

**Brighton & Hove
City Council**

**CHILDREN & YOUNG PEOPLE
COMMITTEE
ADDENDUM**

4.00PM, MONDAY, 10 MARCH 2014

COUNCIL CHAMBER, HOVE TOWN HALL

ADDENDUM

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	<i>Contact Officer: Michael Nix</i>	<i>Tel: 29-0732</i>
	<i>Ward Affected: All</i>	
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	<i>Contact Officer: Jo Miles</i>	<i>Tel: 29-3653</i>
	<i>Ward Affected: All</i>	

Subject:	Brighton & Hove School Organisation Plan 2013 - 2017		
Date of Meeting:	10 March 2014		
Report of:	Executive Director of Children's Services		
Contact Officer:	Name:	Michael Nix	Tel: 29-0732
	Email:	michael.nix@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that in the light of information in this report about the allocation of secondary school places it would have been inappropriate to publish this information in advance of 3 March 2014, which was the national offer day in 2014 for all secondary school place offers as set out in the statutory School Admissions Code.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The purpose of this report is to seek approval for the School Organisation Plan 2013 – 2017. The Committee is required to consider the Plan and make recommendations to the full Council, which has the authority to approve it.

2. RECOMMENDATIONS:

- 2.1 That the Committee considers and comments upon the School Organisation Plan 2013 – 2017.
- 2.2 That the Committee recommends the Council at its meeting on 27 March 2014 to approve the Plan subject to any comments the Committee wishes to make.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The City Council has a statutory duty to secure sufficient, suitable school places for children of compulsory school age within its area. These places may be in any type of school, including local authority maintained schools, academies and free schools. With the introduction of Raising the Participation Age legislation, the Council also has a duty to secure sufficient suitable education and training provision for all young people aged 16 -19 and for those aged 20 - 24 with a Learning Difficulty Assessment in its area.
- 3.2 The School Organisation Plan focuses mainly on the duty to secure sufficient, suitable school places for children of compulsory school age. It includes forecasts of future pupil numbers in the primary and secondary school sectors,

the accommodation requirements arising from these forecasts, a broad outline of how these requirements might be met and the funding implications. The Plan also includes some consideration of other related issues.

3.3 The key messages of this School Organisation Plan include:

- The increase in new primary age pupils experienced over the last ten years appears to be reaching a peak and these numbers may begin to decline from 2016 onwards
- However, there will continue to be pressure on places in some parts of the city, most notably South Hove and Saltdean
- While there are sufficient primary places in the city overall, there continues to be a 'centre and periphery' issue with spare places occurring mainly in some schools around the edge of the city
- The numbers of new secondary age pupils begin to increase this year and will continue to increase throughout the rest of this decade and into the early part of the next
- As a result, in spite of additional places gained from the opening of King's School in September, it is estimated that before the end of this decade around 300 additional Year 7 places will be required across the city, or 1500 11 – 16 places in total, which is equivalent to another large secondary school
- As for the primary sector, there is a similar 'centre and periphery' issue and as a result there will be pressure on securing sufficient places in some secondary school catchment areas

3.4 Discussions are being held with school heads and governors to identify the best means of addressing the remaining primary places issues and the challenge to secure sufficient secondary school places. Because of the difficulties in identifying sites for new schools in the city, these are most likely to be met through a mixture of programmes including increasing the size of existing schools, although there is provision in the draft City Plan for a new six form entry secondary school at Toads Hole Valley. Under current government policy the Council would need to seek Academy or Free School sponsors for any new school.

3.5 Substantial funding will be required to meet the needs identified in this Plan. On 18 December 2013 the Secretary of State announced capital allocations to local authorities for the three year period 2014/15 to 2016/17. The allocations for Brighton & Hove are £3.9m for 2014/15, £12.0m for 2015/16 and £12.6m for 2016/17. This welcome recognition of the city's need for new school places provides a good basis for planning and securing new provision. However, similar allocations will be needed in the later years of this decade if we are to secure sufficient secondary school places for the growing number of secondary age students.

3.6 The Cross Party School Organisation Working Group considered and commented on the Plan in draft at its meeting on 4 February 2014.

3.7 The application of the secondary admissions procedures for 2014 has revealed significant pressures on the present admissions arrangements, based as they are on catchment areas and a system of random allocation. It is clear that these pressures will grow as the number of pupils reaching secondary age increases.

There is therefore an urgent need to review the current arrangements so that they may continue to offer high levels of certainty for children and families and the standards of clarity and transparency that are required by the statutory School Admissions Code. It is proposed to commence this review this year, although given the statutory requirements for consultation and determination (which would need to be completed by April 2015 i.e. eighteen months before any changes could be implemented), the earliest a change could take place would be for the academic year 2016/17. Based on the experience of previous such reviews it may not be possible to introduce new arrangements until 2017.

- 3.8 Our current analysis, drawing on the October 2013 schools' census of the number of Y5 children living in the Dorothy Stringer and Varndean Schools catchment area, shows there may be applicants living within the catchment in excess of the places currently available at the two schools in 2015. The current projection is that fewer than ten children are in excess of the current published admission numbers for the schools in this catchment. This analysis may change over time as different factors can affect the number of children seeking admission to secondary schools - such as the popularity of other schools out of catchment, the numbers joining the private sector, or families leaving or moving into catchment. The projected numbers for pupils requiring the availability of a place within catchment will be kept under close review. To address this issue the authority will consult with the two schools (Dorothy Stringer and Varndean) and, subject to this, in year variations to Published Admission Numbers for 2015, may be proposed in order to secure the number of places needed for pupils within catchment, if this remains necessary.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The statutory duty means that the Council must ensure that arrangements are in place to secure sufficient school places. The Plan describes the steps being taken to consult with schools and others about options for securing sufficient places and progress with this will be overseen by the Cross Party Working Group and reported to Committee at future meetings. Alongside this the Council will need to consider whether the present secondary school admissions arrangements need to be changed in any way to ensure that available places are fully taken up. There is also regular dialogue with Department for Education (DfE) officials about the provision made through existing and potential new academies and free schools.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 This Plan has been drafted in consultation with the Cross Party School Organisation Working Group and with schools and this consultation will continue in order to identify specific projects to be included in future capital programmes.

6. CONCLUSION

- 6.1 The Council is faced with significant challenges in securing sufficient school places for children of compulsory school age in the city. There remain some issues to be addressed in the primary sector and there are major challenges to be addressed in the secondary sector in the next five years and beyond. These challenges are intensified by the lack of suitable sites in the city and the fact that

many schools are already very large. Close dialogue and partnership working with schools and their governing bodies and the DfE will be essential to identify how the necessary new places can be provided.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The capital funding has been announced for 2014/15 to 2016/17 at £3.9m for 2014/15, £12.0m for 2015/16 for 2015/16 and £12.6m for 2016/17, and any proposed expansions to schools will have to be met from within these allocations.
- 7.2 The revenue funding implications will be that the Dedicated Schools Grant (DSG) will include the funding for 3 -16 year old pupils based on the October pupil count preceding the relevant financial year i.e. October 2013 for 2014/15 funding, therefore when planning the schools' budgets, the funding for any expansion to a particular school will have to be calculated and identified in advance, in order that we can give schools the appropriate level of funding. This methodology is shared with the Schools Forum to ensure consistency of funding across schools.

Finance Officer Consulted: Name Andy Moore

Date: 31/01/14

Legal Implications:

- 7.3 There is no longer a statutory requirement that Local Authorities publish a School Organisation Plan. However as a matter of good practice the Council can continue to produce a plan, using it as a tool for the strategic planning of school places, thus helping to ensure that its statutory duty under section 14 of the Education Act 1996 to secure that there are sufficient and suitable places available for pupils in its area is fulfilled.
- 7.4 Any review of the Council's school admission arrangements would need to be carried out in accordance with the statutory processes set out in section 88 of the School Standards and Framework Act 1998 and the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012. Proposed new arrangements would need to be determined by the Council eighteen months before the admission year to which they relate, having been out to full consultation with prescribed parties. Any proposed changes for the 2016/17 admission year would therefore need to be determined by 15 April 2015.
- 7.5 Paragraph 3.7 above refers to the possible need for in year variations to the Published Admission Numbers for individual schools. Once admission arrangements have been determined for a particular academic year they cannot be revised unless the admission authority considers there to have been a major change in circumstance (section 88E School Standards and Framework Act). Unlike most proposed variations there is no statutory requirement to refer a proposal to increase a school's PAN to the Schools Adjudicator for agreement, although the governing bodies of affected schools do have the right to object to any determined increase if this cannot be negotiated.

Lawyer Consulted:

Serena Kynaston

Date: 280214

Equalities Implications:

- 7.6 No Equality Impact Assessment has been completed in respect of this Plan. The Plan applies to all school age residents of the city and the Council's admissions policies, in accordance with the national Admissions Code, make specific provision for children with special educational needs and exceptional medical needs to ensure that their needs are met.

Sustainability Implications:

- 7.7 Sustainable travel to school is most likely to be met if there is an appropriate spread of schools across the city so that as many children as possible can attend a local school and this is an aim of this Plan.
- 7.8 All new school buildings are required to meet high standards of energy efficiency and sustainability in their construction.

Any Other Significant Implications:

- 7.9 School places planning is a high profile issue with significant reputational risk implications for the Council if members of the community feel that their expectations are not being met.

SUPPORTING DOCUMENTATION

Appendices:

1. Draft School Organisation Plan 2013 - 2017

Documents in Members' Rooms

None

Background Documents

None

Brighton & Hove School Organisation Plan

2013 to 2017

Introduction

The Council's vision for education in the city is that we want to make sure that all our children and young people have the best possible start in life, so that everyone has the opportunity to fulfil their potential, whatever that might be, and to be happy, healthy and safe. This means making sure that all children and young people in the city have access to high quality education that will provide them with the knowledge and skills to secure employment and be active and responsible citizens.

The purpose of this School Organisation Plan is to describe the place of school organisation and places planning in how the Council intends to fulfil this vision. The plan describes the challenges that the city continues to face in securing sufficient school places for all its children and young people and sets out the short, medium and longer term strategies for meeting these challenges.

The School Organisation Plan is integral to the suite of strategies and plans which underpins the Council's vision for education. It reflects the same key principles of commitment to the well being of all children and young people in the city, the pursuit of excellence, partnership working, and openness and transparency in planning and decision making.

These principles are expressed through the School Organisation Plan in the following ways:

- The needs of children are paramount: we will do all we can to ensure that children are able to attend a local school, which is good or better and accessible
- Whilst we recognise that current national policy promotes the development of a diverse range of provision, we will seek to ensure that any new schools of whatever type are actively committed to working in partnership with other schools and the Authority for the benefit of all children and young people
- Where possible we will look to expand schools which are popular and deliver good education, whilst preserving the essential character of these schools which contributes towards them being successful
- We will continue to work in partnership with other key agencies, including the Anglican and Catholic Dioceses and the Education Funding Agency, in developing proposals to meet the need for new school places
- The authority will be open and transparent with schools, their governing bodies and local people about the challenges for school places planning in the city and the options for meeting these challenges

The Authority has a statutory duty to secure sufficient, suitable school places for all children living in its area of compulsory school age (5 – 16). These places need not be in local authority maintained schools. They may be in voluntary aided faith schools, and different types of academy schools. The Authority also has a duty under the Raising Participation Age policy to ensure

sufficient full year education or training provision for young people aged 16 and from September 2015 this will increase to ensuring education or training provision up to the 18th birthday for all young people. This School Organisation Plan takes into account all education provision up to age 18 in the city other than that in the fee paying independent sector.

Brighton & Hove is bounded on one side by the sea and on the other by the Downs, and there are now very few large spaces within the city suitable for new schools. Our green spaces, the city's parks and playing fields, are quite rightly treasured as places for recreation and organised games and sport and are protected by planning regulations. There are also few redundant brown field sites that may be suitable for development as schools.

It is therefore vital that the school places challenge is owned by us all, so that we can together find the best solutions for all our children and young people.

Pinaki Ghoshal
Executive Director of Children's Services

Summary of key challenges for school organisation and places planning

Context

The context for this plan contains several factors:

- Growth in the number of children and young people in the city, which has been a factor for the provision of primary school places since 2003 and which will begin to impact on the secondary sector from 2014 onwards
- The paucity of suitable, available sites, either green field or brown field, for the development of new schools within the city
- The fact that many of our schools, primary and secondary, are already very large and may present both practical and school managerial challenges to any proposal that they are made still larger
- The national policy context, which requires any new school proposal to be advertised first of all to potential promoters or sponsors of an academy or free school – while this offers the potential for increasing the already wide diversity in our school provision, it may also bring elements of delay and uncertainty
- Some of the models currently being promoted by government, such as Studio Schools and University Technical Colleges, are for 14 – 19 year olds only and do not assist in addressing the places challenge for the secondary sector as a whole
- Capital funding made available by government has tended to lag behind demand, although the government in December 2013 announced capital allocations for the three year period from 2014/15 to 2016/17 to help local authorities to plan ahead; this and the size of the allocations in the final two years of this period for Brighton & Hove are

welcome developments but this will need to continue throughout the remainder of the decade if the city is to have sufficient resources to meet the challenge of growth in numbers in the secondary sector, where projects tend to be more expensive

Difficult choices will have to be made if we are to secure the places required for all the children in the city during the period of this plan and beyond. Identifying sites for new schools, especially secondary schools, is very difficult given the location and largely developed nature of the city and the need to preserve the green spaces that we have. Many schools are large or have little or no space for further development.

Under current government policy, proposals for any new schools must first of all be sought from potential sponsors of academies or free schools. The two free schools opened in the city by 2013, the Bilingual Free School and King's School, have added to the diversity of our provision but both are currently experiencing difficulty in finding a permanent site and this is the case for the small number of other potential sponsors known to have expressed an interest in developing new schools here.

The primary sector

In Brighton & Hove there are sufficient primary places overall to meet the needs of the growing number of primary age children. However they are not all in the right places, and we face challenges in particular in the south of Hove as well as in some localised areas such as Saltdean. On the other hand we have a small number of schools, mainly on the periphery of the city, with spare places which are hard to fill because of their location.

We have worked hard over the last eight to ten years to ensure that there are sufficient primary school places, in the right locations, for the increasing number of children reaching compulsory school age each year. Since 2005 we have provided 345 new reception class places (over 2,415 places in total) in the areas of greatest demand across the city, and more is planned for 2014 with the new form of entry at West Hove Infant School Connaught and places at the Holland Road site to be managed by West Hove Junior School.

However, these permanent places have not always been sufficient and in 2012 and 2013 we have had to add temporary 'bulge' classes to some schools in order to meet local demand.

Beyond three to four years ahead there are no firm figures for numbers of primary age children as they are not yet born. The normal expectation in a demographic cycle is that numbers will after twelve to fifteen years of growth reach a peak and then begin to decline and there is increasingly strong evidence, backed by data from 2013 GP registers, that the increase in the number of children aged 4+ in Brighton & Hove may reach a peak in 2015 and 2016 and that then numbers may possibly reduce.

A judgement must therefore be made about whether more permanent places are needed or whether the continuing high demand should be met through more temporary bulge classes – or a mixture of both. Proposals for bulge classes are often unpopular with schools, their governing bodies and parents of children already at the schools because of the organisation and management issues they present for the school and concerns about overcrowding and safety. On the other hand, if numbers begin to decline beyond 2015, providing too many permanent places now will present other management problems and potential detriment to pupils in future years as some schools struggle to maintain numbers.

The secondary sector

There has been little change in the numbers of students in secondary schools over the last few years. This will change radically, beginning in 2014, as the increasing numbers of primary age children start to reach secondary school age. The opening of King's School in September 2013 and the additional places in the new building at Portslade Aldridge Community College (PACA) provide some additional capacity. For 2015, the total number of Y7 places available across the city will be 2610.

Against current forecasts there should therefore be sufficient secondary school places across the city as a whole until 2017, but this would require all the schools to be full or almost full.

Current forecasts suggest that in order to provide sufficient secondary school places and allow some margin for parental preference (at least 5% or around 150 places per year group) we must plan for 2900 Year 7 (Y7) places across the city by 2019, an increase of around 300 places compared with planned numbers for 2015. This is equivalent to another large ten form entry secondary school.

There is no obvious site available within the city which is large enough to accommodate a large new secondary school. The need is most likely to be met through a range of smaller additions, including possibly a new medium sized school at Toads Hole Valley, subject to consultation on the draft City Plan, and further thinking on this is set out later in this Plan. In addition, plans for a Studio School sponsored by City College and a University Technical College in nearby Newhaven will contribute to the overall number of places although these developments will only provide for the 14 – 19 age range.

As for the primary sector, there is a 'centre and periphery' challenge. More centrally located schools tend to be full and have already increased in size in recent years, while there are spare places in schools on the periphery, which do not benefit from a 360 degree catchment area. We will need to consider whether there are changes that can and should be made, for example to catchment areas and transport arrangements, which might assist these schools in becoming full.

Secondary admissions arrangements, including catchment areas, must also be kept under review to ensure that they are clear and transparent and provide children and families with a reasonable level of certainty about the school places available to them, as well as ensuring that available places across the city are used to the full. Most recently we have changed the admissions criteria so that siblings living out of the catchment area are no longer given priority, and further changes may need to be considered as numbers in catchment areas increase.

The 16 - 18 sector

This Plan does not consider the 16 – 18 sector in detail. In Brighton & Hove around 80% of 16 – 18 provision is made by the three colleges, BHASVIC, City College and Varndean College. Around 15% of provision is made by school sixth forms and the remainder is made by smaller education and training providers and apprenticeships.

The three colleges are independent corporations, responsible for the development of their provision and their buildings. All three colleges have capital development plans in place, the most ambitious of these being City College's project to replace its entire City College Central provision in Pelham Street with a new building. BHASVIC has consent and funding in place to construct a new building which will provide additional capacity as well as replacing some of its poorer accommodation. Varndean College is developing new classroom space in its roof space which will also provide additional capacity and replace some of its mobile classrooms.

The five schools and academies with sixth forms all have plans to increase the size of their sixth forms. Most notably, Cardinal Newman Catholic School is investing almost £4m in a new sixth form block to support a planned increase in the sixth form from 450 to 600 students. These sixth form developments may have some impact on the schools' capacity for 11 – 16 year old students.

Funding for capital investment in schools

Funding for the schools capital programme includes:

- 'Basic need' grant allocations from the DfE, made on a formula basis – these allocations are not ring fenced to education
- Additional grant allocations offered from time to time by the DfE, such as the Targeted Basic Need Grant for school places and the Demographic Growth Capital Fund for post 16 places
- Section 106 developer contributions to assist with additional costs arising from residential development
- Revenue contributions to capital

The largest funding element is the basic need grant allocation, through which Brighton & Hove has typically received around £3m - £4m per year in recent years, reflecting the growth in the primary sector. However, the formula by

which basic need allocations are calculated is rarely sufficient to cover the cost of providing new places, especially in the South East. The cost of the most recent example of a one form entry extension to a secondary school in Brighton & Hove, completed in 2010, was around £5m. The DfE is seeking ways to reduce the cost of new school buildings, for example through the commissioning of standard designs for schools and simpler procurement and construction processes.

The basic need allocations for the two financial years 2013-14 and 2014-15 are fully committed to projects already started to provide additional primary school places.

In December 2013 the Secretary of State announced that he wished to assist local authorities in planning ahead for capital investment to meet the need for new places and was therefore publishing basic need allocations for the three years 2014/15 – 2016/17. The allocations for Brighton & Hove are £3.9m for 2014/15 (as previously announced in December 2012), £12.0m in 2015/16 and £12.6m in 2016/17. This significant uplift in the allocations provides a more realistic platform for planning necessary new provision.

The provision of school places forms part of the Council's medium term capital strategy, which sets out the capital investment issues for the Council across the range of its functions and considers how these may be met.

Primary schools

Forecasts of pupil numbers

The number of primary age children in Brighton & Hove has been growing steadily for over ten years. The projections in Table 1 below show that the number of children entering Reception classes appears to peak in 2015 and that it then begins to decline.

The main data source for our primary pupil number forecasts is GP registration data. This provides not only information about the number of pre-school age children in the city but also a broad indication of where they live through post codes. Our analysis of the data takes into account historic trends, for example in the proportion of children who enrol in the state maintained schools sector.

For planning purposes and as required by the DfE's school capacity data returns, we have divided the city into ten broad 'planning areas'. These planning areas are not fixed – they are simply intended to help us to identify areas of greatest pressure on places by reflecting the broad existing patterns of 'travel to school'. They are not 'catchment areas' for admissions purposes and are therefore not published. There is no expectation that children living in an area will attend one of those schools nor any guarantee that children may be allocated a place in the planning area in which they live. There are many children who live in one planning area but actually attend a school in a different area.

Table 1 below shows the current forecasts to 2017 of children expected to need a reception class place, broken down into these planning areas. The table also shows the places available in the schools in the planning areas and the surpluses or shortfalls of places.

Table 1: Forecasts of pupil numbers and surplus / shortfalls aged 4+ by planning area

Planning Area		PAN 2014	Actual	Forecasts			
			2013/14	2014/15	2015/16	2016/17	2017/18
Portslade	Surplus / shortfall	360	321	262 98	247 113	245 115	220 140
South Central Hove	Surplus / shortfall	420	421	565 -145	594 -174	599 -179	563 -143
Hangleton and Hove Park	Surplus / shortfall	210	211	268 -58	235 -25	213 -3	212 -2
W Blatchington & N Hangleton	Surplus / shortfall	150	139	100 50	78 72	85 65	88 62
Westdene to Seafront	Surplus / shortfall	240	240	223 17	243 -3	237 3	253 -13
Hollingbury & Preston Park to Seafront	Surplus / shortfall	420	417	371 49	405 15	361 59	324 96
Moulsecoomb and Coldean	Surplus / shortfall	270	201	203 128	215 115	222 108	185 145
Patcham	Surplus / shortfall	150	149	164 -14	168 -18	154 -4	175 -25
Whitehawk and Queens Park	Surplus / shortfall	480	447	516 -36	481 -1	507 -27	502 -22
The Deans	Surplus / shortfall	270	255	225 45	227 43	198 72	211 59
The Bilingual Free School	Surplus / shortfall	60	tbc		n/a	n/a	n/a
TOTALS	Surplus / shortfall	3,030	2,801	2,897 134	2,893 137	2,821 209	2,733 297

Notes on Table 1

* PAN is Published Admission Number, the published maximum number of children for a year group in each school.

** YR is the Reception year group, aged 4+.

*** Where actual numbers in 2013 and 2014 exceed the PAN for the area, this is because a bulge class was provided in that year for one or more schools in the area.

**** An additional permanent form of entry (30 places) is to be provided at West Hove Infant School Connaught site for 2014.

***** The Bilingual Free School is temporarily based at BACA but intends to relocate to a permanent site in Hove (subject to planning consent) and to increase its PAN from 60 to 90. This school draws its pupils from across the city and is therefore not allocated to a Planning Area.

Comments on primary numbers forecasts

There are sufficient places in the city overall even for the highest forecast numbers in 2015. However, the tables show that the broad distribution of children across the city does not wholly match the location of schools and this inevitably creates pressures in some parts of the city which will be difficult to meet in local schools.

The number of children seeking places in the primary schools in 2014 is forecast to be broadly the same as in 2012, when it was necessary to provide six bulge classes to accommodate all the children. In 2014, there will be two more permanent reception classes available than there were in 2012 – one at Aldrington CE School and one at West Hove Infant School Connaught site.

The number of children seeking primary places in 2015 appears to be very similar to 2014. In the two remaining years for which forecasts are currently available numbers decline by around 70 children city wide in 2016 and a further 90 children in 2017. The figures for 2017 are less reliable, but the evidence that numbers are approaching a peak in 2015 and may decline after this appears now to be stronger. If the forecasts are broadly accurate, there will be around four or five forms of entry fewer to place in 2017 than in 2015.

There continue to be significantly more children in the South Central Hove planning area (the whole of Hove south of the railway line) than there are places in schools within the area, despite the large number of additional places provided in and around this area. Most spare places are around the edge of the city, in Portslade, West Blatchington and Moulsecoomb and this is likely to continue to be the case.

Given the lack of sites for new schools and the size of many of the existing schools, it will continue to be necessary to allocate places at schools in other planning areas to some children living in the South Central Hove planning area, in particular in Portslade, Hangleton & Hove Park and West Blatchington & North Hangleton.

The mix of community (80% of reception class places) and faith (20%) schools in the city adds a further dimension to places planning in the primary sector, because some families prefer to seek out places in faith schools while others would prefer their children not to attend a faith school, even though it may be their closest school.

The Council's primary school admissions criteria, which follow the statutory Admissions Code determined by central government, give priority to children in care or who have been adopted and those with a Statement of Special Educational Needs (SEN), to those with exceptional medical or social

reasons, then siblings of children already attending a school and finally other children. The 'shortest available route' is used to decide who should be allocated a place if the number of children in these categories, taken in priority order, exceeds the places available. This means that as numbers have grown there are parts of the city where children may be unable to attend their nearest school or the school which serves the community to which residents feel they belong. This can be expected to continue throughout the period to 2017, while numbers in the 4+ age groups remain high in some areas.

Closer analysis also shows that numbers of children in Saltdean are likely to exceed the places available at Saltdean Primary School (where a bulge class was provided for 2013/14) and that these higher numbers may continue for the foreseeable future. Discussions with colleagues in East Sussex suggest that they are forecasting a shortfall in places in the neighbouring areas of Telscombe Cliffs and Peacehaven and that it would not therefore be possible to consider placing East Saltdean children (living in East Sussex) in the East Sussex schools.

Where there are schools with significant surplus places, we should seek ways of reducing the Published Admission Number (PAN) so that it more closely matches the number of children in their area. This is most likely to be achieved through identifying other facilities which could appropriately be co-located with the school.

All these factors demonstrate the complexity of places planning, especially where for the very youngest pupils families generally would prefer to be able to walk with their children to a local school. This is not always achievable and it is important to maintain the long term view, in which numbers of primary age children may begin to decline again. Nevertheless, in 2013 84% of children were allocated a place at their first preference school and 95% of children were allocated a place at one of their three preferences. Broadly similar proportions were achieved in previous years.

Providing the additional primary places that are needed

In order to secure sufficient primary school places for 2014/15 and 2015/16 the Council will:

- Consult with heads and governors of schools in Hove and the Anglican and Catholic Dioceses on locations for at least one and possibly two permanent new forms of entry: projects would be likely to commence with a further bulge class in 2014/15 and provision of permanent new building for seven classes in time for 2015/16
- Consult with heads and governors of all primary schools and the Anglican and Catholic Dioceses on the provision of at least one and possibly two bulge classes for 2015/16 and provide the necessary temporary classrooms
- Consult with the head and governors of Saltdean Primary School on a possible increase in the size of the school to 2.5 or 3 forms of entry, to

- commence with a further bulge class in 2014/15 and provision of permanent new building for up to seven classes in time for 2015/16
- Continue to work with those schools that have spare places to ensure that they remain or become good or outstanding schools which offer an acceptable alternative for children who cannot be allocated a place in their more local schools
 - Review with West Blatchington Primary School and Hove Park School the success of their pilot project to provide transport to school and consider whether this can usefully be extended to other schools with spare places
 - Plan for the provision of temporary classes in 2016/17 at those schools which received bulge classes in 2012 and accommodated them in new permanent classrooms, which by 2016/17 will be required to accommodate these schools' permanent additional form of entry
 - Keep under review forecasts for the later years of this plan and make decisions about whether further temporary or permanent accommodation is required
 - Keep under review opportunities to reduce the PAN of schools where indications are that it is unlikely that the school will in future receive this number of children, especially where this provides an opportunity to link the school with other relevant services taking up redundant space

This work will be steered and monitored by the Cross Party School Organisation Working Group set up by the Children and Young People Committee to advise it on all school organisation and places planning matters, and there will be consultation as required on proposals for permanent new places.

Secondary schools

Forecasts of pupil numbers

The number of secondary age children has remained broadly unchanged over the last ten years. However, the increase in primary age children experienced over the last ten years will start to reach the secondary sector in 2014 and current forecasts suggest an increase of between 400 and 500 students entering Year 7 by 2019 compared with 2013.

Forecasts of pupil numbers for the secondary sector can be calculated with a greater degree of certainty than for the primary sector because we can look further ahead and because most of the children for at least six years ahead are already in the primary schools. Nevertheless there is some uncertainty about the proportion of children that will transfer to the maintained sector, and the operation of parental preference and the greater mobility of secondary age pupils are further variable factors that must be taken into account.

As for the primary sector, the starting point for calculating forecasts of secondary school numbers is GP registration data, mapped on to the catchment areas for secondary schools to give a broad indication of the distribution of future Y7 pupils across the city. A factor is applied to these

numbers to allow for the proportion not transferring to the maintained sector – in recent years this has been 84.5%. Allowances are also made for those children transferring to Cardinal Newman Catholic School and (for 2013 onwards) to King’s School as these two schools draw from across the city and do not have their own catchment areas. Finally, an analysis is done of possible Y7 numbers in each of the catchment areas taking into account historic trends in the effect of parental preferences.

Following the opening of King’s School in September 2013 there are now ten secondary schools in the city. King’s School currently provides 125 places for its first Y7 intake and proposes to increase its admission number to 150 in 2015. In addition the capacity at Portslade Aldridge Community Academy (PACA) will increase to 240 when its new accommodation is complete in 2014.

In the last two years, the PANs for Dorothy Stringer School and Cardinal Newman Catholic School have each increased by one form of entry to 330 and 363 respectively.

The Year 7 capacity of the ten schools is therefore 2525 in 2013, rising to 2585 in 2014 and 2610 in 2015.

Table 2 below shows the current forecast of secondary school numbers for the city as a whole. ‘Low’ and ‘high’ forecasts are given to indicate the range of numbers that could come forward based on transfer rates of 84.5% (low) and 87.5% (high). An element of additional capacity should normally be available to allow some flexibility for parental preference and the DfE recommends 5% to 10% for this. Therefore around 150 (5%) should be added to the forecast numbers if we are to have some flexibility – without this there would soon be sufficient space only if all schools were full. This spare capacity is at the lower end of the range recommended by the DfE.

Table 2: Forecasts of secondary age numbers in Brighton & Hove

Year	Capacity	Estimate		Surplus/ Shortfall	
		Low	High	Low	High
2013 (actual)	2525	2250		275	
2014	2585	2280	2360	305	225
2015	2610	2320	2400	290	210
2016	2610	2350	2430	260	180
2017	2610	2410	2490	200	120
2018	2610	2550	2630	60	(20)
2019	2610	2660	2750	(40)	(140)
2020	2610	2620	2700	(10)	(90)
2021	2610	2680	2760	(70)	(150)

Comments on the secondary numbers forecasts

Key conclusions from these figures include:

- Allowing some flexibility for parental preference (150 places), we should plan for 2900 Y7 places across the city by 2019 – around 300 additional Y7 places compared with planned capacity for 2015
- In due course as these higher numbers move through the schools, this will require an additional 1500 Y7 to Y11 places, equivalent to a large new secondary school
- The plan for secondary places must show how these 1500 places will be achieved over time – this runs well beyond the period of this School Organisation Plan
- We should aim to have at least 120 Y7 additional places available by 2017, when a point about midway between the low and high forecasts plus ‘flexibility allowance’ will otherwise exceed the places available
- We should aim to have at least another 120 Y7 additional places available by 2019, with any remaining requirement following by 2021

These conclusions should be kept under review as further data become available, but given the numbers already experienced in the primary schools any changes will be in the fine detail – the need for a broad framework plan implemented in stages is inescapable.

Closer analysis of the distribution of children across the city shows unsurprisingly that there will be increasingly significant pressure on places in the catchment areas for Blatchington Mill & Hove Park and for Dorothy Stringer & Varndean. The most recent changes in catchment areas and the change in the siblings rule so that out of area siblings no longer have priority for admission to our secondary schools were intended to ease some of this pressure but it will continue to grow and the admissions arrangements and catchment areas will need to be kept under review to ensure that all the places available across the city are used as effectively as possible. Any changes would require wide consultation with schools, parents and the local community and approval by the Children and Young People Committee and the full Council.

Providing the additional secondary school places that are needed

The working assumption is that by the end of the decade we will need to have secured an additional 300 places per year group (10 forms of entry and 1500 places overall). In order to meet this forecast demand and provide some flexibility for parental preference it will be necessary to secure 120 new places in time for 2017/18 and at least 120 more new places in time for 2019/20.

Within these assumptions, it is further assumed that King’s School will increase its PAN to 150 for 2015/16 as planned and that continued performance improvement and the outcomes of any review of secondary school admissions arrangements will ensure that many of the current spare places in some schools will be filled.

In order to secure sufficient secondary school places in line with these assumptions the Council will:

- Consult with heads and governors across the city regarding the development of a range of options which include additional forms of entry at existing schools and the development of satellite establishments which sit under the governance of a current school or schools
- Continue to work with other Council departments and potential developers on the proposed development of a new secondary school for up to six forms of entry (180 places per year group) on the Toads Hole Valley site – subject to outcomes of the consultation on the draft City Plan
- Review secondary school admissions arrangements, including catchment areas, as necessary and consult on any proposed changes
- Keep under review possible sites which could be made available to sponsors of academies or free schools
- Continue to support the development by City College of a Studio School for 14 – 19 year olds – although it is not anticipated that this will release capacity for Year 7 admissions in any of the city's schools

These proposals go well beyond the period of this Plan but need to be included given the longer term development process for secondary school places planning. They will not all be achievable but they all need to be tested. The proposals taken together provide the broad framework of a more formal plan for securing sufficient secondary school places for the next ten years which is to be discussed with the Cross Party School Organisation Working Group, the schools and their governing bodies and completed during 2014.

As for the primary sector, this work will be steered and monitored by the Cross Party School Organisation Working Group set up by the Children and Young People Committee to advise it on all school organisation and places planning matters, and there will be consultation as required on proposals for permanent new places.

Other issues

The main purpose of the School Organisation Plan is to identify the pressures for change in the provision of school places and the capital investment that may be required to resolve these pressures. However, there are related strategic, policy and operational issues which impact upon or are affected by school places planning.

Government policy on school organisation

Current government policy promotes diversity among the types of schools within an area and favours in particular the development of Academies and Free Schools. Where a new school is needed, local authorities must arrange a competition so that sponsors may take the opportunity to propose a new

academy or free school. Only if no suitable sponsors come forward may the local authority propose its own school. Capital funding for a new academy or free school is either provided by central government where the new school is adding significantly to the diversity of provision in the area or from the local authority's basic need allocation if it is simply to meet a need for new places.

A further aspect of diversity is the promotion of new types of secondary school, including Studio Schools and University Technical Colleges. These models start at age 14 rather than 11 and tend to be much smaller than most secondary schools. They aim to provide a different kind of curriculum, usually with a specific vocational focus, which may be attractive to particular students by providing a specific focus to their learning whilst ensuring that they follow GCSE courses in English, Maths and Science. Another model is the University Training School, which starts at age 11 and has a particular focus on teacher training, professional development and research through the medium of a successful school.

There are examples of interest in all these models in or near Brighton & Hove, although the only 'new model' schools open in 2014 are sponsored academies and free schools. Planning for new school places, especially in the secondary sector, must take account of this diversity policy and seek to ensure that whatever pattern of schools develops there continues to be a strong sense of the interconnectedness of a set of schools meeting the needs of the city and supporting and challenging each other to improve.

Catchment areas

Catchment areas were introduced in Brighton & Hove for admission to secondary schools in 2008. There are six defined catchment areas, four with a single secondary school and two with two schools. Cardinal Newman Catholic School and King's School which determine their own admissions do not have catchment areas and draw from across the city and beyond. For the catchment areas where there are two schools there is a system of random allocation which determines the placement of students when one of the two schools is oversubscribed with children living within the catchment area.

The catchment areas were last reviewed in 2012 and as a result two adjustments were made to the existing areas.

As numbers of students in the secondary sector increase over the next ten years it will be essential to undertake further reviews of the secondary school admissions arrangements, including catchment areas, to ensure that all available places are used and so that children and their families can continue to have some certainty about the schools where they have the best prospect of securing a place. It is proposed that the first of these reviews should be undertaken in 2014.

Housing developments and the impact on planning school places

The Local Development Framework (LDF) is the set of documents which will eventually include all the planning authority's local development documents, one of which will be the City Plan. As these documents are adopted by the Council they will eventually replace the Brighton & Hove Local Plan which was adopted in July 2005.

Planning seeks to ensure that land is used efficiently in the public interest – therefore that there is the right balance between homes, jobs, community facilities including schools, open space and leisure and retail facilities. In addition, it seeks to ensure that attention is given to good design, sustainability and climate change in development.

The City Plan will be the Council's key planning document and will provide the overall strategic vision for the future of the city to 2030.

The draft City Plan:

- Identifies broad locations for development and allocates strategic sites and employment sites
- Sets out the council's strategic approach to housing, the economy, shopping and transport
- Sets a local housing target for the city to 2030 of 11,300 new homes (this is now being re-examined in light of the inspector's initial conclusions)
- Sets clear policies that will guide planning decisions on planning applications on issues such as affordable housing provision, the protection of open space and ensuring new development is built to high standards of design and sustainability
- Sets out the infrastructure requirements for the city up to 2030 and indicates how these will be provided
- Indicates how the plan will be implemented and shows how progress will be monitored.

The impacts of the changes to the LDF will be monitored and reflected in the School Organisation Plan as appropriate. As new homes are built it is essential that the availability of school places is taken into consideration.

Home to School Transport

Parents are responsible for ensuring that their children attend school regularly. The local authority has certain statutory duties in relation to home to school transport for 'eligible' children, i.e. those who live beyond defined statutory distances from school and children who by reason of their SEN, disability or mobility problem could not reasonably be expected to walk to school.

In an urban area such as Brighton & Hove with a well developed and well regarded public transport network most children are able to get to school with little difficulty using commercial services. In a small number of cases the Council funds supported services to specific schools where it would otherwise be difficult for children to get to school using the commercial network.

The network of public transport services will need to be kept under review as the number of secondary age pupils increases. The aim would be to work closely with public transport providers to ensure that the commercial network develops to reflect increased demand for the service.

Local policy on separate infant and junior schools

Since the establishment of Brighton & Hove as a unitary authority in 1997 a number of 'pairs' of separate infant and junior schools have been converted to all through primary schools, either through the merger of the two schools such as at St Luke's, Moulsecoomb, Balfour and West Blatchington Primary Schools or through changing the age range of schools such as Benfield Junior, Portslade Infant and St Nicolas CE Junior Schools. There remain seven 'pairs' of separate infant and junior schools in the city.

Brighton and Hove City Council has had a policy of supporting the amalgamation of infant and junior schools where appropriate since 2000. Protocols were established following a Scrutiny Panel and report recommendations following the merger of three pairs of infant and junior schools in 1999. The protocol was revised in the light of the creation of the Children and Young People's Trust and its publication of the Primary Strategy for Change. The revised protocol was adopted at the Cabinet Member meeting on 30th July 2008 for implementation in September 2008.

The policy has not been revised since 2008. The practice has continued to be that whenever there is an opportunity to do so, normally when the head teacher of one of the schools is to leave, there is a discussion with both governing bodies about whether there would be benefits for children if the separate schools were to become a single primary school. Each case is considered on its merits. Where it is decided not to consider further the question of amalgamation or change of status, the opportunity is nevertheless taken to explore with both schools whether there are ways in which partnership working and transition arrangements for children can be strengthened.

It is not proposed to change this policy at this stage.

Consultation and communication

This School Organisation Plan, if approved by the Council, will be shared with schools and their governing bodies and will be placed on the Council's website. It will be the base document for the work of the Cross Party School Organisation Working Group and of the work with head teachers and others in

further development of the strategy for securing sufficient school places, especially for the secondary sector. The Plan will be kept under review and there will be reports to the Children and Young People Committee when further updates to the Plan are required.

There is a statutory duty to consult on any significant changes to the size, age range or character of an existing school. The definition of significant and the processes to be followed are set out in statutory guidance which local authorities (or sponsors in the case of academies and free schools) must follow. On 28 January 2014 the DfE published new guidance which simplifies the previous guidance and in some respects reduces and/or shortens consultation requirements.

In particular, the statutory process for expanding a school no longer includes a specified consultation period prior to publication of the statutory notice. The guidance states that there is a strong expectation on schools and local authorities to consult interested parties and to consider the timing of any consultation to avoid school holidays. The publication period for a statutory notice is now four weeks for all types of proposal, whereas previously there were some changes that had a four week publication period and some that had a six week publication period. The period for a decision to be reached following the end of a statutory notice period remains two months.

In most other respects, the new guidance requires good practice which Brighton & Hove has already adopted, such as the publication of proposals on the Council's or the sponsor's website. However, the presumption for Free Schools and Academies is strengthened, with a specific section in the guidance about expanding on to an additional site. Proposers are now required to consider whether this is genuinely a change to an existing school or whether in fact there should be a competition for the development of a new school.

March 2014

Subject:	School Admission Arrangements 2015/16		
Date of Meeting:	10 March 2014		
Report of:	Executive Director of Children's Services		
Contact Officer:	Name:	Michael Nix	Tel: 293653
	Email:	michael.nix@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that in the light of information in this report about the allocation of secondary school places it would have been inappropriate to publish this information in advance of 3 March 2014, which was the national offer day in 2014 for all secondary school place offers as set out in the statutory School Admissions Code.

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Each year local authorities must consult upon school admission arrangements and school admission numbers with community schools and voluntary aided schools, neighbouring Local Authorities and with parents living in the City. This process includes the proposed admission priorities for community schools and those proposed by the governing bodies of voluntary aided schools and academies. This consultation takes place approximately 18 months in advance of the school year in which pupils will be admitted under the proposed arrangements. The consultation papers for the 2015/16 admission year for Brighton & Hove are attached as Appendix 1.
- 1.2 Local authorities must also set out schemes for co-ordinated admissions, including key dates in the admission process, and also the arrangements for consultation with Voluntary Aided schools in the City and with other local authorities. They also establish the area (the "relevant area") within which the admission consultation should take place.
- 1.3 The consultation process must have been concluded by 1st March 2014, with a minimum of 8 weeks consultation time. This requirement has been fulfilled. The City Council must have reached its decisions and confirmed its admission arrangements for 2015/16 by 15th April 2014 in order to conform to the requirements of the School Admissions Code.
- 1.4 At the time of drafting the report, the consultation process has not been concluded and it must be assumed that further responses will be received. All recommendations should be read with this in mind.

2. RECOMMENDATIONS:

- 2.1 That the proposed school admission numbers set out in the consultation documents be adopted for the admissions year 2015/16.
- 2.2 That the admission priorities for Community Schools set out in the Consultation documents be adopted for all age groups.
- 2.3 That the Council should review the final version of the Cardinal Newman Catholic School and King's School admission arrangements (as amended in light of the Diocesan response and parental and school responses) to decide whether it should comment further.
- 2.4 That the co-ordinated schemes of admission be approved.
- 2.5 That the City boundary be retained as the relevant area for consultation for school admissions.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The admission numbers in the consultation reflect those previously agreed for 2014/15.
- 3.2 The proposed admission arrangements and priorities for community primary and secondary schools are set out in detail in the attached Appendix 1, the consultation document sent to schools, neighbouring local authorities and the diocesan authorities. The Brighton Aldridge Community Academy and Portslade Aldridge Community Academy will retain the same admission priorities as Community Secondary Schools for the admissions year 2015/16, although they act as their own admission authorities. City Academy Whitehawk will likewise retain the same admission priorities as Community Primary Schools for the admissions year 2015/16.
- 3.3 In the course of the school and governor consultation process the Council asked schools to use their newsletters and other forms of regular parental communications to inform parents of the parental consultation process via the Council website (and hard copy if required). A letter was also sent to local early years providers asking them to draw parents' attention to the consultation. The parental consultation was published on the website and was available via a link to the Council's consultation portal. This is attached as Appendix 2.
- 3.4 The co-ordinated schemes of admission for primary and secondary schools (Appendices 3 and 4) set out the admission arrangements and relevant dates for each part of the school admission exercise and the arrangements for coordination between admission authorities. The overall purpose of co-ordination is to ensure that each pupil receives one offer of a school place, so that different admission authorities are not holding open places for pupils that will not be taken up. It also ensures that the admission process takes place in a timely fashion. The in-year arrangements (Appendix 5) are not subject to set time scales, so the same document can be used from year to year, although annual consultation will still take place.
- 3.5 Periodically the LA must determine what is known as the "relevant area for consultation". This area will include the schools and other admission authorities (such

as voluntary aided schools) that should be consulted on admission arrangements. A relevant area may be either the LA area, less or more than that, or may include part of neighbouring LA areas. The whole of the LA must be included in one or more relevant areas. Some larger LAs sub-divide into smaller areas for consultation purposes. In Brighton & Hove the relevant area has been set as the city boundary. Whilst there is some cross-border movement of pupils, it has not been seen as significant enough to warrant a cross-border relevant area. The proposal in this year's consultation is to retain a relevant area co-terminous with the city boundary.

3.6 The application of the secondary admissions procedures for 2014 has revealed significant pressures on the present admissions arrangements, based as they are on catchment areas and a system of random allocation. It is clear that these pressures will grow as the number of pupils reaching secondary age increases. There is therefore an urgent need to review the current arrangements so that they may continue to offer high levels of certainty for children and families and the standards of clarity and transparency that are required by the statutory School Admissions Code. It is proposed to commence this review this year, although given the statutory requirements for consultation and determination (which would need to be completed by April 2015 ie eighteen months before any changes could be implemented), the earliest a change could take place would be for the academic year 2016/17. Based on the experience of previous such reviews it may not be possible to introduce new arrangements until 2017.

3.7 Our current analysis, drawing on the October 2013 schools' census of the number of Y5 children living in the Dorothy Stringer and Varndean Schools catchment area, shows there may be applicants living within the catchment in excess of the places currently available at the two schools in 2015. The current projection is that fewer than ten children are in excess of the current published admission numbers for the schools in this catchment. This analysis may change over time as different factors can affect the number of children seeking admission to secondary schools - such as the popularity of other schools out of catchment, the numbers joining the private sector, or families leaving or moving into catchment. The projected numbers for pupils requiring the availability of a place within catchment will be kept under close review. To address this issue the authority will consult with the two schools (Dorothy Stringer and Varndean) and, subject to this, in year variations to Published Admission Numbers for 2015, may be proposed in order to secure the number of places needed for pupils within catchment, if this remains necessary.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

4.1 The Council scrutinised the Voluntary Aided (VA) Schools' and Free Schools' proposed admission arrangements for 2015/16. VA schools are required to consult their religious authority (in this case the Diocesan Authority) before consulting others. The Council will review the final document published by the Governing Bodies before deciding whether it should comment or act further.

4.2 Parental and school responses to the consultation are set out in Appendix 6.

4.3 No responses to the Council's proposed arrangements for Community Schools have yet been received from neighbouring local authorities or the Church of England or Roman Catholic Diocesan authorities.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 It is not possible to quantify in detail the financial implications of these recommendations. However, any changes to admission arrangements or patterns may impact on the numbers of pupils at individual schools and therefore individual school budget allocations which are largely driven by pupil numbers.

Finance Officer Consulted: Andy Moore

Date: 11/02/14

Legal Implications:

- 5.2 Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 require admission authorities to determine their admissions arrangements annually. Arrangements must be determined 18 months in advance of the academic year to which they apply. Arrangements for the admission year 2015/16 must therefore be determined by April 15 2014. Where changes are made to admission arrangements the admission authority must first publicly consult on those arrangements. The Regulations stipulate that consultation must take place with governing bodies of schools within the area of the LA for which the LA is the admission authority, with parents, with neighbouring admission authorities, with parents of children aged 2-18 living in the area and with any other person the Authority believes might have an interest in the arrangements. Consultation must be for a minimum period of 8 weeks and must take place between 1 November and 1 March of the year before those arrangements are to apply. Details of the consultation carried out for the admission year 2015/16 are set out in paragraphs 3.1- 3.4 of the main body of the report above. Admission arrangements must then be determined by 15th April.
- 5.3 Admission arrangements must conform to the provisions of the Admissions Code which sets out acceptable and unacceptable admission arrangements and priorities. The Code makes it clear that “in drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated” (paragraph 14 of the Introduction to the Code).
- 5.4 With regard to the drawing up of catchment areas the Code stipulates that they “must be designed so that they are reasonable and clearly defined” (paragraph 1.14 of section 1).
- 5.5 Any person may refer any admission arrangements that they believe to be unlawful or contrary to the provisions of the Admissions Code (subject to certain prescribed exceptions) to the Schools Adjudicator.
- 5.6 Paragraph 3.6 above refers to the possible need for in year variations to the Published Admission Numbers for individual schools. Once admission arrangements have been determined for a particular academic year they cannot be revised unless the

admission authority considers there to have been a major change in circumstance (section 88E School Standards and Framework Act). Unlike most proposed variations there is no statutory requirement to refer a proposal to increase a school's PAN to the Schools Adjudicator for agreement, although the governing bodies of affected schools do have the right to object to any determined increase if this cannot be negotiated.

Lawyer Consulted:

Natasha Watson

Date: 03/03//2014

Equalities Implications:

- 5.7 Planning and consultation for school admissions procedures and school places and the operation of the admission process are conducted in such a way as to avoid potentially discriminatory admissions priorities or planning processes. The City Council and voluntary aided school and academy governing bodies must be mindful of bad practice with regard to equalities issues as described in the School Admissions Code.

Sustainability Implications:

- 5.8 School admission arrangements are intended so far as it is possible to provide pupils with local places where they have asked for them. The planning of school places for the city takes into account the changing population pattern and resultant demand for places. The current pattern of parental preference is reflected in different schools operating both over and under capacity. In planning for school places the Council will have regard to sustainability priorities and seek to provide local places and places which are accessible by safe walking and where possible cycling routes and public transport wherever this is possible.

Crime & Disorder Implications:

- 5.9 Balanced school communities with firm parental support contribute to orderly and harmonious communities.

Risk and Opportunity Management Implications:

- 5.10 Any change to school attendance patterns and pupil numbers will impact directly on resource allocation both revenue and capital, and on the Council's ability to meet parental expectations on school places. Pupil data and broader population data is used to identify the numbers of school places required and where they should be located. This feeds into the capital programme so that resources are allocated where they will have the most beneficial effect.

Public Health Implications:

- 5.11 None known.

Corporate / Citywide Implications:

- 5.12 The allocation of school places affects all families in all parts of the city and can influence where people choose to live. Failure to obtain the desired choice of school can create a strong sense of grievance. The process of expressing a preference and if disappointed, entering an appeal can create intense anxiety for many families in the

city. Admission arrangements together with school place planning are framed in such a way as to be mindful of supporting the needs of communities.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The City Council is required in law to review its school admission arrangements every year, although following the Education and Skills Act 2008 this changed to once every three years if no changes are made. The consultation is intended to identify alternative proposals for admission arrangements. Issues raised by schools and parents will be set out in the appendices to this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The City Council must conform to legislative requirements on the publication of admission arrangements which reflect the requirements of the Admissions Code. The recommendations ensure the City Council's compliance, and reflect the body of debate and consultation which has taken place around admission arrangements in Brighton & Hove this year and in previous years.

SUPPORTING DOCUMENTATION

Appendices:

1. Admission consultation document for schools including proposed admission numbers.
2. Parental consultation document.
3. Coordinated scheme of admissions – secondary.
4. Coordinated scheme of admissions – primary.
5. Coordinated scheme of admissions – in year
6. Summary of school and parental responses to the consultation

Documents in Members' Rooms

1. Consultation responses from schools and parents.

Background Documents

1. Consultation documents from schools and parents.



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: Development Manager, School Admissions
Title: School Admissions Consultation 2015/2016. Coordinated schemes of admission for 2015/16 and in year admissions consultation for 2014/15	Action Required By : Own Admission Authority schools 20 December 2013 others 28 February 2014

Admission Arrangements for Brighton & Hove Schools 2015/16

Governing Bodies of all maintained schools and Academies 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 Children and Young People Committee at a meeting in March 2014. The new admission arrangements will be ratified by a meeting of the full Council. The consultation will also invite comment from parents in the City who have a child or children between the ages of 2 and 18 years of age. Parents will be directed to the consultation materials through a press release 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 2015/16 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 and Free 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 own admission authority schools' 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 own admission authority school consultation.

In line with current guidance and regulations from the Department for Education, the consultation process must conclude by 1st March 2014, and must run for a period of at least 8 weeks. This also means that Voluntary Aided Schools, Free Schools and Academies must provide their draft admission priorities for consultation before Christmas 2013 (unless

they are not consulting, in which case they will need to specify this). All VA schools, Free schools and Academies will need to consult the current [School Admissions Code](#) and [Appeals Code](#) which came into force in 2012 to ensure that their draft admissions priorities comply with their requirements.

Admission authorities that have not changed their admission priorities now only need to consult every seven years. However all admission authorities must determine their arrangements by 15 April each year even if they have not changed and there is no consultation.

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.

No 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), 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 (providing the family home is within the catchment area for the school).
4. Those pupils living in the designated catchment area for the school.
5. Other children.

The areas of the City which switched from the Hove Park/Blatchington Mill catchment to the Portslade or Dorothy Stringer/Varndean catchment areas for 2013-14 will have the sibling link allowed for both areas until 2017-18 admissions.

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

No 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. The 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).

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 2015/16.

Academies, Free and Voluntary Aided Schools Consultation

Academies, Free 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 2015/16 *unless the arrangements are unchanged from last year and have been consulted upon within the last seven 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 2014, and the Governors must have settled the final version of their admission arrangements by 15 April 2014.

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 DfE regulations VA schools, Free Schools and Academies which are changing their admission arrangements must consult for a period of 8 weeks before 1 March 2014. 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 6 January 2014 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. The new Code has made consultation less frequent if no changes are made as above. However if there have been any changes consultation must be conducted.

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, academies and free 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 2015/16

The coordinated schemes are attached for comment. There is no longer a legal requirement to co-ordinate in year admissions (as of 2013/14) however Brighton & Hove City Council has drafted a scheme for doing so as it makes the process less arduous for parents. All VA schools and academies are required to take part in the operation of coordinated schemes of admission for admission at normal point of entry.

The in year coordinated scheme and the secondary scheme again contains a proposal to withdraw the 'reallocation pool' arrangements with effect from the end of the Autumn term in year 7 from Autumn term 2013 onwards.

The Admission Timetable for 2015/16

The dates for applications and allocations for admission for the 2015/16 school year will be:

Infant, Junior and Primary Schools:	Closing date	15 January 2015
	Decisions to parents/carers	16 April 2015
Secondary schools:	Closing date	31 October 2014
	Decisions to parents/carers	2 March 2015

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

The Consultation Timetable

6 January 2014	Voluntary Aided Schools to have provided the LA with their proposed admission arrangements for 2015/16 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 2014	Schools and others to have returned any response to the Community School admission arrangements for 2015/16.
Mid March 2014	Children and Young People Committee to consider admission arrangements for Community schools, taking into account the consultation responses. The arrangements will then go to full Council to be ratified. The proposed admission arrangements for Voluntary Aided schools, Free 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 Council's conclusions within 2 weeks of the meeting.
15 April 2014	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

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 **28 February 2014**. 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 **15 April 2014** and sent them to the admissions team by **1 May 2014** 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 28 February 2014.

School Admissions Consultation - Admissions for the 2015/16 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.

School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools & City Academy Whitehawk

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

Published Admission Number

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

Comments on admission number.

Own Admission Authority Schools' Admission Priorities (for completion by Own Admissions Authority 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 2015/16 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. Please notice the proposal to restrict waiting lists/reallocation pools at secondary level.

Appendix 1 - Admission Arrangements for Brighton & Hove Schools 2015-16

Primary Admissions Numbers 2015/16	
Name of School	Planned Admission No.
Aldrington CE Primary	60
Balfour Primary	120
Benfield Primary	60
Bevendean Primary	60
Bilingual Free Primary	60
Brackenbury Primary (reception)	60
Brackenbury Primary (year 3)	64
Carden Primary	60
Carlton Hill Primary	30
City Academy Whitehawk	60
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
Moulsecoomb Primary	90
New Hove Junior School	128
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
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 RC Primary	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 Primary	30
St Marys RC Primary	30

Appendix 1 - Admission Arrangements for Brighton & Hove Schools 2015-16

St Nicolas CE Primary (reception)	60*
St Nicolas CE Primary (year 3)	64
St Pauls CE Primary	30
St Peters Community Primary	30
Stanford Infant	90
Stanford Junior	96
West Blatchington Primary	60
West Hove Infant (Portland Road)	120
West Hove Infant (Connaught Road)	120
West Hove Junior	128
Westdene Primary	90
Woodingdean Primary	60

***Brackenhurst Primary School and St Nicolas CE Primary School will have year 3 provision for 64 pupils each in 2015/16. Parents of children wishing to attend these schools will need to apply in the usual way, even if their child is currently in year 2 at Brackenhurst and wishes to continue to year 3 there.**

Brighton & Hove Secondary School Proposed Admissions Numbers 2015/16

School Name	Planned Admission No. 2015/16
BACA	180
Blatchington Mill	300
Cardinal Newman	360
Dorothy Stringer	330
Hove Park	300
Kings CE Free	150
Longhill	270
Patcham High	210
PACA	240
Varndean	270

SCHOOL ADMISSIONS CONSULTATION WITH PARENTS AND CARERS

Admission Arrangements for Brighton & Hove Schools 2015/16

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 document on its website by 1 May 2014 confirming those arrangements. Once the arrangements have been published, parents and carers will have a right of formal objection to the Schools Adjudicator. Details of that objection process will be given in the document on the council's website.

Admission Arrangements for Secondary Schools

No changes are proposed for the admission arrangements for community Secondary schools.

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 (BACA) and the Portslade Aldridge Community Academy (PACA). Cardinal Newman Catholic Secondary School and the King's School have their own admission priorities which they are 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), and 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).
2. Compelling medical or other exceptional reasons for attending the school.
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 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.

The areas of the City which switched from the Hove Park/Blatchington Mill catchment to the Portslade or Dorothy Stringer/Varndean catchment areas for 2013-14 will have the sibling link allowed for both areas until 2017-18 admissions.

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, in the initial allocation process, 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 (priority 5). 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 2014/15](#).

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

No 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:

1. Children in the care of a local authority (looked after children), and 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).
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. 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).

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, free schools and Academies 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 2015/16.

Own Admission Authority Schools Consultation

Schools whose governors are responsible for their own admission arrangements (Free Schools, 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 18 about their proposed admission arrangements for 2015/16 *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 2014 and the Governors must have settled the final version of their admission arrangements by 15 April 2014. Parents may wish to send their comments on own admission authority schools' 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.

Published Admission Numbers

The proposed admission numbers for each school are attached to this document. You are invited to comment on whether you agree with the number shown. These numbers are based on the net capacity range of each school, or in some cases a higher figure. The net capacity is a nationally required means of measuring how many pupils a school can take. As previously, this list includes the expected admission numbers for own admission authority schools who set their own admission number.

Co-ordinated Admission Schemes for 2015/16

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, Free Schools and Voluntary Aided schools.

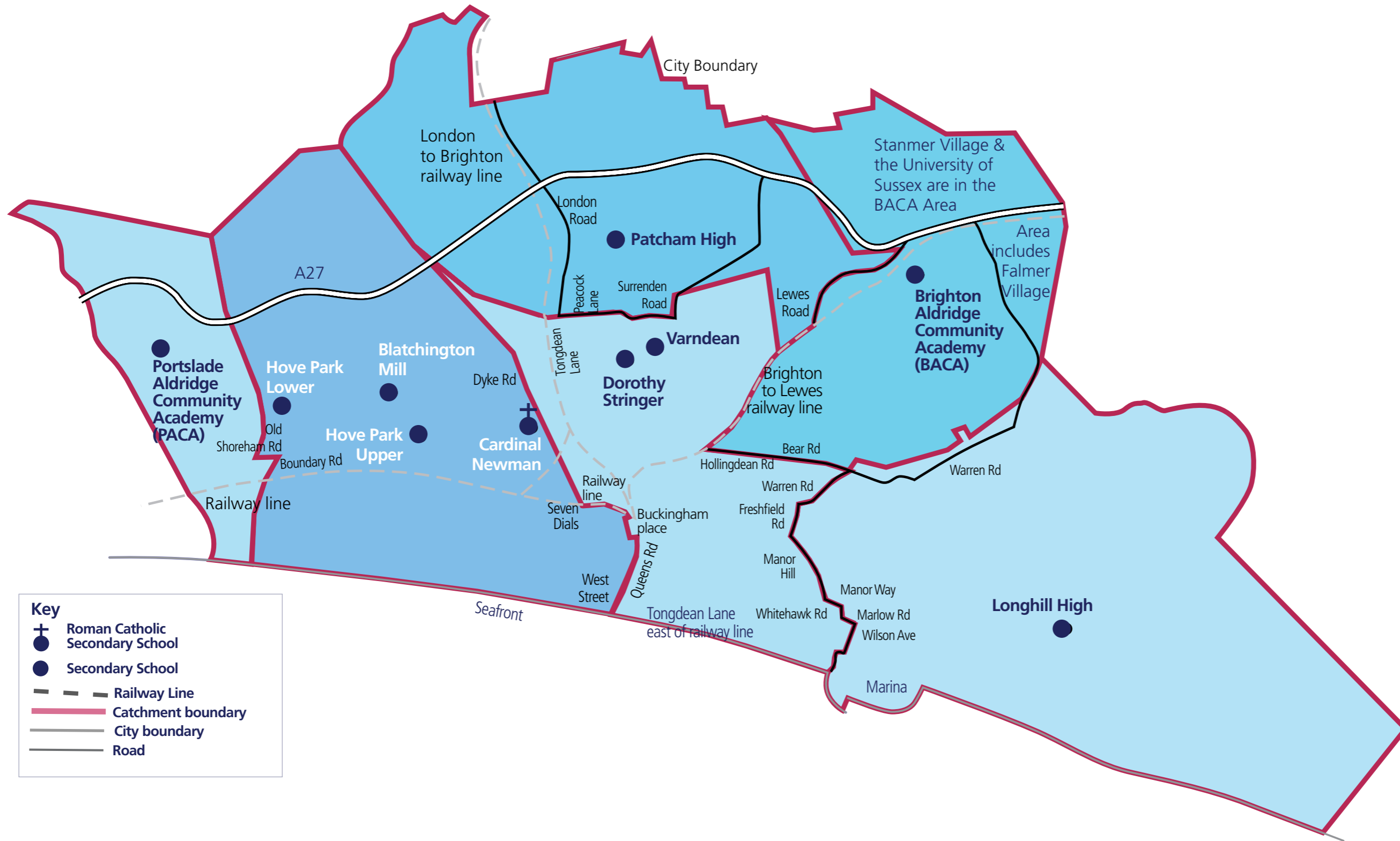
The Admission Timetable for 2015/16

The dates for applications and allocations for admission for the 2015/16 school year will be:

Infant, Junior and Primary Schools:	Closing date	15 January 2015
	Decisions to parents/carers	16 April 2015
Secondary schools:	Closing date	31 October 2014
	Decisions to parents/carers	2 March 2015

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

Secondary School Catchment areas



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BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to secondary schools – Admissions Year 2015/16 (Admissions to year 7 in September 2015)

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 (for the purposes of this document Free Schools are included as 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 (Admission Arrangements and Co ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2012.

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 2014
- Distribution of admission leaflets by 12 September 2014
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2014
- Preference data exchanged with Cardinal

Newman School, King's School and neighbouring LAs	17-21 November 2014
• Cardinal Newman & King's School provide LA with provisional ranking order of applicants.	19 December 2014
• Neighbouring LAs asked for provisional list of offers to B&H residents, B&H provides Provisional list to those LAs.	19 December 2014
• Consider qualifying late applications.	23 January 2015
• Finalise allocations and exchange offer details with Cardinal Newman, King's school and neighbouring LAs	Between 26 January- 6 Feb 2015
• Notification e-mails sent to parents, decisions posted to applicants using paper forms	2 March 2015
• Deadline date for acceptance of places and appeals to be heard in the main round.	31 March 2015

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 2014. 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, a Free School 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 own admission authority 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 2014**. Applicants for Cardinal Newman and/or King's School 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. As it will fall during half term schools will need to advise parents applying on paper and/or completing a paper SIF of arrangements for returning forms during half term (King's House will be open during half term between 9am and 5pm Monday-Friday).

4. Where as part of its admission priorities a voluntary aided school, free school or academy 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 own admission authority 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 of 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 21 November 2014.

- ∇ LA will identify the number of preferences (first, second or subsequent) received for each school.
- ∇ Cardinal Newman School and King's 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 subsequent) 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

subsequent). 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 subsequent), indicating those who have a Statement of Special Educational Needs.

No later than 19 December 2014

- ∇ Cardinal Newman School and King's 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 and emails are sent on 2 March 2015.
- ∇ 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 26 January and 6 February 2015

- ∇ 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, free schools/Academies and other LAs. It will determine in each case which is the highest parental ranking.
- ∇ Final lists of school allocations will be prepared.
- ∇ Emails and letters to parents/carers will be prepared.
- ∇ Consideration will be given to late applications received before the allocation date, as set out in Appendix A below.
- ∇ 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.

2 March 2015

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who have not applied online or who have specifically requested this. The LA email or 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 an own admission authority school, 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.

31 March 2015

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. Own admission authority schools may also request proof of address from their applicants.

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 23 January 2015 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 and/or King's 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 **6 February 2015**. 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, King's 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 6 February 2015 will be sent a letter allocating a school place on 2 March 2015 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 2 March 2015.
- 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 **23 January 2015**. 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 **23 January 2015** 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 the Brighton & Hove online application service or paper 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 application. Where a preference is given for a free school, 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 as soon as possible once it has either reached a decision, or 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 2 March 2015 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 30 June 2015. 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, King's School, BACA, PACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove online or paper 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, King's 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 and King's School will operate their 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 emails and letters are sent on 2 March 2015. 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. 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 or using the online appeal facility by 31 March 2015 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 an own admission authority school to arrange an appeal for a school that was not included on the original application. 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 30 June 2015.

- 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 2015/16 (Admissions to Reception or year 3 of Junior School in September 2015)

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 own admission authority 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 VA schools' and Academies' governing bodies will need to meet between 23 February 2015 and 13 March 2015 when the ranking order needs to be returned to the Local Authority.**

Key dates

- Online application facility available 1 September 2014
- Distribution of admission booklets on request
- Closing date for applications 15 January 2015
- Preference data exchanged with Voluntary aided schools and other LAs. 13 February 2015
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 13 March 2015
- Data exchanged with VA schools and

- neighbouring authorities 27 March 2015
- Consider qualifying late applications. 13 March 2015
- Finalise allocations and provide schools with offer details. 27 March 2015
- Decisions emailed to parents/carers, 16 April 2015
Letters posted to parents who applied on paper.
- Deadline for acceptance of places and appeals to be heard in the main round. 19 May 2015

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 2014 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 2015.**
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/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.
6. **No later than 13 February 2015**
 - ∇ LA will identify the numbers of preferences (first, second and third) received for each school.
 - ∇ Voluntary aided schools, free schools and academies 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 13 March 2015**
 - ∇ Voluntary aided schools, free schools and academies will provide the LA with a list showing 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 16 April 2015.
 - ∇ 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 16 April 2015.

- ∇ 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 27 March 2015

- ∇ 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, free schools, academies and other LAs. It will determine in each case which is the highest parental ranking.
- ∇ Final lists of school allocations will be prepared.
- ∇ Emails to parents/carers will be prepared.
- ∇ Consideration will be given to qualifying late applications received before 13 March 2015.
- ∇ 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. 16th April 2015

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who did not apply on line. The LA email or 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. 19 May 2015

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 13 March 2015 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 an own admission authority 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 **13 March 2015**.
- 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 **27 March 2015**. 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, free schools and academies 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 **16 April 2015**.
- 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 **13 March 2015** 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 **13 March 2015** 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 an own admission authority 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 **16 April 2015** and the home address has not changed, that changed preference will not be considered until after **30 June 2015**. 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 2015 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 own admission authority 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 online or paper 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. (Own admission authority schools make their own waiting list arrangements). 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 a first 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 **16 April 2015**. 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 **19 May 2015** 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 application. 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 application, and thus acquire a right of appeal, they must complete a further application. However, unless there is a good reason for a change of preference this new form will not be considered until after **30 June 2015**.
- 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 effect 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 2014/15

Introduction

The requirement for In-Year co-ordination has been abolished by the School Admissions Code 2012, 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. The co-ordination referred to in this document will be offered to schools free of charge. However, it may be possible for own admission authority schools to purchase additional services should they wish to do so.

This scheme for in-year admissions will come into force from 1 September 2014.

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 be advised to 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 School Admissions Team.

Preferences for own admission authority schools.

1. Where the parent names an own admission authority school in Brighton & Hove (ie a Voluntary Aided school, a free 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 2014/15 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.

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 the outcome of their applications. This is regardless of whether the City Council is the admission authority. This will be done by email or letter as appropriate, and 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 Council to apply the appropriate priority for admission based on the new address.

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 for all Brighton & Hove community **primary** schools 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 **primary** 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.
3. There is no requirement to maintain waiting lists after the end of the Autumn term of the year of entry (ie Reception, year 3 or year 7). This being so, Brighton & Hove City Council proposes to close re-allocation pools for **secondary** schools at Christmas of year 7. Other admission authorities may continue to maintain waiting lists.

Appendix 5 - Admission Arrangements for Brighton & Hove Schools 2015-16

Summary of Responses to Public Consultation:

A total of four primary schools and six members of the public responded to the consultation.

All four primary schools agreed with the proposed admission arrangements.

The responses from the public were mixed. Of the six respondents, four agreed with the primary arrangements, and two disagreed. Three agreed with the secondary arrangements, and two disagreed, with one requesting a change to the sibling rule (widening it to within two miles rather than within catchment) and another asking us to require proof of address in all cases. One respondent who agreed suggested that distance could be an issue. One respondent responded only in respect of the primary arrangements.

2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme – primary
6. Coordinated scheme- In-year

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 **28 February 2014**. 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 **15 April 2014** and sent them to the admissions team by **1 May 2014** 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 28 February 2014.

School Admissions Consultation - Admissions for the 2015/16 academic year

Name of School: ALDRINGTON CE PRIMARY SCHOOL

Name of Respondent: Mike Jee
(Please print)

Signature: *Mike Jee*

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.



School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools & City Academy Whitehawk

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

Published Admission Number

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

Comments on admission number.

Own Admission Authority Schools' Admission Priorities (for completion by Own Admissions Authority 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 2015/16 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. Please notice the proposal to restrict waiting lists/reallocation pools at secondary level.

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15 April 2014

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



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 **28 February 2014**. 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 **15 April 2014** and sent them to the admissions team by **1 May 2014** 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 28 February 2014.

School Admissions Consultation - Admissions for the 2015/16 academic year

Name of School: Brackenbury Primary School

Name of Respondent: Dawn oliver
(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.

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School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools & City Academy Whitehawk

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

Published Admission Number

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

Comments on admission number.

Own Admission Authority Schools' Admission Priorities (for completion by Own Admissions Authority 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 2015/16 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.

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Coordinated Schemes of Admission

Please set out any comments or changes you would propose to the coordinated schemes. Please notice the proposal to restrict waiting lists/reallocation pools at secondary level.

School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools & City Academy Whitehawk

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

None.

Published Admission Number

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

Comments on admission number.



Own Admission Authority Schools' Admission Priorities (for completion by Own Admissions Authority 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 2015/16 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. Please notice the proposal to restrict waiting lists/reallocation pools at secondary level.

Ensure Academy GIBs listed under 'Key Dates' on P1
Maybe use 'other admissions authorities' as blanket
term.

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2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme – primary
6. Coordinated scheme- In-year

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 **28 February 2014**. 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 **15 April 2014** and sent them to the admissions team by **1 May 2014** 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 28 February 2014.

School Admissions Consultation - Admissions for the 2015/16 academic year

Name of School: CITY ACADEMY WALTERIANk

Name of Respondent: MELISSA DRAYSON, CITY EDUCATION TRUST
 (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.

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2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme – primary
6. Coordinated scheme- In-year

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 **28 February 2014**. 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 **15 April 2014** and sent them to the admissions team by **1 May 2014** 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 28 February 2014.

School Admissions Consultation - Admissions for the 2015/16 academic year

Name of School: COLDDEAN PRIMARY

Name of Respondent: MR PATRICK LOWE (CHAIR OF GOVERNORS)
(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.

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School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools & City Academy Whitehawk

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

Published Admission Number

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

Comments on admission number.

Own Admission Authority Schools' Admission Priorities (for completion by Own Admissions Authority 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 2015/16 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. Please notice the proposal to restrict waiting lists/reallocation pools at secondary level.