

# Individual Decision

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The attached report will be taken as an Individual Portfolio Member Decision on:

**Monday, 18 March, 2013**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID2613	<b>Determination of Admission Arrangements for Community and Voluntary Controlled Schools for 2014-15</b>	Councillor Irene Neill	1 - 22



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Determination of Admission Arrangements for Community and Voluntary Controlled Schools for 2014-15</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	18 March 2013
<b>Forward Plan Ref:</b>	ID2613

**Purpose of Report:** To review and approve the Council's Admission Arrangements & Co-ordinated Admissions Scheme for 2014-15.

**Recommended Action:** To determine the West Berkshire Council Admission Arrangements & Co-ordinated Admissions Scheme for 2014-15.

**Reason for decision to be taken:** Statutory requirement

**Other options considered:** None

**Key background documentation:** West Berkshire Admission Arrangements 2013-14  
School Admissions Code

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## Implications

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<b>Policy:</b>	It is a legal requirement to determine admission arrangements to be used in the allocation of school places by the 15 April each year
<b>Financial:</b>	None
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Environmental:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None
<b>Equalities Impact Assessment:</b>	Yes

## Consultation Responses

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### Members:

**Leader of Council:** Councillor Gordon Lundie

**Overview & Scrutiny Management Commission Chairman:** Councillor Brian Bedwell

**Ward Members:** All

**Opposition Spokesperson:** Councillor Alan Macro

**Local Stakeholders:** Governing Bodies and Heads of all maintained nursery, primary and secondary schools in the relevant area of West Berkshire. Governing Bodies of Voluntary Aided primary schools and of Foundation and Academy secondary school within 3.2 or 8 kilometres respectively from the West Berkshire border, Neighbouring LAs, Members of West Berkshire council, members of the Early Years Development and Childcare Partnership.

**Officers Consulted:** Margaret Goldie, Ian Pearson, Caroline Corcoran

**Trade Union:** not sought

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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## Supporting Information

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### 1. Background

Local Authorities have a statutory responsibility to determine Admission Arrangements for Community and Voluntary Controlled schools in their area by 15 April each year. In doing this, Local Authorities must comply with the requirements of the School Admissions Code and all relevant legislation. They must also comply with the adopted Co-ordinated & In-Year Admission Scheme in their area.

### 2. Admission Arrangements

- 2.1 The proposed Admission Arrangements 2014-15, including the proposed admission numbers, have been widely circulated to all relevant stakeholder groups and comments sought. There were no responses.
- 2.2 The Admission Arrangements 2014-15 are the same as those determined for 2013-14, with the exception of substituting the appropriate dates for 2014-15 and the addition of some notes in order to clarify processing. Notes have been provided at appropriate point in order to clarify the requirements that will be taken into account when applying specific areas of the policy. For example, the determination of qualifying to be in catchment and what evidence is required if there is a house move.
- 2.3 The proposed 2014/15 Admission Arrangements are attached as Appendix A. Appendix A incorporates the proposed Admission numbers as Appendix 1 and the Year 12 Admissions oversubscription in Appendix 2.
- 2.4 Also attached is the proposed Co-ordinated & In-Year Admissions Scheme 2014-15 which has been agreed by all schools in West Berkshire and must be provided to the DfE by 15 April 2013. The Coordinated & In- Year Admission Scheme is the same as the Scheme for 2013-14, with the exception of substituting the appropriate dates for 2014-15. The Co-ordinated Admissions Scheme 2014-15 is attached as Appendix B.

### 3. Equalities Impact Assessment Outcomes

- 3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken (EIA stage 1 completed and attached as Appendix C).

### 4. Conclusion

- 4.1 The Local Authority is required to determine the West Berkshire Council Admission Arrangements for Community and Voluntary Controlled Schools, which is used for the allocation of school places for the 2014-15 academic year. This must be completed by the statutory date of 15 April 2013.
- 4.2 These Admission Arrangements meet the requirements of the School Admissions Code and regulations as well as all other relevant legislation.

## **Appendices**

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Appendix A - Proposed Admission Arrangements 2014/15 incorporating

- Appendix 1- Admission numbers for 2014-15 and
- Appendix 2 -Year 12 entry Admission Arrangements

Appendix B - Co-ordinated & In-Year Admissions Scheme 2014/15

Appendix C – Equality Impact Assessment – Stage One

## **APPENDIX A**

### **WEST BERKSHIRE ADMISSION ARRANGEMENTS 2014/15 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

#### **1. EARLY YEARS ADMISSIONS**

These arrangements apply to the normal admissions round for the first point of entry to a school, not to nursery education at a Nursery School or a Nursery Class at a school. Admissions to nursery education are subject to separate admission arrangements. Attendance at a Nursery School or a Nursery Class does not guarantee a place at any school; a separate application must be made for a school place.

#### **3. PRIMARY AND INFANT SCHOOL NORMAL ADMISSION POINT**

For the 2014/15 academic year the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:

September 2014 (Autumn Term) for a child whose 5th birthday falls between 1 September 2014 and 31 August 2015.

Parents will be able to request the opportunity for their child to defer entry or to attend the school on a part-time basis until compulsory school age. The availability of such attendance, if any, will be determined by the governing body of the school and made available after the allocation of school places in the normal admission round, to be offered equally to those that request such attendance.

#### **4. JUNIOR SCHOOL NORMAL ADMISSION POINT**

September 2014 for a child whose 8th birthday falls between 1 September 2014 and 31 August 2015.

#### **5. SECONDARY SCHOOL NORMAL ADMISSION POINT**

September 2014 (Autumn Term) for a child whose 12th birthday falls between 1 September 2014 and 31 August 2015.

#### **6. ADMISSION NUMBERS**

The LA's Admission Numbers for Community and Voluntary Controlled schools are listed below.

#### **7. ADMISSION TO YEAR 12**

Admission process will be applied as detailed in the Year 12 section below.

#### **8. CO-ORDINATED AND IN-YEAR ADMISSION SCHEME**

West Berkshire Council centrally administers admissions for all schools in the Local Authority in accordance with the agreed co-ordinated and in-year admission scheme.

All applications will continue to be considered on an equal preference basis against the oversubscription criteria for each of up to three preferred schools, NOT considered on the basis of first preferences before other preferences.

The admissions timetable is detailed in the scheme (see below).

## **9. OVERSUBSCRIPTION CRITERIA**

For Community or Voluntary Controlled schools that are oversubscribed, places are allocated according to the over-subscription criteria as outlined below.

**A. 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 immediately following being Looked After.**

### **B. Catchment Area Pupils, i.e.**

Children whose permanent home address (**See Note 1**) is within the catchment area of the school shown on the map at [www.westberks.gov.uk/catchments](http://www.westberks.gov.uk/catchments). It is the child's normal permanent home address where he or she lives with his or her parents/carers and are living at the closing date for applications in the normal admissions round (**31 October 2013 – secondary; 15 January 2014 – primary**) that is used to decide in which school's catchment area the child lives. Future addresses must not be used and will not be accepted. (**See Note 1 & Note 2**)

Where parental responsibilities are shared, the permanent home address will normally be considered to be with the parent/carer with whom the child spends the majority of days and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available. Where there is any doubt about the split of the residence then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week (**See Note 2**).

Where catchment areas have changed and parents/carers are applying for a school where they were resident in the catchment area before the change, they will still be considered as catchment for that school if :

- a) the child for whom a place is being sought has a sibling (sibling defined in criteria 3 of the oversubscription criteria) and
- b) the application was made for the sibling from the same permanent home address as the current address.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted (**See Note 1**).

If parents/carers are in the process of moving from one address to another and want to use the new address for the school place allocations, evidence that they have moved and are already living in the new address will need to be provided before allocations begin.

Even if a move is planned, a future address must not be used and will not be accepted (**See Note 3**).

Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.



<b>Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area</b>
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### **C. Siblings, i.e.**

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.

**For Primary applications a sibling who will be on the roll of the preferred school (or partner infant/junior school) at the point of admission.**

**For Secondary applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.**

### **D. Denominational/Non-denominational Requests, i.e.**

**(This category only applies to Primary school admissions).** For children whose parents are choosing the preferred school for denominational or non denominational reasons.

Requests will only be considered if:

1. the pupil is not resident in the catchment area of another school of the same denomination or another non-denominational school,
2. the preferred school is the nearest school of the same denomination or non denominational school, and
3. when for a denominational school, a supporting letter from the leader of the parent's congregation of the same denomination to that of the preferred school is provided with the application for admission to confirm attendance at that congregation at least twice a month for the year immediately preceding the date of application.

### **E. All other applicants.**

#### **10. TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school.

Distances will be measured using a Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

**In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.**

#### **11. WAITING LISTS**

Waiting lists will continue to be maintained for all Community and Voluntary Controlled schools and year groups for children not offered a school place at their first preference school. Placement will be determined by applying the over subscription criteria.

They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted.

Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol.

## **12. LATE APPLICATIONS**

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme.

## **13. IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)**

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme.

## **14. ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances.

However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the LA. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## **15. APPEALS**

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools or against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the coordinated and In-Year admissions scheme for the normal admissions round or within 20 school days from the date of the offer or refusal letter.

**APPENDIX 1**

**ADMISSION NUMBERS for 2014/15**

**Community and Voluntary Controlled Primary Schools**

<b><u>School Name</u></b>	<b><u>Admission Number</u></b>
Aldermaston CofE Primary School	28
Basildon CofE Primary School	20
Beedon CofE Primary School	10
Beenham Primary School	15
Birch Copse Primary School	60
Brimpton CofE Primary School	7
Bucklebury CofE Primary School	18
Burghfield St. Mary's CofE Primary School	30
Calcot Infant School and Nursery	84
Calcot Junior School	84
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	30
Compton CofE Primary School	30
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Fir Tree Primary School and Nursery	30
Francis Baily Primary School	75
Garland Junior School	60
The Willows Primary School	60
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	30
Hungerford Primary School	75
The Ilsleys Primary School	15
Inkpen Primary School	12
John Rankin Infant and Nursery School	90
John Rankin Junior School	90
Kennet Valley Primary School	30
Kintbury St. Mary's CofE Primary School	30
Lambourn CofE Primary School	30
Long Lane Primary School	30
Mortimer St. John's CofE School	60
Mrs Bland's Infant School	60
Pangbourne Primary School	30
Parsons Down Infant and Nursery School	90
Parsons Down Junior School	90
Purley CofE Infant School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	11
Shefford CofE School	12
Speenhamland Primary School	45
Springfield Primary School	40

Spurcroft Primary School	75
Streatley CofE Voluntary Controlled School	15
Thatcham Park CofE Primary School	60
Theale CofE Primary School	30
Welford & Wickham CofE Primary School	12
Westwood Farm Infant School	60
Westwood Farm Junior School	60
Whitelands Park Primary School	60
The Winchcombe School	45

### **Community Secondary Schools**

#### **School Name Admission Number 7 -11 Admission Number Year 12**

John O'Gaunt School	120	5
The Willink School	170	20
Theale Green Community School	227	40

## **APPENDIX 2**

### **YEAR 12 ADMISSIONS 2014-15** **WEST BERKSHIRE COUNCIL YEAR 12 ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2014/15**

#### **General Criteria/principles**

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although Admission is not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate prerequisite qualifications for the course.

#### **Admission Numbers**

Admission numbers for year 12 are listed above.

#### **Oversubscription**

**The highest priority is 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 immediately following having been looked after.**

#### **Places will be offered on the basis of the following criteria**

##### **1. Criteria for academic courses:**

Students who wish to follow the two year advanced courses should have at least five GCSE passes at grade C or better.

Students who wish to follow the one year level 2 courses, at least five GCSE passes at grade E or better.

- A. Students choosing to take 4 or 5 A/Ss followed by 3 A2, or 2 A2 and 1 A/S will be expected to have achieved mainly As and A\*s at GCSE.
- B. Students choosing to take 4 A/Ss followed by 3 A2, or 2 A2 and 1 A/S will be expected to have achieved mainly Cs at GCSE with at least 5 Cs at GCSE.

- C. Students choosing to take 3 A/Ss followed by 3 A2 will be expected to have achieved mainly Cs at GCSE with at least 5 Cs at GCSE.

**2. Criteria for Vocational courses:**

- D. Students choosing BTEC courses will be expected to have achieved 2 Ds or above at GCSE.
- E. Some subjects will apply their own criteria, usually requiring a grade B at GCSE in the relevant or related subject as detailed in schools' Sixth Form prospectus.

**Appeals**

Any parent not offered a school place for their child at their preferred school has the right of appeal to an independent appeals panel. The student concerned also has the right to a separate appeal. The appeal can be for a place at any one or more of the preferred schools. Information on how to appeal will be provided with the result of the application.

**NOTES**

**Note 1**

If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:

1. your owned property is rented and
2. you have been living at the rented address for at least 1 year (we will require proof) and
3. your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

If you own two or more houses we may ask for evidence of your previous and current Council Tax bills or other evidence we deem appropriate to determine which of them is the permanent home address.

**Note 2**

Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available. Where there is any doubt we will ask you for evidence which we then review and make a judgement about which address we will use for the purpose of determining whether or not to offer a place.

To establish where the child resides we may ask for the following information:

- any legal documentation confirming residence such as the legal separation documents
- information on the actual pattern of residence
- the length of time the residence arrangements have been in place
- confirm past residence arrangements from previous schools
- Where the child is registered with the GP
- Council Tax bill payments

We may request additional documents as well.

**Note 3**

If parents/carers are moving or plan to move, and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if evidence such as exchange of contracts or a tenancy agreement to confirm a completed move and actual residence at the new address is received by 1 January for a secondary place, or 31 January for a primary place (see moving house in the School admission guides at:

[www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions) and [www.westberks.gov.uk/secondaryadmissions](http://www.westberks.gov.uk/secondaryadmissions).

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**CO-ORDINATED AND IN-YEAR ADMISSION SCHEME  
FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS  
2014-15**

**Introduction**

This is the qualifying co-ordinated and in-year admission scheme to be adopted by admission authorities for all maintained schools in the area of West Berkshire for the 2014/15 academic year pursuant to Section 89B of the School Standards and Framework Act 1998.

The admission authorities to which the scheme will apply are the following: West Berkshire Local Authority, (for all Community and Voluntary Controlled Schools) and own admission authorities in the LA, the governing bodies of all West Berkshire Foundation, Voluntary Aided and Academy Schools.

The scheme was agreed following consultation with all maintained schools in the LA. The scheme also aims to secure admission arrangements to schools in the areas of different Local Authorities, so far as it is practicable and compatible with requirements.

The LA must formulate the scheme by 1 January and the LA must inform the Secretary of State of the adopted scheme by 15 April 2013.

**The Normal Admissions Round**

In relation to any application made in the normal admission round, each parent in the area shall receive a single offer of a school place, or a refusal, determined under the scheme, the result of which shall be communicated in writing to the parent by the LA on **1 March 2014** (for secondary admission) or **16 April 2014** (for primary admission).

West Berkshire residents must make applications for school places online, via the West Berkshire web-site, or on a West Berkshire Common Application Form, where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local authority Common Application Form or in accordance with the requirements of their home local authority and return them to those authorities. Relevant information will be forwarded by those Local Authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred. Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for online or on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for online or on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for online or on the Common Application Form the LA will either:

1. offer an alternative school place if that child is from the area, or
2. Make no offer for an alternative school place if that child is not from the area.

Children from the area with no allocated place will normally be offered a school place in the following order:

1. At the catchment area school if a place exists, using distance as a priority;
2. at the nearest school from the home address where a place exists.
3. in the unlikely situation of there being no West Berkshire School places available, at the nearest West Berkshire school without breaking class-size legislation no place will be allocated.

The normal admissions round process will be undertaken in accordance with the timetables below.

### **Late Applications**

The closing date for secondary admission applications in the normal admission round is **31 October 2013** and the closing date for primary applications is **15 January 2014**. The authority will accept, applications received after this date provided that they are received **before allocation procedures begin** and treat them as on time applications.

For Secondary applications that are considered late received before the offer date of **1 March 2014** will be processed together from **4 March 2014**.

Late applications received between **2 March 2014** and **31st March 2014**, will be processed together from **1 April 2014**.

Late applications received from **1 April 2014** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until 1 April 2014 when acceptances should have been returned.

For Primary applications considered late received before the offer date of **16 April 2014** will be processed together from **17 April 2014**.

Late applications received between **16 April 2014** and **30 April 2014**, will be processed together from **1 May 2014**.

Late applications received from **1 May 2014** will be processed by date of receipt on the basis of the admissions oversubscription criteria of the preferred school.

No place will be allocated to children from waiting lists until **21 May 2014** when acceptances should have been returned.

### **In-Year Applications (after the Normal Admissions Round from 1 August 2014)**

West Berkshire residents applying for a West Berkshire school must make applications for school places on a West Berkshire Common Application Form where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form.

West Berkshire residents applying for a school place in another Local Authority's area must apply to that Local Authority directly and send completed forms there. The processing and allocation will be done by that authority.

Residents of other areas applying for a West Berkshire school should contact West Berkshire LA for an application form and should return their completed application form to West Berkshire.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred.

Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for on the Common Application Form, a place will be offered for that school.

Where a child is not eligible to be admitted to any school applied for on the Common Application Form the LA will:

1. Place the applicant on a waiting list(s).
2. For West Berkshire residents where there are no available places within a reasonable distance from the home address, refer the application to the Pupil Placement Panel in accordance with the

Council's In-Year Fair Access Protocol. Children placed by the PPP will be admitted as a priority irrespective of existing waiting lists.

Any child for which the West Berkshire In-Year Fair Access Protocol will apply shall have a placement, and subsequent registration, determined by the Pupil Placement Panel following appropriate referral and consideration.

### **Entry on the School Roll**

A child **must** be included in a school's Admission Register for the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.

The Local Authority will notify the parents and school of the date by which the child is to be admitted so that there is no ambiguity about the date from which the child is on the school roll.

The dates will normally be confirmed as follows:

For admissions in the normal admission round a child shall be registered at the start of the Autumn Term, or other appropriate Term subject to parental deferral or Voluntary Aided primary admission arrangements.

For the admission of a child in-year following a change of home address into the area, or further than a reasonable distance from their existing school, the last date by which the child shall be registered shall be the first day of the second school week following the offer letter.

This will provide for at least one full week if required to arrange re-integration.

For the admission of a child in-year transferring between schools, one or both being within a reasonable distance from the home address, the last date by which the child shall be registered shall be the first day of the one of 6 West Berkshire School Terms following the offer letter.

In each of the above in-year situations a school may register a child earlier than the date provided if considered appropriate following re-integration discussion between the school and parents.

**In the case of a school place being sought for a future date, applications will not be considered more than one West Berkshire Term ahead of the date by which a place is required when that is the start of a future term. Other applications will be considered before the start of the term in which the admission is required.**

Children placed by the Pupil Placement Panel for whatever reason shall be registered, dually if appropriate, by the date provided on the outcome sheet. Actual attendance may be determined after periods of assessment elsewhere.

### **Duties of the LA**

- To forward application data received for places at Voluntary Aided or Foundation schools in the area to the governing body as soon as possible.

- Where an application is made online or on the Common Application Form for a school outside the area, or received from another LA for a school within the area, to exchange details of that application with the other LA as soon as possible, and no later than the timetabled date for the normal admissions round.
- To determine by reference to the LA's admission arrangements and oversubscription criteria the order in which any application for a place at a Community or Voluntary Controlled school is ranked.
- To confirm with the Governing Bodies of Foundation and Voluntary Aided schools, by reference to their admission arrangements and oversubscription criteria, the order in which any application for a place at those schools is ranked.
- To determine whether a child is to be granted or refused a school place at a school in the area in accordance with this scheme, and timetable for the normal admissions round.
- To inform the governing body or other LA where appropriate of the decision whether to grant offers or refuse applications, and by the timetabled date in the normal admissions round.
- To communicate the decision granting or refusing places at schools in the area to parents, including the date by which the pupil will be registered, on behalf of a governing body where appropriate, on **1 March 2014** (for secondary admissions) or **16 April 2014** (for primary admissions) for the normal admissions round.
- In –Year to communicate the decision granting or refusing places, etc to West Berkshire residents.

### **Infant Classes**

Infant classes (i.e. those where the majority of children will reach the age of 5, 6, or 7 during the school year) **must not** contain more than 30 pupils with a single qualified school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Duties of the Governing Bodies acting as Admission Authorities**

- To forward applications incorrectly received directly for places at the school to the LA as soon as possible.
- To receive application data from the LA and determine by reference to the governing body's admission arrangements and over-subscription criteria the order in which any application for the school will be ranked, and to notify the LA of the ranked list by the timetabled date for the normal admissions round.
- To ensure that any determination under this scheme to offer or refuse a place at the school will only be communicated to the parent by the LA on behalf of the governing body.

## Secondary Schools – Normal Admissions Round Timetable

<b>31 October 2013</b>	Closing date for applications
22 November 2013	LA transfer of applications data to other LAs.
28 January 2014	First provisional allocation list sent to other LAs.
<b>1 March 2014</b>	<b>Offers and refusals issued to parents</b>
17 March 2014	Parents' acceptance of offer
31 March 2014	Closing date for appeals

## Primary Schools – Normal Admissions Round Timetable

<b>15 January 2014</b>	Closing date for applications
14 February 2014	LA transfer of applications data to VA Governing Bodies (Additional data received later from other LAs will be transferred for inclusion)
4 March 2014	West Berkshire VA Governing Bodies' ranked lists to the LA
<b>16 April 2014</b>	<b>Offers and refusals issued to parents</b>
7 May 2014	Parents' acceptance of offer
15 May 2014	Closing date for appeals

**This co-ordinated and in-year scheme for school admissions for 2014/15 has**

**been adopted by the Governing Body of**

.....**School.**

**Signed..... (Chair of Governors)**

**Date.....**

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	2014-15 Admission Arrangements for Community and Voluntary Controlled Schools
<b>Version and release date of item (if applicable):</b>	18 March 2013
<b>Owner of item being assessed:</b>	Mwazwita Mundangepfupfu
<b>Name of assessor:</b>	
<b>Date of assessment:</b>	

<b>1. What are the main aims of the item?</b>
To determine the Council's Admission Arrangements for 2014-15 for Community and Voluntary Controlled Schools as required by regulations, by the statutory deadline.

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)
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<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
Age	Positive impact	Legislation determines the process to be followed to determine admission arrangements and determine how places will be allocated which is set by age groups. All children of compulsory school age starting with all children who have reached their 4th birthday before the closing date for applications and all pupils who are 11-16 for secondary schools.
Disability	Positive impact	All pupils must be given a school place irrespective of any disability.
Gender	Positive impact	Gender is not a distinguishing factor all are treated equally in both legislation and determined arrangements and all applications assessed in the same way.

Race	Positive impact	School places are provided for all pupils of primary school age and secondary school age irrespective of race.
Belief	Positive impact	Parents may choose any school they like when applying and may choose on the basis of belief or not.
<b>Further comments relating to the item:</b>		
Assessments, processes and policies are based on statutory requirements set out in School Admissions code and School Admissions regulations.		

<b>3. Result</b> (please tick by double-clicking on relevant box and click on 'checked')	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Mwazwita Mundangepfufu

**Date:** 18 February 2013