



Brighton & Hove

Schools' Bulletin

Date:	Ref:
To: Governors and Headteachers of all Schools, East Sussex County Council, West Sussex County Council and Diocesan Authorities.	From: Head of School Admissions and Strategic Commissioner, Planning and Contracts
Title: School Admissions Consultation 2014/2015. Coordinated schemes of admission for 2014/15 and in year admissions consultation for 2013/14	Action Required By : Voluntary Aided schools 21 December 2012, others 28 February 2013

Admission Arrangements for Brighton & Hove Schools 2014/15

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 2013. 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 2014/15 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 2013, 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 2012 (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 2014/15.

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 2014/15 *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 2013, and the Governors must have settled the final version of their admission arrangements by 15 April 2013.

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 2013. 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 3 January 2013 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 2014/15

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 do contain an important change which is proposed. This is 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 2014/15

The dates for applications and allocations for admission for the 2014/15 school year will be:

Infant, Junior and Primary Schools:	Closing date	15 January 2014
	Letters to parents/carers	16 April 2014
Secondary schools:	Closing date	31 October 2013
	Letters to parents/carers	1 March 2013

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

The Consultation Timetable

- 3 January 2013** Voluntary Aided Schools to have provided the LA with their proposed admission arrangements for 2013/14 for publication if they wish to make use of the LA school and public consultation process using the schools' section of the Wave and the Council website.
- 1 March 2013** Schools and others to have returned any response to the Community School admission arrangements for 2013/14.
- Mid March 2013** 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 2013** 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 **2013**. Please note that this consultation bulletin and its attachments are being sent to all schools. The neighbouring Local Authorities of East and West Sussex are also being consulted in accordance with the Admissions Code requirements, and views will also be sought from the Church of England and the Roman Catholic Diocesan authorities. VA colleagues are again reminded that they must have determined their proposed admission arrangements by **3 January 2013** and sent them to the admissions team by that date for inclusion on the Council website consultation.

<p>Contact Name: Jo Miles Telephone: (01273) 293653 Email: schooladmissions@brighton-hove.gov.uk Address: King’s House, Grand Avenue, Hove</p>	
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Reply Form – Please return this form to School Admissions, 3rd Floor, King’s House, Grand Avenue, Hove, by 28 February 2013.

School Admissions Consultation - Admissions for the 2014/15 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

Do you agree that waiting lists/reallocation pools should only apply during the first term of year 7 at secondary school level? Yes/No (please delete as appropriate). Do you have any comments on this proposal?

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

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.

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

I confirm that this school will formally consult with maintained schools in the LA area (the Relevant Area), with the LA, parents and carers and with other consultation partners as required in law about the school's proposed admission arrangements for 2014/15 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.

