow flies would not lead to fewer disappointed parents or to more parents being offered a place at a preferred school. It will not create more school places.

Measuring as the crow flies may alter the pattern of allocations across the city slightly. It is not possible at this point to predict whether the impact of this will be positive, negative or neutral.

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BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to secondary schools – Admissions Year 2013/14 (Admissions in September 2013)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies, Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Coordination of Admissions Arrangements (England)) Regulations 2008 and more detailed arrangements set out in the School Admissions code 2010. It also conforms to the new draft Code.

The scheme does not affect the rights of the different admission authorities mentioned to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer that it is possible to meet following the application of the admission priorities by this LA or by other admission authorities. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme work towards the prescribed date (1st March or the first working day following 1st March where it falls at a weekend) on which secondary school place decisions must be notified to parents/carers. It will also be broadly in line with the time scales used by neighbouring LAs.

Key dates

- | | |
|--|----------------------|
| • Online application facility available | 1 September 2012 |
| • Distribution of admission leaflets | by 12 September 2012 |
| • Distribution of admission booklets | on demand |
| • Closing date for applications | 31 October 2012 |
| • Preference data exchanged with Cardinal Newman School and neighbouring LAs | 19-23 November 2012 |

- Cardinal Newman provides Council with provisional ranking order of applicants. 21 December 2012
- Neighbouring LAs asked for provisional List of offers to B&H residents, B&H provides Provisional list to those LAs. 21 December 2012

- Consider qualifying late applications. 18 January 2013

- Finalise allocations and exchange offer details With Cardinal Newman and neighbouring LAs Between 21 January- 1 Feb 2013

- Notification letters posted 1st class to parents, decisions available to online applicants 1 March 2013
- Deadline date for acceptance of places and appeals to be heard in the main round. 15 April 2013

Process and detailed time scale

1. The school admissions leaflet published by the City Council will be distributed to parents at the beginning of September 2012. This LA will have identified those pupils entering Year 6 in city maintained schools (the transfer cohort) from primary school records. Neighbouring LAs will be asked to provide records of Brighton & Hove children attending schools in their areas so that admission leaflets can be sent to their parents/carers. Brighton & Hove will in return provide information to other LAs about their residents attending Brighton & Hove schools.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy or a voluntary aided secondary school (Cardinal Newman), or any maintained school outside the City of Brighton & Hove. Those resident in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preference, and each preference listed will be prioritised in accordance with the published admission priorities for community and voluntary aided secondary schools in the City. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to the child's primary or junior school in the City, or to the Admissions Team at King's House **by 3.00 on Monday 31 October 2012**. Applicants for Cardinal Newman will need to return their supporting information directly to the school as well as submitting an online application or paper form to the Council. If supporting information is returned to the Local Authority, the documents will be shared with the

school. This closing date has been set in order to conform with the law and to the admission timetables of neighbouring LAs and assist coordination of applications.

4. Where as part of its admission priorities a voluntary aided school within the City or beyond requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information between authorities and the notification date for parents/carers can be met. Provided the LA common application form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet of Brighton & Hove or neighbouring LAs, or through school published parent information, of any such additional information requirements for voluntary aided schools.
5. If using an application form rather than online application parents and carers whose children attend maintained primary schools in the City are strongly advised to return the form via the school. Parents who prefer to post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation or receipt in the same way as those applying online or returning the form to their child's school. All maintained junior and primary schools in the city will return secondary preference forms they receive to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, the school preferences, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

No later than 23 November 2012.

- ❖ LA will identify the number of preferences (first, second or third) received for each school.
- ❖ Cardinal Newman School will be provided with details of any parental preference (via form or online applications) where it gives the school as a preference (first, second or third) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Codes of Practice.)
- ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs this will be indicated.
- ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove

school (first, second or third), indicating those who have a Statement of Special Educational Needs.

No later than 21 December 2012

- ❖ Cardinal Newman School will provide the LA with a list showing children in priority order for places at the school. The list will show which admission criterion was applied to each child and the point at which the final place would be offered. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 1st March 2013.
- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

Between 21 January and 1 February 2013

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools (primarily Cardinal Newman) and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before the allocation date.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

1st March 2013

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers. These will be sent via schools, who will then be able to add their own information or messages to parents/carers to the envelope. The LA letter to parents will contain the following.

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at all Brighton & Hove schools were allocated.
- ❖ Where it is a voluntary aided school or Academy, the fact that the offer is made on behalf of the governing body of the school.
- ❖ Where it is a school maintained by another LA, the fact that the offer is made on behalf of that LA.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school, a voluntary aided school, and in the case of schools in other LA's, who to contact.

15 April 2013

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not

their highest preference. Parents should also have exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

Proof of address

The LA may require parents/carers to provide proof of address if they apply for a place at a community school.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference form by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 18 January 2013 their application will be included in the main admissions round.

Late applications received before the allocation date.

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until school allocations have been made for those received by the closing date. Any received for Cardinal Newman School will be forwarded to the school, which will decide whether or not to include the application in the main admission round.
- II. Any preference forms for community schools received in respect of children in public care will be included in the main admission round as valid first preferences at any time up to the allocation date on 1 **February 2013**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school of first preference, if necessary negotiating with that school to admit beyond the published admission number in order to do so. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications for Cardinal Newman School or schools in other LA areas for children in public care will be considered in line with the admission arrangements for those schools and the requirements of the Admissions Code.
- III. Applications received after the closing date but before the allocation date on 1 February 2013 will be sent a letter allocating a school place on 1 March 2012 or as soon as possible after that date if the volume of late applications is high. Applications received after the allocation date will be sent an allocation letter as soon as possible after 1st March 2012.

- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who return the new form and evidence of the address change will have that change considered in the main round of allocations if it is received by **18 January 2013**. They will have to provide evidence of the address change. Those preference forms received after that date will be considered as late applications.
- V. Other late applications where there is good reason for the delay will be considered in the main round of allocations if received by **18 January 2013** where independent evidence is given by a third party (usually a professional source such a doctor or social worker) to support the reason for the delay.

Late applications received after the allocation date

- I. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for an Academy, Cardinal Newman School or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.
- II. If a change of preference or preference order is received following the decision letter on 1st March 2013 and the home address has not changed (and there has been no other relevant change of circumstances), that changed preference will not be considered until after 30th June 2013. This allows reasonable time for the consideration of late first applications and the operation of the reallocation pool where places have been offered and refused.
- III. All applications received after the beginning of the autumn term will be regarded as outside the admission round. Nonetheless, Brighton & Hove will act as the point of contact for all preferences for parents/carers living in the City, and will liaise with Cardinal Newman School, BACA, PACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove preference form should be used in all cases by City residents and returned to the Brighton & Hove Admissions Team. The same arrangements will apply to applications for admission to schools for year groups other than the normal admission group in Year 7. Where the LA, Cardinal Newman School, BACA, PACA or another admission authority is not able to offer a place in accordance with a parental preference, the LA will offer a place at the nearest school to the home address of the applicant with a vacancy in the appropriate year group. This may be an Academy or a VA school. Admissions to Years 12 and

13 in those schools that make such provision will be regarded as transfer admissions rather than admission at a normal point of entry. (The majority of such pupils will have attended the school from Year 7, or transferred to the school in Key Stage 3 or 4.) Should any other schools adopt Academy status, this paragraph will also apply to them.

Re-allocation Pool

- I. Brighton & Hove will operate a re-allocation pool system for its community schools, BACA and PACA. (Cardinal Newman School will operate its own waiting list/reallocation arrangements.) The ranking within this system will be based on the Brighton & Hove admission criteria. All children will be automatically placed in the re-allocation pool for the community school for which they have expressed the highest preference. Parents/carers will be asked to indicate if they also wish to be placed in the re-allocation pool for a different preferred school when the allocation letters are sent on 1st March 2013. Places will be offered to children from the pool as soon as a place becomes available at an over subscribed school and the admission priorities have been applied. This LA will notify other LAs as appropriate if it offers a place from the pool at a Brighton & Hove school to a pupil living outside the City. The pool will operate until the end of the Autumn Term.
- II. Parents/carers who want to keep their child's name in the re-allocation pool after that time must inform the LA. They must renew the place each term thereafter. Applicants outside of the main admission exercise will be placed in the re-allocation pool for one term and must also ask for the child's name to remain in the pool each term thereafter.
- III. Other admission authorities will operate a re-allocation or waiting list system. If they are able to place a child resident in Brighton & Hove in one of their schools they are asked to notify this LA at the earliest opportunity.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's or a voluntary aided school's decision not to offer a place at a preferred school should do so in writing by 15 April 2013 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal, or ask a voluntary aided school to arrange an appeal for a school that was not included on the original preference form. It will only arrange an appeal for a school that was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a change of address or other change of circumstances leading to the change of preference this new form will not be considered until after 30th June 2013.

- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Whilst the City Council, other LAs and the Governing Bodies of Academies and voluntary aided schools will make every effort to hear appeals within 40 school days of the deadline for submitting appeals, as suggested in the Appeals Code, they cannot guarantee this time scale. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the parent/carer or if appropriate to the student, and in any case within 30 school days of the appeal being lodged.
- VI. Appeals will be heard for refusals to places in Years 12 and 13 on the basis that they are school transfers.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to secondary schools – Admissions Year 2013/14 (Admissions in September 2013)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies, Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Coordination of Admissions Arrangements (England)) Regulations 2008 and more detailed arrangements set out in the School Admissions code 2010. It also conforms to the new draft Code.

The scheme does not affect the rights of the different admission authorities mentioned to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer that it is possible to meet following the application of the admission priorities by this LA or by other admission authorities. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme work towards the prescribed date (1st March or the first working day following 1st March where it falls at a weekend) on which secondary school place decisions must be notified to parents/carers. It will also be broadly in line with the time scales used by neighbouring LAs.

Key dates

- | | |
|--|----------------------|
| • Online application facility available | 1 September 2012 |
| • Distribution of admission leaflets | by 12 September 2012 |
| • Distribution of admission booklets | on demand |
| • Closing date for applications | 31 October 2012 |
| • Preference data exchanged with Cardinal Newman School and neighbouring LAs | 19-23 November 2012 |

- Cardinal Newman provides Council with provisional ranking order of applicants. 21 December 2012
- Neighbouring LAs asked for provisional List of offers to B&H residents, B&H provides Provisional list to those LAs. 21 December 2012
- Consider qualifying late applications. 18 January 2013
- Finalise allocations and exchange offer details With Cardinal Newman and neighbouring LAs Between 21 January- 1 Feb 2013
- Notification letters posted 1st class to parents, decisions available to online applicants 1 March 2013
- Deadline date for acceptance of places and appeals to be heard in the main round. 15 April 2013

Process and detailed time scale

1. The school admissions leaflet published by the City Council will be distributed to parents at the beginning of September 2012. This LA will have identified those pupils entering Year 6 in city maintained schools (the transfer cohort) from primary school records. Neighbouring LAs will be asked to provide records of Brighton & Hove children attending schools in their areas so that admission leaflets can be sent to their parents/carers. Brighton & Hove will in return provide information to other LAs about their residents attending Brighton & Hove schools.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy or a voluntary aided secondary school (Cardinal Newman), or any maintained school outside the City of Brighton & Hove. Those resident in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preference, and each preference listed will be prioritised in accordance with the published admission priorities for community and voluntary aided secondary schools in the City. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to the child's primary or junior school in the City, or to the Admissions Team at King's House **by 3.00 on Monday 31 October 2012**. Applicants for Cardinal Newman will need to return their supporting information directly to the school as well as submitting an online application or paper form to the Council. If supporting information is returned to the Local Authority, the documents will be shared with the

school. This closing date has been set in order to conform with the law and to the admission timetables of neighbouring LAs and assist coordination of applications.

4. Where as part of its admission priorities a voluntary aided school within the City or beyond requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information between authorities and the notification date for parents/carers can be met. Provided the LA common application form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet of Brighton & Hove or neighbouring LAs, or through school published parent information, of any such additional information requirements for voluntary aided schools.
5. If using an application form rather than online application parents and carers whose children attend maintained primary schools in the City are strongly advised to return the form via the school. Parents who prefer to post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation or receipt in the same way as those applying online or returning the form to their child's school. All maintained junior and primary schools in the city will return secondary preference forms they receive to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, the school preferences, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

No later than 23 November 2012.

- ❖ LA will identify the number of preferences (first, second or third) received for each school.
- ❖ Cardinal Newman School will be provided with details of any parental preference (via form or online applications) where it gives the school as a preference (first, second or third) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Codes of Practice.)
- ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs this will be indicated.
- ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove

school (first, second or third), indicating those who have a Statement of Special Educational Needs.

No later than 21 December 2012

- ❖ Cardinal Newman School will provide the LA with a list showing children in priority order for places at the school. The list will show which admission criterion was applied to each child and the point at which the final place would be offered. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 1st March 2013.
- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

Between 21 January and 1 February 2013

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools (primarily Cardinal Newman) and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before the allocation date.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

1st March 2013

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers. These will be sent via schools, who will then be able to add their own information or messages to parents/carers to the envelope. The LA letter to parents will contain the following.

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at all Brighton & Hove schools were allocated.
- ❖ Where it is a voluntary aided school or Academy, the fact that the offer is made on behalf of the governing body of the school.
- ❖ Where it is a school maintained by another LA, the fact that the offer is made on behalf of that LA.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school, a voluntary aided school, and in the case of schools in other LA's, who to contact.

15 April 2013

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not

their highest preference. Parents should also have exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

Proof of address

The LA may require parents/carers to provide proof of address if they apply for a place at a community school.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference form by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 18 January 2013 their application will be included in the main admissions round.

Late applications received before the allocation date.

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until school allocations have been made for those received by the closing date. Any received for Cardinal Newman School will be forwarded to the school, which will decide whether or not to include the application in the main admission round.
- II. Any preference forms for community schools received in respect of children in public care will be included in the main admission round as valid first preferences at any time up to the allocation date on 1 **February 2013**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school of first preference, if necessary negotiating with that school to admit beyond the published admission number in order to do so. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications for Cardinal Newman School or schools in other LA areas for children in public care will be considered in line with the admission arrangements for those schools and the requirements of the Admissions Code.
- III. Applications received after the closing date but before the allocation date on 1 February 2013 will be sent a letter allocating a school place on 1 March 2012 or as soon as possible after that date if the volume of late applications is high. Applications received after the allocation date will be sent an allocation letter as soon as possible after 1st March 2012.

- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who return the new form and evidence of the address change will have that change considered in the main round of allocations if it is received by **18 January 2013**. They will have to provide evidence of the address change. Those preference forms received after that date will be considered as late applications.
- V. Other late applications where there is good reason for the delay will be considered in the main round of allocations if received by **18 January 2013** where independent evidence is given by a third party (usually a professional source such a doctor or social worker) to support the reason for the delay.

Late applications received after the allocation date

- I. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for an Academy, Cardinal Newman School or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.
- II. If a change of preference or preference order is received following the decision letter on 1st March 2013 and the home address has not changed (and there has been no other relevant change of circumstances), that changed preference will not be considered until after 30th June 2013. This allows reasonable time for the consideration of late first applications and the operation of the reallocation pool where places have been offered and refused.
- III. All applications received after the beginning of the autumn term will be regarded as outside the admission round. Nonetheless, Brighton & Hove will act as the point of contact for all preferences for parents/carers living in the City, and will liaise with Cardinal Newman School, BACA, PACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove preference form should be used in all cases by City residents and returned to the Brighton & Hove Admissions Team. The same arrangements will apply to applications for admission to schools for year groups other than the normal admission group in Year 7. Where the LA, Cardinal Newman School, BACA, PACA or another admission authority is not able to offer a place in accordance with a parental preference, the LA will offer a place at the nearest school to the home address of the applicant with a vacancy in the appropriate year group. This may be an Academy or a VA school. Admissions to Years 12 and

13 in those schools that make such provision will be regarded as transfer admissions rather than admission at a normal point of entry. (The majority of such pupils will have attended the school from Year 7, or transferred to the school in Key Stage 3 or 4.) Should any other schools adopt Academy status, this paragraph will also apply to them.

Re-allocation Pool

- I. Brighton & Hove will operate a re-allocation pool system for its community schools, BACA and PACA. (Cardinal Newman School will operate its own waiting list/reallocation arrangements.) The ranking within this system will be based on the Brighton & Hove admission criteria. All children will be automatically placed in the re-allocation pool for the community school for which they have expressed the highest preference. Parents/carers will be asked to indicate if they also wish to be placed in the re-allocation pool for a different preferred school when the allocation letters are sent on 1st March 2013. Places will be offered to children from the pool as soon as a place becomes available at an over subscribed school and the admission priorities have been applied. This LA will notify other LAs as appropriate if it offers a place from the pool at a Brighton & Hove school to a pupil living outside the City. The pool will operate until the end of the Autumn Term.
- II. Parents/carers who want to keep their child's name in the re-allocation pool after that time must inform the LA. They must renew the place each term thereafter. Applicants outside of the main admission exercise will be placed in the re-allocation pool for one term and must also ask for the child's name to remain in the pool each term thereafter.
- III. Other admission authorities will operate a re-allocation or waiting list system. If they are able to place a child resident in Brighton & Hove in one of their schools they are asked to notify this LA at the earliest opportunity.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's or a voluntary aided school's decision not to offer a place at a preferred school should do so in writing by 15 April 2013 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal, or ask a voluntary aided school to arrange an appeal for a school that was not included on the original preference form. It will only arrange an appeal for a school that was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a change of address or other change of circumstances leading to the change of preference this new form will not be considered until after 30th June 2013.

- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Whilst the City Council, other LAs and the Governing Bodies of Academies and voluntary aided schools will make every effort to hear appeals within 40 school days of the deadline for submitting appeals, as suggested in the Appeals Code, they cannot guarantee this time scale. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the parent/carer or if appropriate to the student, and in any case within 30 school days of the appeal being lodged.
- VI. Appeals will be heard for refusals to places in Years 12 and 13 on the basis that they are school transfers.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2013/14 (Admissions in September 2013)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of an infant, primary or junior school place. This will be on a set date following the conclusion of the normal admission round for pupils seeking admission to school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, and voluntary aided schools which act as their own admission authority.

The scheme does not affect the rights of voluntary aided schools and Academies to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer following the application of the admission priorities by the Local Authority (LA) or by voluntary aided schools. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme will be broadly in line with the time scales used by neighbouring LAs. **Please be aware that the timescale has tightened slightly in line with the new national offer day and VA schools' and Academies' governing bodies will need to meet between 18 February 2013 and 15 March 2013 when the ranking order needs to be returned to the Local Authority.**

Key dates

- Online application facility available 1 September 2012
- Distribution of admission booklets on request
- Closing date for applications 15 January 2013
- Preference data exchanged with Voluntary aided schools and other LAs. 15 February 2013
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 15 March 2013
- Data exchanged with VA schools and

- neighbouring authorities 29 March 2013
- Consider qualifying late applications. 29 March 2013
- Finalise allocations and provide schools with offer details. 29 March 2013
- Notification letters posted to parents/carers, decisions available to online applicants. 19 April 2013
- Deadline for acceptance of places and appeals to be heard in the main round. 22 May 2013

Process and detailed time scale – infant, junior and primary schools

1. The school admissions booklet published by the City Council will be distributed on request to parents/carers applying for infant or primary school places. A publicity campaign will be launched in September 2012 encouraging parents to apply online. This will include a leaflet sent via the post, schools, other council services, early years settings, the press and other media to parents of those pupils seeking places in school. Schools will be asked to act as a collection point for information about pupils seeking school places.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be for Community Schools or voluntary aided schools within the city. The Brighton & Hove school admission preference form must be used to indicate their preferred schools, either paper or online version. No other form will be valid. They should list the schools in order of priority (e.g. 1, 2, 3). The LA allocates places on the basis of equal preferences, and each preference listed will be prioritised on the basis of the published admission priorities for community and voluntary aided schools. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to their local infant/primary school or to the Admissions Team at King's House, Grand Avenue, Hove **by 3.00pm on 15 January 2013.**
4. Where as part of its admission priorities a voluntary aided school requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information and the notification date for parents/carers can be met. Provided the LA preference form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet for Brighton & Hove, and through school published information, of any such additional information requirements for voluntary aided schools. Parents/carers with queries

about voluntary aided school admission requirements should contact the school for further information.

5. If using an application form rather than online application parents and carers are strongly advised to send their form via a preferred school. Parents who post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation in the same way as those applying online or returning the form to a school. All maintained infant and primary schools in the city will return preference forms to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, and if required will provide proof of receipt to the parent/carers. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

6. **No later than 15th February 2013**
 - ❖ LA will identify the numbers of preferences (first, second and third) received for each school.
 - ❖ Voluntary aided schools will be provided with details of parental preferences where their school is given as a preference (via form or online). They will apply oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs (naming the school) and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Code. This applies to all maintained schools, including Voluntary Aided.)
 - ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs this will be indicated.
 - ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or third), indicating those who have a Statement of Special Educational Needs.

7. **No later than 15 March 2013**
 - ❖ If oversubscribed, voluntary aided schools will provide the LA with a list showing which children in priority order for places at the school. The list will show which oversubscription criterion was applied to each child, and relevant information to apply any necessary tie-break. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 19 April 2013.
 - ❖ Other LAs will provide Brighton & Hove LA with a list of which Brighton & Hove pupils could be offered places in their schools. They will advise

Brighton & Hove of the reason where a preference cannot be met for inclusion in the allocation letters on 19 April 2013.

- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.
- ❖ The LA will apply its own admission priorities for all community school preferences.

8. No later than 29 March 2013

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Letters to parents/carers will be prepared.
- ❖ Consideration will be given to qualifying late applications received before 15 March 2013.
- ❖ Discussions will take place with other admission authorities as necessary to resolve any remaining unallocated applications.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

9. 19th April 2013

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who did not apply on line. Although prepared by the LA these will be sent via schools, who will then be able to add their own information or messages to parents/carers to the envelope. The LA letter to parents will contain the following.

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at the preferred schools were allocated.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school or a voluntary aided school.

10. 22 May 2013

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should have also exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

11. Proof of address

The LA may require parents/carers to provide proof of address if they are applying for a community school place.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference forms by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 15th March 2013 their application will be included in the main admission round.

Late applications received before the allocation date

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until allocations have been made for those received before the closing date. Any received for a voluntary aided school will be forwarded to the school. The school will decide whether or not there is a good reason to include these late applications in the main admission round, but will only consider them if they are received before 15th March 2013.
- II. Any preference forms received for community schools in respect of children in public care will be included in the main admission round as valid preference at any time up to 29th March 2013. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school ranked highest on the preference form. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications to voluntary aided schools received on behalf of children in public care will be considered in line with the published admission policy for each school and the requirements of the School Admission Code.
- III. Applications received after the closing date will be sent a letter allocating a school place as soon as possible after the main notification date of 19 April 2013.
- IV. Parents/carers living in the City who change any preference as a result of a change of address, and who return the new form by 15th March 2013 will have that change considered in the main round of allocations. They will have to provide evidence of their new address and will not have their changed application accepted without that evidence.
- V. Other late applications where there is a good reason for this will be considered in the main round of allocations if received by 15th March 2013 where independent evidence is given by a third party (usually a professional source such as a doctor or social worker) to support the reason for the delay.

Applications received after the allocation date

1. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for a voluntary aided school or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.

11. If a change of preference or preference order is received following the decision letter on 19th April 2013 and the home address has not changed, that changed preference will not be considered until after 30th June 2013. This allows reasonable time for the consideration of late first applications and the operation of the waiting list where places have been offered and refused.

111. All applications received after the beginning of the autumn term 2013 will be regarded as outside the admission round. Nonetheless, the LA will act as the point of contact for all preferences from parents/carers living in the City. The LA will liaise with voluntary aided schools over applications for admission to those schools, and will inform parents of their admission decisions, if necessary allocating an alternative school place. The LA preference form should be used in all cases. The same arrangements will apply to applications for admission to schools for year groups other than the normal Reception year. (See also School Transfers below.) This ensures that the LA has a full record of pupil admissions, and supports both the schools and the LA in their responsibilities for pupil tracking and safety.

Waiting List

- I. Brighton & Hove will operate a waiting list system for its community schools. (Voluntary Aided schools make their own waiting list arrangements- this will also apply to Academies and Free Schools). The waiting list ranking will be based on the LA admission criteria. Rankings within each priority will be determined by home to school distance. All children will be automatically placed on the waiting list for the community school for which they have expressed the highest preference, although parents will be given the option of also asking to go on the waiting list for a different preferred school place when places are allocated on 19th April 2013. Places will be offered to children from the waiting list as soon as a place becomes available at an over

subscribed school and the admission criteria have been applied. The waiting list will operate until the end of the Autumn Term.

- II. Parents/carers wishing to keep their child's name on the list for longer than the end of the Autumn Term must inform the LA. They must renew the waiting list place each term thereafter. Applicants outside of the main admission exercise will be placed on waiting lists for one term, and must ask for the child's name to remain on the waiting list each term thereafter.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's decision not to offer a place at a preferred school should do so by 22 May 2013 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal or ask a voluntary aided school to arrange an appeal for a school that was not included on the original preference form. It will only arrange an appeal for a school which was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a good reason for a change of preference this new form will not be considered until after 30th June 2013.
- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Appeals for on-time applications must be heard within 40 school days of the closing date for appeals to be lodged. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the pupil and the parent/carer, and in any case within 30 school days.



BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions In Year allocations – Admissions Year 2012/13

Introduction

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 currently require local authorities to formulate qualifying schemes for the co-ordination of admissions by 1 January in the relevant determination year.

With regard to in year applications to established year groups this means that all applicants living in Brighton & Hove will apply directly to Brighton & Hove City Council on the Council's application form either online or using the paper form.

The requirement for In-Year co-ordination is being abolished by the new Code, however there is still a requirement for the LA to retain a monitoring role in in-year allocation of school places. In view of this it is proposed to retain in-year co-ordination between maintained schools in Brighton & Hove.

This scheme for in-year admissions will come into force from 1 September 2012.

Procedure

1. Parents may name up to three preferences on the Brighton & Hove application form and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will remain at their current school if possible, or an alternative school place within Brighton & Hove will be offered. This will normally be the nearest school appropriate to the child's age and educational needs with a place available.
3. In order for parents to make a valid application for a maintained school place in Brighton & Hove, parents must complete a common application form provided by Brighton & Hove City Council. The Brighton & Hove application form will be available in paper form or can be accessed directly online or as a download from the Brighton & Hove City Council website.

4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and in the case of voluntary aided church schools will provide a supplementary information form to the parent. Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the application form, this will not constitute a valid application.

5. Completed supplementary information forms will be returned to the individual schools, and not the Admissions and Transport Section.

Preferences for schools where Brighton & Hove City Council is not the admission authority.

1. Where the parent names a school in Brighton & Hove, where the City Council is not the admission authority (ie a Voluntary Aided school or an Academy), the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the governing body. They will rank the preferences according to their published admission criteria and confirm with the City Council, no later than five school days after receipt of the form, whether it would be possible to offer a place. Should any other schools become Academies before or during the 2012/13 academic year, this paragraph will also apply to them.

2 Any applications submitted by parents/carers to schools in error must be forwarded to the City Council admissions team or the relevant home authority where the home address is outside Brighton & Hove.

4.3 Brighton & Hove admissions authority acting for BACA and PACA will rank admissions priorities as these Academies are at the present time retaining the same arrangements as other Brighton & Hove Community Schools.

Notifying parents of the outcome of their applications.

1. The City Council will notify parents of children living in the area the outcome of their applications. This is regardless of whether the City Council is the admission authority. Letters will advise parents to contact the allocated school to arrange a mutually convenient start date.

2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer.

Postdated Applications and changes of address

1. Parents who apply for a school place for a date which is more than half a school term in the future will be sent a holding letter explaining that their application will not be processed until the half term before the date the place is required. Their application will be considered along with any others which are outstanding at that point.

2. Parents who are moving into, or within Brighton & Hove, may apply at any time during the moving process. However, their application will not be processed until the City Council has received proof of the new address (e.g. evidence of exchange of contracts or a copy of a signed tenancy agreement). This allows the

Appeals

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.
2. Parents will be allowed 20 school days from the date of the notification letter to submit a written appeal. Appeal forms will be available from individual admission authorities. Parents are entitled to appeal at any point during the remainder to the academic year of their application.
3. Appeal forms for Brighton & Hove community primary and secondary schools will not automatically be sent with the notification letter, but will be available on request. They can also be downloaded from the Brighton & Hove website. Appeal details for voluntary aided schools and Academies will be available from the individual governing bodies.

Waiting lists

1. Waiting lists (or in the case of community secondary schools the re-allocation pool) for all Brighton & Hove community primary and secondary schools, BACA and PACA will be held by the City Council, but schools where the governing body is the admission authority will maintain their own waiting lists and advise on the ranking of these lists in accordance with their published oversubscription criteria.
2. All community school waiting lists or re-allocation pools will be cleared at the end of each term, and any parents wanting their child to remain on waiting lists for schools will need to contact the admission authority to request this.

