

Individual Decision

The attached reports will be taken as
Individual Portfolio Member Decisions on:

Tuesday, 10th March, 2015

Ref:	Title	Portfolio Member	Page No.
ID2914	Determination of Admission Arrangements for Community and Voluntary Controlled School for 2016-17	Councillor Irene Neill	3 - 16
ID2914a	Determination of Admission Arrangements for John O'Gaunt School	Councillor Irene Neill	17 - 28



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Individual Executive Member Decision

Title of Report:	Determination of Admission Arrangements for Community and Voluntary Controlled School for 2016-17
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	10 th March 2015
Forward Plan Ref:	ID2914

Purpose of Report: To review and approve the Council's Admission Arrangements for 2016-17.

Recommended Action: To determine the West Berkshire Council Admission Arrangements 2016-17.

Reason for decision to be taken: Statutory requirement

Other options considered: None

Key background documentation: West Berkshire Admission Arrangements 2015-16
School Admissions Code

Portfolio Member Details	
Name & Telephone No.:	Councillor Irene Neill - Tel (0118) 971 2671
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Contact Officer Details	
Name:	Vicky Pearce
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Implications

Policy:	It is a legal requirement to determine admission arrangements by 15 April each year.
Financial:	None
Personnel:	None
Legal/Procurement:	None
Environmental:	None
Property:	None
Risk Management:	None
Equalities Impact Assessment:	Yes

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell
Ward Members:	All Members
Opposition Spokesperson:	Councillor David Allen
Local Stakeholders:	All community and voluntary controlled schools, voluntary aided schools, academies, neighbouring Local Authorities, public consultation.
Officers Consulted:	Caroline Corcoran, CDLT
Trade Union:	N/A

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Supporting Information

1. Background

- 1.1 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.

2. Admission Arrangements

- 2.1 The proposed admission arrangements for 2016-17 include the following changes:
- Addition of criteria for exceptional social and medical needs
 - Removal of the criteria for denominational/non-denominational requests
 - Changes to the Published Admission Number (PAN) for a few specific schools.
 - In the case of multiple births, all of the children will be offered a place.
3. A consultation on the closure of the John O’Gaunt 6th form ran concurrently with the admissions arrangements consultation. The 6th form admission number was amended to zero in the PAN of the proposed admission arrangements for 2016/17. The consultation results and recommendations are available in a separate report.
4. The consultation on the proposed admission arrangements was open from 12 December 2014 – 13 February 2015. One response was received which queried the procedure for deferred entry and admission outside of the normal age group and compliance with legislation. The revised School Admissions Code came into force on 19 December 2014 after the start of the consultation on the 2016/17 admission arrangements. The wording in the policy has been amended to reflect the guidance in the revised School Admissions Code including the process for admission of summer born children.

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 below).

4. Conclusion

- 4.1 It is recommended that the proposed admission arrangements are determined in line with the statutory deadline of 15 April.

Appendices

Appendix A – Equality Impact Assessment

Appendix B - West Berkshire Admission Arrangements 2016-17 for Community and Voluntary Controlled Schools

APPENDIX A

Equality Impact Assessment – Stage One

Name of item being assessed:	Determination of Admissions Arrangements 2016-17
Version and release date of item (if applicable):	
Owner of item being assessed:	Vicky Pearce
Name of assessor:	Vicky Pearce
Date of assessment:	17/02/2015

1. What are the main aims of the item?
To determine the admissions arrangements 2016-17

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. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
Group Affected	What might be the effect?	Information to support this.
Age	Positive impact	Legislation determines the process to be followed and the consulted on and agreed admission arrangements determine how places will be allocated if there are more applicants than places. This applies to all children who have reached their 4 th birthday before the application date for primary school and those 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.
Further comments relating to the item:		
Assessments, processes and policies are based on statutory requirements set out in School Admissions code and School Admissions regulations.		

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

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

Name: Vicky Pearce

Date: 17th February 2015

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**WEST BERKSHIRE ADMISSION ARRANGEMENTS 2016-17
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 2016-17 academic year, the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:

September 2016 (Autumn Term) for a child whose 5th birthday falls between 1 September 2016 and 31 August 2017.

The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

4. JUNIOR SCHOOL NORMAL ADMISSION POINT

September 2016 for a child whose 8th birthday falls between 1 September 2016 and 31 August 2017.

5. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2016 (Autumn Term) for a child whose 12th birthday falls between 1 September 2016 and 31 August 2017.

6. ADMISSION NUMBERS

The LA's Admission Numbers for Community and Voluntary Controlled schools are listed below in Appendix 1.

7. ADMISSION TO YEAR 12

The 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 (excluding Englefield CE VA Primary School) 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.

9. OVERSUBSCRIPTION CRITERIA

Children with an Education Health and Care plan are allocated school places through a separate review process and will be included in the number of children allocated to the school.

For Community and Voluntary Controlled schools that are oversubscribed, the remaining 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. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

C. 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. Where necessary, priority will be given to siblings in catchment. 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 2015 – secondary; 15 January 2016 –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**).

Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if:

- The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

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.

Criteria D and E apply to children whose permanent home address is not within the preferred school's catchment area

D. Non-Catchment Siblings

Pupils with a brother or sister (including step/foster sibling and children of the parent/carer's partner) living in the same family unit who is already on the roll of the preferred school and will continue to attend compulsory education at the school during the following academic year.

For infant and junior school applications, the brother or sister will also be considered a sibling if they are already on the roll of the partner infant or junior school of the preferred school and will continue to attend compulsory education at the school during the following academic year.

Where the child's sibling is currently in year 2 of the partner infant school they will be considered a sibling if

1. an application for the partner Junior school is received for the sibling
and
2. the admission team are in a position to offer the sibling a place at the partner junior school.

E. Other Non-Catchment 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, where the last child offered a place is from a multiple birth and one or more of the siblings would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

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

Parents can request that their child is taught outside of their normal age group. The school admission authority is responsible for making the decision on which year group a child should be admitted to. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned.

The admission of summer born children

While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age.

Whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay your child's entry to school, we recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school.

It is also important to note that, whether children attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The parents of summer born children are able to make a decision about whether their child is ready to go to school before compulsory school age and the admission authority will make the decision about the year group they should be admitted to. The decision will be made in the child's best interests.

We will take into account the child's individual needs and abilities and consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

The submission of evidence by parents

Parents are expected to provide information in support of their request – since without it we are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.

In some cases parents may have professional evidence that would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. Requests that are not accompanied by professional evidence will still be considered. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

Making a request for admission outside the normal age group

In the normal admission round – delayed entry

- We first recommend that parents make an application for their child's normal year group by the closing date.
- At the same time parents can make a request in writing, providing the reasons why their child should be taught out of year by the same closing date.
- Parents may provide evidence from professionals to support their request.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- Notification will be sent on the national offer date so that parents can make the decision to accept or decline an offer for a school place for their child's normal age group.

- If the request is received after the closing date but before the national offer date the request will be considered from 17 April. Such requests and requests submitted from 16 April will be considered and a response provided within 6 school weeks.
- If the request is granted, parents will be entitled to apply for the schools requested in the next years normal admissions round.

In the normal admission round – early entry

- Parents can make a request in writing, providing the reasons why their child should be taught out of year by 15 September (Secondary) and 31 October (Primary).
- Parents may provide evidence from professionals to support their request.
- The decision will be made by 20 October (Secondary) and 05 January (Primary) which if agreed will enable parents to apply by the admission round closing dates.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- If the request is received after 15 September (Secondary) and 31 October (Primary) the request will be considered from 02 March. Such requests and requests submitted from 02 March will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the schools requested, but will be considered as late applications.

In year admissions

- Parents can apply for a school place in any year at any time.
- However if a parent would like their child to be taught in a different year to their normal year group they must first submit a written request.
- Parents may provide evidence from professionals to support their request.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- Such requests will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the agreed year group in the schools requested.

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 the 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

ADMISSION NUMBERS for 2016-17**Community and Voluntary Controlled Primary Schools**

<u>School Name</u>	<u>Admission Number</u>
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	77
Calcot Junior School	77
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	28
Compton CofE Primary School	26
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Francis Baily Primary School	75
Garland Junior School	60
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	30
Hungerford Primary School	56
The Ilsleys Primary School	12
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 Primary School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	14
Shefford CofE School	12
Speenhamland Primary School	45
Springfield Primary School	42
Spurcroft Primary School	75
Streatley CofE Voluntary Controlled School	15
Thatcham Park CofE Primary School	60
Theale CofE Primary School	45
Welford & Wickham CofE Primary School	14
Westwood Farm Infant School	60
Westwood Farm Junior School	60
The Willows Primary School	60
The Winchcombe School	60

Community Secondary Schools

<u>School Name</u>	<u>Admission Number</u>	
	Year 7 – 11	Year 12
John O'Gaunt School	120	0
The Willink School	180	20

YEAR 12 ADMISSIONS 2016-17

**WEST BERKSHIRE COUNCIL YEAR 12 ADMISSIONS POLICY FOR
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2016-17**

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 in Appendix 1.

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:

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 above.

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

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 school's 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

www.westberks.gov.uk/secondaryadmissions

Individual Executive Member Decision

Title of Report:	Determination of Admission Arrangements for John O'Gaunt School
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	10 th March 2015
Forward Plan Ref:	ID2914a

Purpose of Report: To review and approve the change to the Council's Admission Arrangements for John O'Gaunt school.

Recommended Action: To determine the West Berkshire Council Admission Arrangements for John O'Gaunt school.

Reason for decision to be taken: Statutory requirement

Other options considered: None

Key background documentation: West Berkshire Admission Arrangements 2015-16 School Admissions Code

Portfolio Member Details	
Name & Telephone No.:	Councillor Irene Neill - Tel (0118) 971 2671
E-mail Address:	ineill@westberks.gov.uk
Contact Officer Details	
Name:	Caroline Corcoran
Job Title:	Service Manager
Tel. No.:	01635 519030
E-mail Address:	ccorcoran@westberks.gov.uk

Implications

Policy:	It is a legal requirement to determine admission arrangements by 15 April each year.
Financial:	The financial implications of extending the transport provision are £30k p.a.
Personnel:	None
Legal/Procurement:	None
Environmental:	None
Property:	None
Risk Management:	None
Equalities Impact Assessment:	Yes

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell
Ward Members:	Councillor Paul Hewer and Councillor James Podger
Opposition Spokesperson:	Councillor David Allen
Local Stakeholders:	All community and voluntary controlled schools, voluntary aided schools, academies, neighbouring Local Authorities, public consultation, Hungerford Town Council.
Officers Consulted:	CDLT
Trade Union:	n/a

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
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Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Supporting Information

1. Background

- 1.1 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.
- 1.2 The Governing Body of John O'Gaunt school in Hungerford temporarily removed the 6th form intake for Year 12 pupils in September 2014 and September 2015. For a change of 3 years or more, there is a requirement for the Local Authority to undertake a statutory consultation.
- 1.3 West Berkshire Council published a proposal, under section 19 of the Education and Inspections Act 2006 (the Act), to remove the 6th form from John O'Gaunt school, Hungerford (the school) with effect from 31 August 2016. The Statutory Notice is included at Appendix B and explains the background to this proposal. As John O'Gaunt school is a maintained school, the LA is the formal decision maker for this proposal. The Headteacher and the school's governing body support the proposal.

2. Statutory Representation Period

- 2.1 The statutory representation period began on 12 December 2014 and ended on 13 February 2015. The LA is determining its response to this proposal under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 (the Regulations).
- 2.2 The representation period on the closure of the John O'Gaunt 6th form ran concurrently with the admissions arrangements consultation. The 6th form admission number was amended to zero in the PAN of the proposed admission arrangements for 2016/17. The admission arrangements are in a separate, complementary report.

3. Response - Data

3.1 There were 56 responses to the consultation, including a written submission from Hungerford Town Council.

3.2 Responses via the online consultation form:

Respondent	No.
Current student at John O'Gaunt (for students aged 14-19)	3
Current parent at John O'Gaunt (for students up to 13 years old)	12
Current parent at John O'Gaunt (for students aged 14-19)	27
Current parent at a feeder school	0
West Berkshire resident (from Hungerford and surrounding villages which feed John O'Gaunt school)	7
Member of Staff	4
Other (former student)	1
Total	54

3.3 24 respondents agreed with the proposal, and 30 respondents disagreed with the proposal.

Respondent	Agree	Disagree
Current student at John O'Gaunt (for students aged 14-19)	0	3
Current parent at John O'Gaunt (for students up to 13 years old)	3	9
Current parent at John O'Gaunt (for students aged 14-19)	12	15
Current parent at a feeder school	0	0
West Berkshire resident (from Hungerford and surrounding villages which feed John O'Gaunt school)	4	3
Member of Staff	4	0
Other (former student)	1	0
Total	24	30

3.4 A formal response was received from Hungerford Town Council. The Town Council considered the Statutory Notice at its meeting on 2 February 2015. A proposal from the Mayor to support the school, Headteacher and governors with the plans to suspend the 6th form was unanimously approved by the Town Council.

3.5 An email response was also received.

4. Response - Comments

4.1 The Survey asked 3 questions:

1. Please explain why you disagree with the proposal – 18 responses. (This question was only asked to the respondents who disagreed with the proposal).
2. Please comment if you feel that this proposal will affect particular individuals more than others – and if so – how do you think we might address this? – 24 responses.
3. Is there anything else you would like to comment on that you have not had the opportunity to do so? – 17 responses

4.2 A fuller summary of the responses is at Appendix C.

- 4.3 The concerns and comments are summarised below. The numbers following the statement indicate the number of times this point is mentioned in the responses to any of the questions:
- The cost, time and logistical implications of transport to other post-16 or 6th form provision (x23)
 - Parent would prefer for the child to go to John O’Gaunt 6th form (x8)
 - Closing the 6th form may put off students from joining the school at the start of their secondary education (x8)
 - Secondary students who would prefer to stay will have no choice but to move school for 6th form education, and this is unsettling (x7)
 - School deserves more investment (x6)
 - Changing schools for 6th form could affect educational attainment (x6)
 - It may affect teacher recruitment and retention (x5)
 - Bad for the local community (x4)
 - West Berkshire Council is Newbury-centric (x3)
 - Impact on children with special educational needs who need consistency (x2).
 - Educational standards at John O’Gaunt need to improve (x1)
 - Some children thrive in a small school, where they would struggle in a larger school (x1)
 - Those in small villages may struggle to find alternative 6th forms (x1)
 - How will John O’Gaunt improve provision for the younger pupils? (x1)
 - West Berkshire Council should improve its method of consultation (x1)
 - Some children thrive in a small school, where they would struggle in a larger school (x1)
 - Reduced number at secondary intake could negatively affect the finances of the school (x1)
- 4.4 By far, the biggest concern that was raised was the cost, time and logistical issues associating with students travelling to another form of post-16 provision. One respondent suggested that West Berkshire Council should provide free transport for all John O’Gaunt pupils to their choice of post-16 provision.
- 4.5 Some parents were concerned about the unsettling nature of having to change school for 6th form education, and were naturally concerned about whether this will have an impact on their child and their child’s attainment.
- 5. Equalities Impact Assessment Outcomes**
- 5.1 An Equality Impact Assessment stage 1 has been completed (Appendix A).
- 6. Conclusion**
- 6.1 From the 56 responses, 8 comments were made where parents would prefer their child to stay at John O’Gaunt schools and 7 comments said that their child would prefer to stay there.

- 6.2 There were a range of matters mentioned in the responses, which have all been considered by the Council.
- 6.3 The majority of responses seem to believe that the Council will determine that the 6th form will close and were concerned about making alternative arrangements for their child. The biggest concern was the cost of transport to alternative settings.
- 6.4 As a direct result of the concerns expressed by residents, the Council has extended its post-16 transport provision to include significantly subsidised train travel. This means that the cost of train travel is capped for all post-16 students resident in West Berkshire. The cap applies where a West Berkshire resident post-16 student uses a closed door school bus or has a train pass, and the cost will be the same. For 2015/16, the price would be £230 p.a. and this can be paid in instalments, on request.
- 6.5 For families that currently attend John O’Gaunt secondary provision, this means that instead of travelling to the school in Hungerford, the student can travel to the train station in Hungerford and take an onward journey at a heavily subsidised price. For example, the Council already offers discounted train travel, which would cover the Hungerford to Newbury journey. The rail passes for Hungerford-Newbury are c.£570 paid in 3 instalments, representing a 34% discount (as at October 2014). Under the new scheme, the cost would reduce to a flat fee of £230 p.a., representing substantial savings. The journey time from Hungerford train station to Newbury train station is c. 12 minutes.
- 6.6 Families on a low income can apply for a bursary from their chosen post-16 provider to support transport costs.
- 6.7 Some post-16 providers provide free transport. For example, Newbury College provide a free bus from Newbury Train station to their campus, and Park House school also offer a free bus service from some locations to its site. The Council’s Post-16 Transport Statement, Post-16 Transport Guide and fare Payer Scheme provide more information about transport to post-16 providers:
<http://info.westberks.gov.uk/index.aspx?articleid=27824>

7. Recommendation

- 7.1 It is recommended that the proposed change to the age range of John O’Gaunt school and the removal of the 6th form admission arrangements are determined in line with the statutory deadline of 15 April.

Appendices

Appendix A – Equality Impact Assessment

Appendix B – Statutory Notice

Appendix C – Survey Responses

APPENDIX A

Equality Impact Assessment – Stage One

Name of item being assessed:	Determination of Admissions Arrangements for John O’Gaunt school
Version and release date of item (if applicable):	
Owner of item being assessed:	Caroline Corcoran
Name of assessor:	Caroline Corcoran
Date of assessment:	19/02/2015

1. What are the main aims of the item?
To determine the admissions arrangements for John O’Gaunt school

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. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
Group Affected	What might be the effect?	Information to support this.
Age	Post-16 students cannot attend a 6 th form provision in Hungerford. Students would have to travel to other 6 th form provision, such as in Newbury or Marlborough.	A large number of students resident in this area already seek 6 th form education in alternative provision and arrange their own transport. West Berkshire Council and post-16 providers already provide subsidised transport in many cases and this has recently been extended from September 2015.
Low Income	Students would have to travel to other 6 th form provision, such as in Newbury or Marlborough. Low income families may find the cost prohibitive	West Berkshire Council and post-16 providers already provide subsidised transport in many cases and this has recently been extended from September 2015. Low income families can also apply for bursary funding for transport.

Disability	Children with special educational needs who need consistency may find it more unsettling to move to a 6 th form provision in a different setting than other students. This could be addressed by a robust transition arrangement between John O'Gaunt school, SEN professionals and the new post-16 provision.	This would be the same approach which would be used for a younger child with special educational needs who changes school, and therefore this would be standard practice.
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.
Further comments relating to the item:		
Assessments, processes and policies are based on statutory requirements set out in the relevant regulations.		

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

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

Name: Caroline Corcoran

Date: 19th February 2015

Statutory Notice

Closure of the 6th Form at John O'Gaunt School

School Details

John O'Gaunt School
Priory Road
Hungerford
Berkshire
RG17 0AN
Ref no: 869-4034

LA Details

West Berkshire Council
Education Service
West St House
West St
Newbury
RG14 1BZ

West Berkshire Council is publishing its proposal on 12 December 2014, under section 19 of the Education and Inspections Act 2006 (the Act), to remove the sixth form from John O'Gaunt school, Hungerford (the school) with effect from 31 August 2016. The LA is the decision maker for this proposal and the proposal is supported by the school's governing body.

The Governing Body temporarily removed the 6th form intake for Year 12 pupils in September 2014 and September 2015. For a change of 3 years or more, there is a requirement for the Local Authority to undertake a statutory consultation.

The statutory representation period ends on 13 February 2015. Once the consultation ends, the LA has until 13 April 2015 to determine this proposal under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 (the Regulations).

Introduction

In 2013, 12 West Berkshire pupils wished to progress to the sixth form out of a possible 58 on roll in Year 11. The governing body had reviewed the finances of the sixth form and because of declining numbers, and thus smaller group sizes, it had insufficient income from the sixth form to staff it properly and has had to use resources from the 11-16 part of the school to fund the sixth form provision. The governing body came to the conclusion that it could use the available resources more effectively if it targeted those resources at improving education at the school at 11-16 instead of maintaining a very high cost post-16 provision for a small number of pupils.

Therefore, for September 2014, the Year 12 intake was suspended, and the school recently advised parents that this temporary suspension will continue for the September 2015 intake.

Although Hungerford is located within the West of West Berkshire away from other secondary schools, pupils choose to continue their post-16 education with a range of providers and the school has not enjoyed a 6th form cohort of a viable size for some years.

As a community school, the governing body is conscious of the unique geographical position as the only local West Berkshire secondary school, and wishes to consult with the local residents with regard to the future of the 6th form. Therefore, it has been concluded that a proposal for the sixth form to close should be the subject of a formal statutory consultation. The statutory process commenced on 12 December 2014 and ends on 13 February 2015. This is in line with the regulations.

Educational standards and diversity of provision

There are two issues to consider:

- standards in the school for pupils aged 11 – 16
- standards and diversity of provision for pupils of sixth form age.

The school was inspected by Ofsted in September 2013, who categorised the school as Requiring Improvement. At the time of the visit there were 17 pupils in the Year 13 6th form, whilst Year 12 6th form was suspended and therefore had no students.

Ofsted said “The sixth form requires improvement”, and noted that the school needs to “ensure students in the sixth form reach higher standards in their examinations.” The Ofsted Inspection also highlighted a range of improvements needed in the 11-16 part of the school.

The sixth form is very small and with small group sizes it is difficult for the school to provide the range of subjects and staff to meet the requirements of the curriculum.

The governing body wishes to concentrate on improving the 11 – 16 part of the school and is concerned that it has to use resources from this age group to subsidise a small and financially unviable sixth form. The closure of the sixth form would allow the governing body to focus on the lower part of the school and make improvements.

Whilst the sixth form does contribute to the diversity of provision in the area, the choices made by pupils show that almost all choose to go to other provision where their preferences can be met and there is sufficient capacity to meet the demand. There is no evidence to suggest that pupils who already choose to attend the school and who then move to alternative sixth form provision are likely to change this pattern.

Demand for the provision

The evidence is that demand for places at the sixth form is limited and that a significant proportion of pupils in Year 11 at the school choose to go elsewhere for sixth form provision.

The admission number for the school for Year 7 is 120.

The school census figures:

		Y7	Y8	Y9	Y10	Y11	Y12	Y13
Jan	2010	56	93	60	87	83	41	35
Jan	2011	84	58	84	64	83	37	28
Jan	2012	79	79	61	86	62	37	30
Jan	2013	76	73	80	59	84	26	34
Jan	2014	88	70	72	85	58	28	26

Following the suspension of the sixth form intake for September 2014, there has been sufficient capacity in other provision.

The LA is satisfied that there is sufficient capacity to meet the demand for places for sixth form studies without the need for the provision at this school. This could be at secondary schools elsewhere in West Berkshire, Newbury College, secondary schools in bordering LAs or other education providers. The Council produces a leaflet for post-16 students which outlines the breadth of provision that is available.

<http://info.westberks.gov.uk/index.aspx?articleid=27824>

If there was an increasing demand for local provision in the future, a further statutory consultation would be required to consult on a proposal to add a sixth form to the school.

School size

The size of the sixth form is small and this is the reason that the governing body needs to subsidise it with resources diverted from the lower part of the school. Group sizes are very small and the range of subjects that can be offered is limited by the availability of suitable staff and the cost of deploying them to teach small groups. The school and LA estimate that there is a current funding gap of approximately £250,000 per year to sustain the sixth form at this size. This is in addition to a significant deficit budget position for the Year 7-11 portion of the school. The school has had to make and continues to make difficult budgetary decisions in order to manage expenditure and work towards bringing the school into a financially viable position. The school is receiving substantial support from West Berkshire Council with regards to this matter.

Proposed admission arrangements

When the sixth form is removed the school will no longer admit pupils at Year 12 and admission arrangements for this age range will not be required.

National curriculum

This is not a relevant issue to this proposal.

Equal opportunity issues

The small number of pupils who have chosen to attend the sixth form will be able to complete their studies at the school by August 2016.

The option to stay on at the school for 6th form provision will not be available to pupils attending the school in the future but the evidence is that almost all choose to attend elsewhere for sixth form. Without the sixth form, the school will have more resources to spend on the lower part of the school which will be to the benefit of all pupils in those age groups.

Travel and accessibility

Parents may be concerned about the difficulty that young people might face travelling to alternative provision. Other pupils currently travel to other provision by choice, which demonstrates that transport arrangements are suitable.

The Council offers discounted train travel, which would cover the Hungerford to Newbury journey, for example. The rail passes for Hungerford-Newbury are £190.00/term (Autumn, Spring or Summer), representing a 34% discount (as at October 2014).

For public bus passes, the student could use the public bus service number 3 but they would need to purchase tickets direct from Newbury & District tel 01635 33855. In addition to the daily single and return fares, the Connect Rural passes for 7 or 30 days travel are available, offering unlimited use on valid routes at bulk discount and students aged up to 19 in full-time education (with appropriate ID) can pay the child fares. The child rate for a Connect Rural 7-day pass is £12 and for a 30-day pass is £48 (as at October 2014).

Capital

There are no capital requirements to achieve this proposal.

Appendix C

Survey question: Please explain why you disagree with the proposal

There were 18 written responses to this question. Concerns are summarised as follows and the numbers following the statement indicate the number of responses which mentioned this point:

- Parent would prefer for the child to go to John O'Gaunt 6th form (x6)
- The cost, time and logistical implications of transport to other post-16 or 6th form provision (x6)
- Secondary students who would prefer to stay will have no choice but to move school for 6th form education, and this is unsettling (x5)
- Closing the 6th form may put off students from joining the school at the start of their secondary education (x4)
- School deserves more investment (x4)
- Bad for the local community (x3)
- It may affect teacher recruitment and retention (x3)
- Changing schools for 6th form could affect educational attainment (x2)
- Some children thrive in a small school, where they would struggle in a larger school (x1)
- Reduced number at secondary intake could negatively affect the finances of the school (x1)
- West Berkshire Council is Newbury-centric (x1)

Survey question: Please comment if you feel that this proposal will affect particular individuals more than others – and if so – how do you think we might address this?

There were 24 written responses to this question. Concerns are summarised as follows and the numbers following the statement indicate the number of responses which mentioned this point. For two questions, the respondents suggested how this could be addressed (comments in italics):

- The cost, time and logistical implications of transport to other post-16 or 6th form provision (x10) *This could be addressed by free transport for all.*
- Changing schools for 6th form could affect educational attainment (x4)
- Closing the 6th form may put off students from joining the school at the start of their secondary education (x4)
- Impact on children with special educational needs who need consistency (x2). *This could be addressed by a robust transition arrangement between John O'Gaunt school, SEN professionals and the new post-16 provision.*
- Secondary students who would prefer to stay will have no choice but to move school for 6th form education, and this is unsettling (x2)
- Parent would prefer for the child to go to John O'Gaunt 6th form (x2)
- Educational standards at John O'Gaunt need to improve (x1)
- Some children thrive in a small school, where they would struggle in a larger school (x1)
- School deserves more investment (x1)
- It may affect teacher recruitment and retention (x1)
- Those in small villages may struggle to find alternative 6th forms (x1)
- Bad for the local community (x1)

Survey question: Is there anything else you would like to comment on that you have not had the opportunity to do so?

There were 17 written responses to this question. Concerns are summarised as follows and the numbers following the statement indicate the number of responses which mentioned this point:

- The cost, time and logistical implications of transport to other post-16 or 6th form provision (x7)
- School deserves more investment (x4)
- West Berkshire Council is Newbury-centric (x2)
- It may affect teacher recruitment and retention (x1)
- How will John O'Gaunt improve provision for the younger pupils? (x1)
- West Berkshire Council should improve its method of consultation (x1)