



**LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL
NEEDS AND DISABILITY**

DECISIONS to be made by the Lead Cabinet Member for Education and Inclusion, Special Educational Needs and Disability, Councillor Nick Bennett

MONDAY 10 OCTOBER 2016

10.00 AM CC2, COUNTY HALL, LEWES

A G E N D A

- 1 Decisions made by the Lead Cabinet Member on 12 September 2016 (*Pages 3 - 4*)
- 2 Disclosures of interests
Disclosure by all Members present of personal interests in matters on the Agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct
- 3 Urgent items
Notification of items which the Lead Member considers to be urgent and propose to take at the end of the appropriate part of the Agenda
- 4 Admission arrangements for 2018/19 year (*Pages 5 - 26*)
Report by the Director of Children's Services
- 5 Notice of Motion: Selective Education in East Sussex (*Pages 27 - 28*)
Report by Director of Children's Services
- 6 Any urgent items previously notified under agenda item 3

PHILIP BAKER
Assistant Chief Executive
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30 September 2016

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LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL NEEDS AND DISABILITY

MINUTES of a meeting of the Lead Member for Education and Inclusion, Special Educational Needs and Disability held at County Hall, Lewes on 12 September 2016.

12 DECISIONS MADE BY THE LEAD CABINET MEMBER ON MONDAY 11 JULY 2016

12.1 Councillor Bennett approved as a correct record the minutes of the meeting held on 11 July 2016.

13 DISCLOSURES OF INTERESTS

13.1 Councillor Field declared a personal non-prejudicial interest in Item 4 (minute 15) on the agenda. Councillor Field is a member of the Planning Committee and did not speak on this item.

14 REPORTS

14.1 Reports referred to in the minutes below are contained in the minute book.

15 PROPOSED ENLARGEMENT OF MERIDIAN COMMUNITY PRIMARY SCHOOL

15.1 The Lead Member for Education and Inclusion, Special Educational Needs and Disability considered a report by the Director of Children's Services seeking approval to enlarge Meridian Community Primary School from 420 places to 630 places, effective from 1 September 2018.

15.2 RESOLVED to: approve the enlargement of Meridian Community Primary School from 420 places to 630 places for the 2018/19 academic year, conditional upon planning permission being granted by 31 December 2016 for the enlargement of the premises under part 3 of the Town and Country Planning General Regulations 1992.

Reasons

15.3 The enlargement of Meridian Community Primary School will help the Local Authority to fulfil its statutory duty to provide sufficient school places in the Peacehaven area for the foreseeable future.

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Committee:	Lead Member for Education and Inclusion, Special Educational Needs and Disability.
Date:	10 October 2016
Title of Report:	Admission arrangements for the 2018/19 school year
By:	Director of Children's Services
Purpose of Report:	To approve the annual statutory consultation exercise for the school admission arrangements for 2018/19

RECOMMENDATION:

The Lead Member is recommended to agree that the local authority takes forward a process to consult on the following proposed admission arrangements for the 2018/19 school year:

- **To make a change to the community area for Eastbourne primary schools so that the Polegate and Willingdon area outside the borough boundary becomes a separate community area;**
 - **To change the definition of 'Looked After Children' in the County Council's admission arrangements to include children accommodated under section 20 of the Children Act 1989;**
 - **The proposed admissions numbers; and**
 - **The proposed co-ordinated admissions schemes.**
-

1. Background Information

1.1 The School Admissions Code 2014 states that admissions authorities must determine their admissions arrangements annually. However, provided the relevant admissions authority is not proposing any changes to their admissions arrangements, there is a duty to consult every seven years.

1.2 As part of the consultation process, and in accordance with current statutory requirements, consultation will include parents, schools, other admission authorities within the relevant area, the relevant Dioceses and neighbouring local authorities and notification of proposed arrangements will be posted on the Council's website.

2. Supporting Information

2.1 The community area change proposal should help ensure that children are able to attend their nearest local school. This may result in a reduction to the Home to School Transport (HTST) budget as a number of children are transported to schools in Eastbourne at the authority's expense because there are no places at their nearest local school in Polegate or Willingdon. It may also reduce the number of appeals as parents are more likely to accept an allocated school if it is local to them.

3. The proposed Changes

3.1 Eastbourne and Polegate/Willingdon community areas:

The proposal is to create a separate community area for Polegate and Willingdon primary schools by taking the boundary for the Eastbourne schools community area to the Eastbourne borough boundary in that area. This would create a separate area as shown on the attached maps.

3.2 Should this proposal be adopted, siblings currently living in Polegate/Willingdon but attending school in Eastbourne (and vice versa) would ordinarily not benefit from the priority for siblings living in the area. However, it is proposed to treat these children as 'in area siblings' if they were admitted before these changes take effect (i.e. before 1 September 2018) to avoid disadvantaging existing pupils.

3.3 **Appendix 3** shows the proposed admissions numbers for community and voluntary controlled schools for the 2018/19 school year. For ease of reference, the proposed admission numbers (as far as they are known to the county council) are included in italics. The Lead Member is asked to note that this is for information only and subject to change.

3.4 **Appendix 4** outlines the co-ordinated admission schemes for the 'normal' years of entry, i.e. reception classes, transfer between infant to junior schools and on transfer between primary and secondary school.

3.5 The Lead Member is also asked to agree to the local authority taking forward a process to consult on a change to the definition of 'Looked After Children' in the County Council's admission arrangements to include children accommodated under section 20 of the Children Act 1989. This would align with the definition set out in the Children's Services Operational Instructions, which reads 'A child is defined as looked after if he/she is in the authority's care because of a Care Order (including an interim Care Order) or if the child is provided with accommodation under Section 20 for more than 24 hours, with the parents' agreement, or with the child's consent if they are over the age of 16 years.' The current definition in the admission arrangements matches that in the School Admissions Code, which refers to section 22(1) of the Children Act 1989, which states that 'A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions'. However other legislation is clear that children accommodated under section 20 are also looked after children.

3.6 The Lead Member is advised that there are currently 54 children of statutory school age in East Sussex who are looked after under section 20 of the Act.

3.7 The Lead Member is advised that an Equality Impact Assessment will be undertaken as part of the consultation process.

4. Conclusion and Reason for Recommendations

4.1 The County Council is required by law to carry out consultation on admissions arrangements every seven years or sooner if any changes to those arrangements for the schools where the local authority is the admissions authority. The Lead Member is recommended to agree the consultation on the attached admissions arrangements for 2018/19 with the minor proposed changes outlined in section 3 above.

4.2 The results of the consultation will be reported back to the Lead Member after the consultation period closes in January 2017 with recommendations for amendments as necessary resulting from comments received. Final admission arrangements will be determined by 28 February 2017, and subsequently published before 15 March 2017.

STUART GALLIMORE

Director of Children's Services

Contact Officer: Jo Miles, Admissions and Transport Manager
Tel: 01273 481911

Local Members: All

Background Documents:

- School Standards and Framework Act 1998
- The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements) (England) Regulations 2014
- The School Information (England) Regulations 2012
- School Admissions Code 2014

Appendices:

Appendix 1 – Proposed Admissions criteria

Appendix 2 - Maps showing the area in question

Appendix 3 - Admission numbers

Appendix 4 - Co-ordination Admission Schemes – normal year of entry

Appendix 1

Proposed Admissions criteria for community and voluntary controlled schools in East Sussex

- 1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission and who live at the same address, within the pre-defined community area***

The definitions of 'sibling' and community areas are as shown above in the current criteria

- 3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**

- 4. Other children living within a pre-defined community area**

Each home address within the county falls within a community area although living within the community area does not guarantee a place. The admission booklet 'applying for a school place 2016-2017' shows details of the community areas for each school.

- 5. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.***

The definition of sibling is as shown above in the current criteria

- 6. Other children living outside the pre-defined community area.**

Tiebreaker

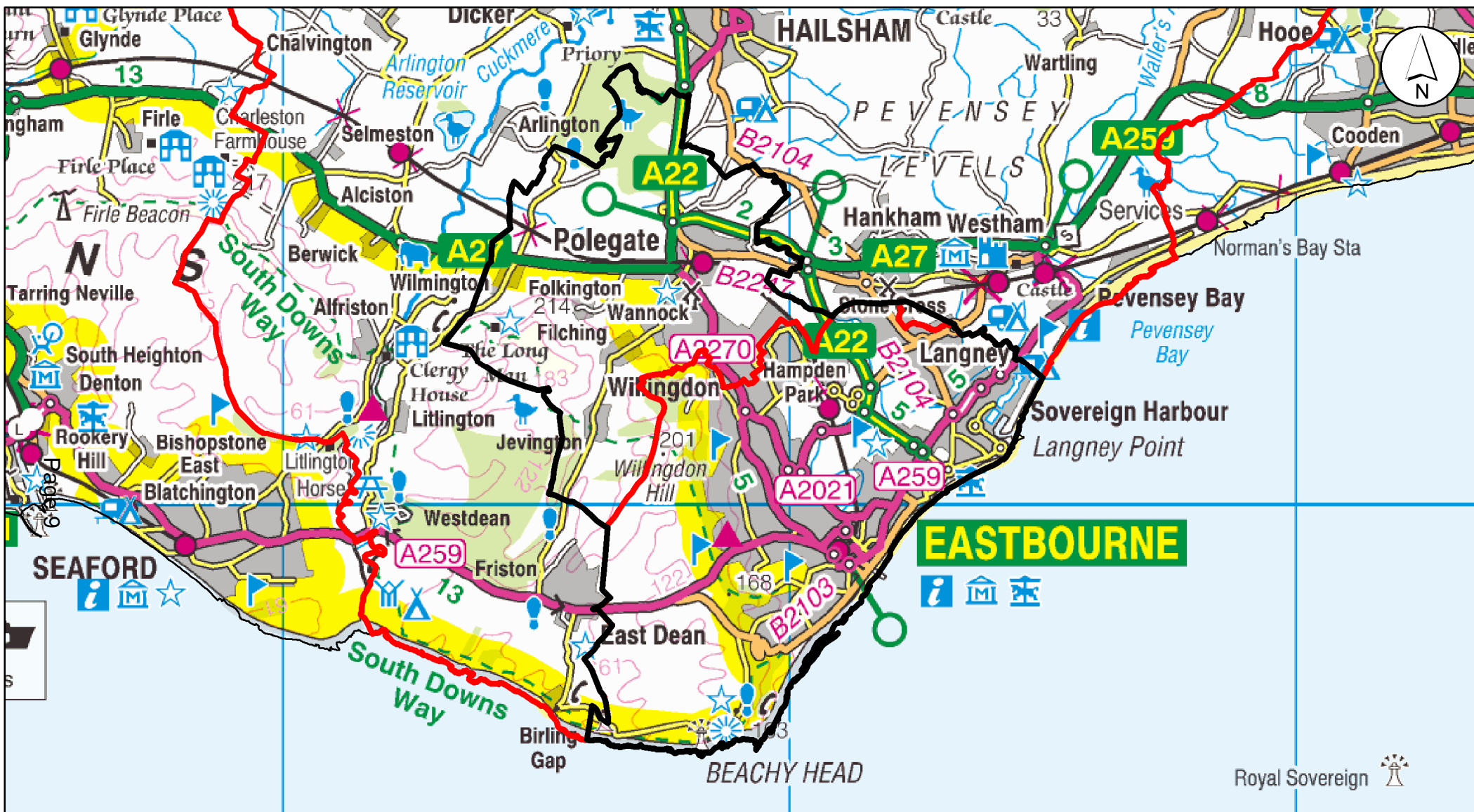
- In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies). For split site schools, we will measure to the site where the child will attend for the majority of lessons.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

**** Children who have a brother or sister who joined the school prior to 1 September 2017 (1 September 2012 for Frant CE Primary School) and who is still on roll will be admitted under the previous criteria which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.***

Twins and children from multiple births (all community and voluntary controlled schools).

Where the admission of both twins or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 (or multiples of 30), the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

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East Sussex County Council

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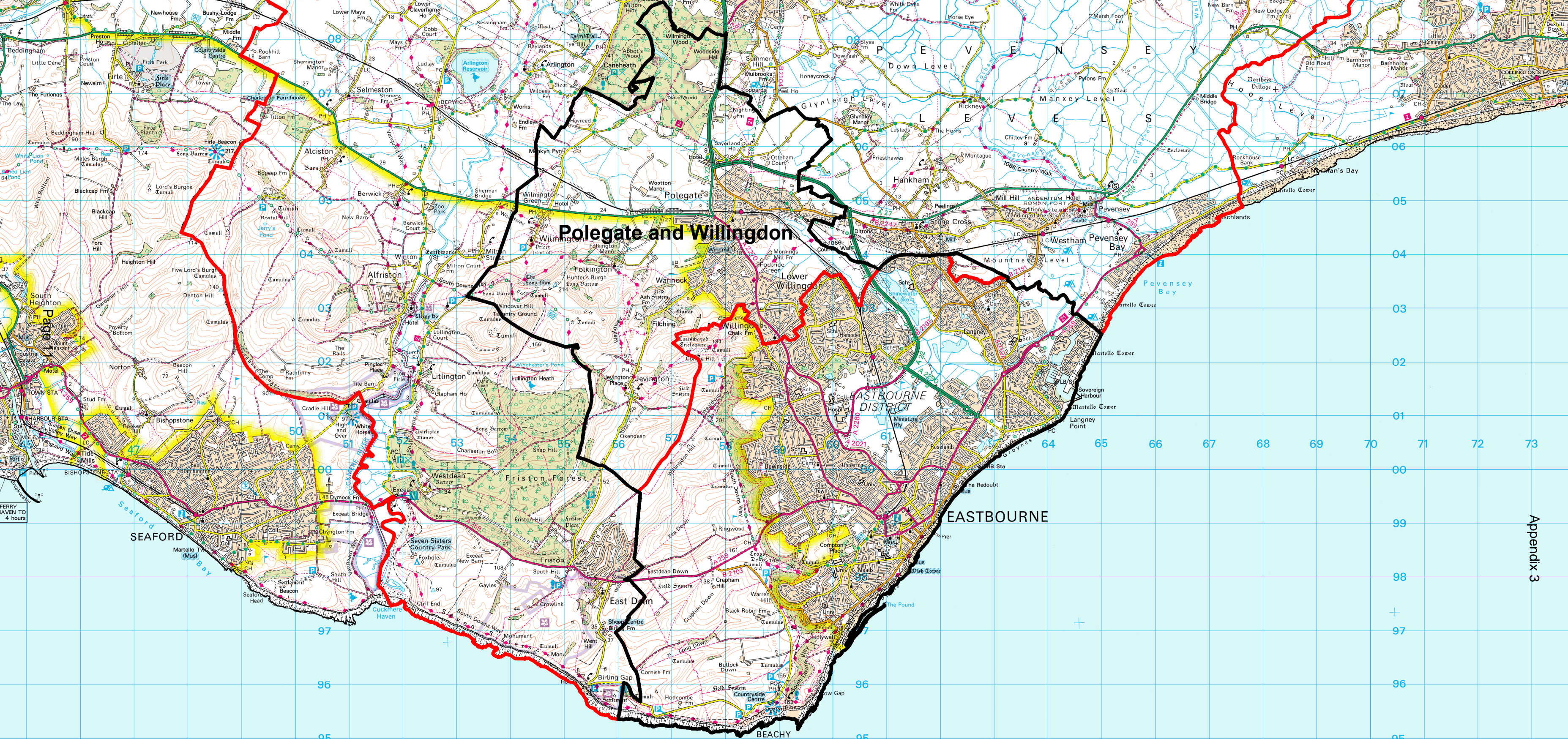
Proposed changes to Eastbourne Primary designated area

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Appendix 3

Admission numbers

The tables below shows the proposed planned admission numbers (PANs) for secondary schools where the County Council is the admission authority. (Proposed changes shown in bold). Establishments listed in *italics* are their own admission authorities, and their admission numbers are included for reference only, and may be subject to change.

1. Eastbourne area

School	Admission number 2018/19
The Causeway	189
<i>The Cavendish School (Academy)</i>	180
<i>The Eastbourne Academy</i>	180
<i>Gildredge House</i>	120
<i>Ratton School Academy Trust</i>	243
<i>St Catherine's College (Academy)</i>	208
Willingdon Community School	200

2. Hastings/St Leonards area

School	Admission number 2018/19
<i>Ark Helenswood Academy (Girls)</i>	216
<i>Ark William Parker (Boys)</i>	240
<i>The Hastings Academy</i>	180
<i>The St Leonards Academy</i>	300

3. Other areas of the County

School	Admission number 2017/18
<i>Beacon Academy</i>	220
<i>Bexhill Academy</i>	330
Chailey School	162
Claverham Community College	230
<i>Hailsham Community College Academy Trust</i>	240
Heathfield Community College	240
<i>Peacehaven Community School (Trust)</i>	180
<i>Priory School (Trust)</i>	232
<i>Ringmer Community College Academy</i>	150
Robertsbridge Community College	130*
<i>Rye College</i>	150
<i>Rye Studio (year 10 entry)</i>	50
<i>St Richard's Catholic College (VA)</i>	200
<i>Seaford Head Academy</i>	240
<i>Seahaven Academy</i>	150

Uckfield Community Technology College	270
Uplands Community College	168
<i>utc@harbourside (year 10 entry)</i>	60

Primary, Junior and Infant Schools - proposed admissions numbers for the 2018/19 school year.

1. Bexhill area

School	Admission number 2018/19
All Saints Church of England Primary School	30
Chantry Community Primary School	30
<i>Glenleigh Park Primary Academy</i>	75
<i>King Offa Primary Academy</i>	60
Little Common School	90
<i>Pebsham Primary Academy</i>	30
<i>St Mary Magdalene Catholic Primary School (VA)</i>	30
<i>St Peter and St Paul CE Primary School (VA)</i>	60

2. Crowborough area

School	Admission number 2018/19
Ashdown Primary School	60
Jarvis Brook School	30
<i>St John's CE Primary School (VA)</i>	30
<i>St Mary's RC Primary School (VA)</i>	30
<i>Sir Henry Fermor CE Primary Academy</i>	60

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2018/19
Bourne Primary School	60
<i>The Cavendish School (Academy)</i>	60
<i>Gildredge House (Free school)</i>	56
<i>Heron Park Primary Academy</i>	60
Langney Primary School	60
Motcombe Community Infant School (for pupils aged 4-7)	120
<i>Oakwood Primary Academy</i>	60
Ocklynge Junior School (for pupils aged 7-11)	210
Parkland Infant School (for pupils aged 4-7)	60
Parkland Junior School (for pupils aged 7-11)	60
Pashley Down Infant School (for pupils aged 4-7)	90
Polegate School	60
Roselands Infant School (for pupils aged 4-7)	90
Shinewater Primary School	60
St Andrews Church of England Infant School (4-7)	90

<i>St Johns Meads Church of England Primary School (VA)</i>	30
<i>St Thomas a Becket Catholic Infant school (4-7) (VA)</i>	60
<i>St Thomas a Becket Catholic Junior School (7-11) (VA)</i>	60
Stafford Junior School (for pupils aged 7-11)	90
<i>The Haven Primary School (VA)</i>	60
Tollgate Community Junior School (for pupils aged 7-11)	90
West Rise Community Infant School (for pupils aged 4-7)	90
West Rise Community Junior School (for pupils aged 7-11)	90
Willingdon Primary School	60

4. Hailsham

School	Admission number 2018/19
<i>Grovelands Community School (Trust)</i>	90
<i>Hailsham Academy</i>	30
<i>Hawkes Farm Primary School (Academy)</i>	60
Hellingly Community Primary School	30
<i>Marshlands Academy</i>	30
<i>White House Academy</i>	30

5. Hastings/St Leonards area

School	Admission number 2018/19
<i>All Saints Church of England Junior Academy (7-11)</i>	60
<i>Ark Blacklands Primary Academy</i>	90
<i>Ark Little Ridge Primary Academy</i>	60
<i>The Baird Primary Academy</i>	60
Castledown Community Primary and Nursery School	60
<i>Christ Church CE Primary School (VA)</i>	60
<i>Churchwood Primary Academy</i>	30
<i>Dudley Infant Academy (4-7)</i>	60
<i>Hollington Primary Academy</i>	60
<i>Ore Village Primary Academy</i>	60
<i>Robsack Wood Primary Academy</i>	60
<i>Sacred Heart Catholic Primary School (VA)</i>	30
<i>St Leonards CE Primary Academy</i>	60
<i>St Mary Star of the Sea Primary School (VA)</i>	30
<i>St Paul's Church of England Primary School (Academy)</i>	90
Sandown Primary School	60
<i>Silverdale Primary Academy</i>	90
<i>West St Leonards Primary Academy</i>	30

6. Heathfield

School	Admission number 2018/19
<i>All Saints and St Richard's CE Primary School (VA)</i>	15
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

7. Lewes area

School	Admission number 2018/19
Pells Church of England Primary School	20*
<i>St Pancras Catholic Primary School (VA)</i>	20
South Malling Church of England Primary School	30
Southover Church of England Primary School	60
Wallands Community Primary School	60

8. Newhaven area

School	Admission number 2018/19
Denton Community School	30
Harbour Primary and Nursery School	60
<i>Breakwater Academy</i>	30
<i>Newhaven Academy</i>	30

9. Peacehaven/Telscombe Cliffs area

School	Admission number 2018/19
Meridian Primary School	90
Peacehaven Heights Primary School	60
Telscombe Cliffs Community Primary School	90

10. Rye area

School	Admission number 2018/19
<i>Rye Primary Academy</i>	60

11. Seaford area

School	Admission number 2018/19
<i>Annecy Catholic Primary School (VA)</i>	30
Chyngton School	60
Cradle Hill Community Primary School	90
Seaford Primary School	60

12. Uckfield area

School	Admission number 2018/19
Harlands Primary School	30

<i>Holy Cross CE Primary School (VA)</i>	30
<i>Little Horsted CE Primary School (VA)</i>	15
Manor Primary School	60
Rocks Park Primary School	30
<i>St Philip's Catholic Primary School (VA)</i>	30

*the lead member will be aware that it is proposed to close Pells CE School with effect from August 2017. If closure is agreed, this PAN will be deleted.

13. Rural Primary Schools

School	Admission number 2017/18
Alfriston School	15
Barcombe Church of England Primary School	20
Battle and Langton Church of England Primary School	60
Beckley Church of England Primary School	15
<i>Blackboys Church of England Primary School (VA)</i>	15
Bodiam Church of England Primary School	15
Bonnors Church of England Primary School	15
Brede Primary School	20
Broad Oak Community Primary School	20
Burwash Church of England Primary School	25
Buxted Church of England Primary School	25
Catsfield Church of England Primary School	15
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	12
Ditchling (St Margaret's) Church of England Primary School	20
East Hoathly Church of England Primary School	15
Etchingham Church of England Primary School	15
Firle Church of England Primary School	15
Five Ashes Church of England Primary School	10
Fletching Church of England Primary School	15
Forest Row Church of England Primary School	45
<i>Framfield Church of England Primary School (VA)</i>	15
Frant Church of England Primary School	15
<i>Groombridge St Thomas Church of England Primary School (VA)</i>	30
<i>Guestling-Bradshaw Church of England Primary School (VA)</i>	30
Hamsey Primary School	15
Hankham Primary School	20
Herstmonceux Church of England Primary School	30
High Hurstwood Church of England Primary School	15
Hurst Green Church of England Primary School	20
Icklesham Church of England Primary School	15

Iford and Kingston Church of England Primary School	30
Laughton Community Primary School	15
<i>Mark Cross Church of England Primary School (VA)</i>	15
Mayfield Church of England Primary School	30
Maynards Green Community Primary School	30
Netherfield Church of England Primary School	20
Newick Church of England Primary School	30
Ninfield Church of England Primary School	20
Northiam Church of England Primary School	15
Nutley Church of England Primary School	15
Park Mead Primary School	15
Peasmarsh Church of England Primary School	15
Pevensey and Westham Church of England Primary School	60
Plumpton Primary School	20
Punnetts Town Community Primary School	15
Ringmer Primary School	45
<i>Rodmell Church of England Primary School (VA)</i>	9
Rotherfield Primary School	30
<i>St Mark's Church of England Primary School (VA)</i>	13
<i>St Mary the Virgin Church of England Primary School (VA)</i>	20
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
St Peter's Church of England Primary School (Chailey)	20
<i>St Thomas' Church of England Primary School (Winchelsea) (VA)</i>	20
Salehurst Church of England Primary School	30
Sedlescombe Church of England Primary School	30
Staplecross Methodist Primary School	15
Stone Cross School	60
Stonegate Church of England Primary School	15
Ticehurst and Flimwell CE Primary School	30
Wadhurst Church of England Primary School	45
Westfield School	30
Wivelsfield Primary School	30

- **The Lead Member is asked to note that at the time of writing, discussions were still taking place on the possibility of these schools changing their admission numbers as indicated.**

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Appendix 4

Co-ordination Admission Schemes for the normal year of entry

Attached are the proposed co-ordinated schemes for primary and secondary admissions at the normal point of entry. The changes to both schemes are minimal.

Introduction

Local Authorities (LAs) are required each year to draw up a scheme for co-ordinating the normal admissions round to primary and secondary schools. The aim of the scheme is to ensure that all parents receive a single offer of a school place on the national allocation date. If the prescribed date falls on a weekend or bank holiday, offers are sent on the next working day.

The scheme proposed by the County Council will be the subject of consultation with all maintained schools in the county and neighbouring local authorities.

Secondary scheme 2018/19

Key dates

Admissions information made available	September 2017
Closing date for applications	31 October 2017
Exchange of preference data between local authorities	27 November 2017
Admission authorities in East Sussex to advise LA of ranked order	5 January 2018
Finalise allocations	10 February 2018
Allocations confirmed to secondary schools	23 February 2018
Decisions conveyed to parents by email	1 March 2018
Closing date for appeals	16 April 2018
'On time' appeals heard	April - June 2018

Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally but where more than one school can be offered, the highest possible school named by the parent will be allocated. It will be for individual admission authorities to prioritise all preferences expressed for their schools against the published admissions criteria, which they have consulted on and determined. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex must not use any other application form. A separate, supplementary information form can only be used where additional information is required to determine admission within their published criteria. This form will be obtainable from and returnable to that admissions authority (voluntary aided (VA) schools). A supplementary information form on its own is not a valid application. Applicants living outside East Sussex must use the common application form that is supplied by their home local authority.
2. The process will begin with the information on admission arrangements and methods of application being made available early in September 2017.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference. The form should be completed and submitted to the LA by the closing date of 31 October 2017.
4. By 27 November 2017, East Sussex will exchange preference data with any local authority where an application has been received.
5. By 5 January 2018, East Sussex schools that are their own admissions authorities will

consider their applications, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.

6. By 19 January 2018, other local authorities will advise East Sussex of decisions reached on applications for their schools from East Sussex residents. East Sussex will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.
7. By 10 February 2018, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child. Qualifying late applications received up to 1 February will be included in this process.

Where a child is –

- Eligible for a place at only one school given on the application form, that school will be allocated
 - Eligible for two or three schools, a place will be allocated at the highest-ranking school
 - Not eligible for a place at any of the named schools and the child lives in East Sussex, a place will be allocated at the nearest school to the home with a space.
8. In the period 10 February to 21 February 2018, decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
 9. In the week commencing 19 February 2017 lists will be prepared of children allocated places at each secondary school in East Sussex, and these will be sent to the secondary schools in question. Details of offers will also be made available to East Sussex primary schools.
 10. Wednesday 1 March 2018 – allocation decisions will be notified to parents by email. Letters will only be sent where specifically requested, or where the application has been made on a paper form.. Where a preference is not being met, the notification email will signpost parents to the East Sussex County Council website where information can be found explaining to parents how places have been allocated at their preferred school(s), and advising parents of the right of appeal.

Applications received after 31 October 2017 but by 1 February 2018

1. If an application form is received after 31 October 2017, it will still be passed to the relevant admissions authority with a note that it has been received after the closing date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 1 February 2018.
2. If an application is received after 31 October 2017 but before 1 February 2018, together with proof of a change of address* since the closing date, or proof of another good reason why it was not possible for the family to apply on time, it will be treated as on time in respect of community and voluntary controlled schools. If there is no proof, or the reason is not considered valid by the LA, the application will be treated as late. There is no separate right of appeal against the decision as to whether the application is treated as on time or late.
3. Applicants whose forms are received between these dates will be sent a decision on 1 March 2018. For applications received after 2 February 2018, we will aim to send a decision letter within 20 school days.

Changes of preference

1. Parents may change their preferences at any stage up to the closing date of 31 October 2017. After 31 October 2017, we will not allow preferences to be changed without good reason. The LA will judge each case on its merits but will only usually accept a change of preference where there has been a significant change of circumstances (such as a house move*) thus making the original preferences no longer practical. Parents will be required to put their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. If the change of preference is agreed, a decision will be sent on 1 March 2018 provided the request was received by 1 February 2018. Such applicants will be advised that they have the right of appeal if the revised

preference cannot be met.

**In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

2. There is no right of appeal where the LA does not accept the change of preference.

No application form received by 1 February 2018

No secondary transfer places will be allocated unless a completed application form has been received.

Applications received on or after 1 March 2018

1. Only preferences stated on the LA application will be valid. If the preference is for an 'own authority' school, the LA will pass details to the school for a decision. The school must then advise the LA within fourteen days as to whether a place can be allocated so the LA can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the nearest school with a place available (if the identified school is its own admissions authority the LA will ask the school whether a place can be allocated). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.
2. Where the preference is for a school in a neighbouring authority, details will be passed to that authority for a decision to be made. Any authority refusing an application should advise the LA of the decision so the LA can consider allocating an alternative school.
3. The Co-ordinated Scheme will end on 31st August each year. Applications received after this date will be processed by individual schools.

Appeals

1. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal will not be arranged.
2. Parents submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within forty school days of the deadline for lodging appeals. Appeals for late applications will be included with those being heard for the same admission round wherever possible. If this is not possible, they must be heard within thirty school days of the appeal being lodged.
3. The LA must be advised of the outcome of all appeals.

Waiting lists

1. The LA will operate waiting lists for community and voluntary controlled schools so that it is clear as to which child will be offered any place which becomes vacant. Such waiting lists will be operational after the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. The LA must be notified by admissions authorities of any places that are subsequently allocated from the waiting list. Until co-ordination ends, it remains for the LA to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or not.
2. Waiting lists will operate until the end of Term 2, 2018 for Year 7 admissions.

Primary scheme 2018/19

Key dates

Admissions information made available	September 2017
Closing date for applications	15 January 2018
Preferences for each school established	26 January 2018
Exchange of preference data between local authorities	9 February 2018
Admission authorities in East Sussex advise LA of ranked order	16 March 2018
Finalise allocations	29 March 2018
Allocations confirmed to primary schools	16 April 2018
Decisions conveyed to parents by email	16 April 2018
Closing date for appeals	18 May 2018
Appeals heard	June/July

Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally but where more than one school can be offered, the highest possible school named by the parent will be allocated. It will be for individual admission authorities to prioritise all preferences expressed for their schools against the published admissions criteria, which they have consulted on and determined. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex must not use any other application form. A separate, supplementary information form can only be used where additional information is required to determine admission within their published criteria. This form will be obtainable from and returnable to that admissions authority (voluntary aided (VA) schools). A supplementary information form on its own is not a valid application. Applicants living outside East Sussex must use the common application form that is supplied by their home local authority.
2. The process will begin with the information on admission arrangements and methods of application being made available early in September 2017.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference. It should be completed and submitted to the LA by the closing date of 15 January 2018.
4. By 26 January 2018 East Sussex will exchange preference data with any local authority where an application has been received.
5. By 9 February 2018 East Sussex schools that are their own admission authorities will consider all applications for their school, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.
6. By 16 March 2018 other local authorities will advise East Sussex of decisions reached on applications for their schools from East Sussex residents. East Sussex will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.
7. By 29 March 2018, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child. Qualifying late applications received before 16 March will be included in this process.

Where a child is –

- Eligible for a place at only one school given on the application form that school will be allocated
- Eligible for two or three schools, a place will be allocated at the highest-ranking school
- Not eligible for a place at any of the named schools and the child lives in East Sussex, a

place will be allocated at the nearest school to the home with a space.

8. In the period 3 April 2017 to 13 April 2018 decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
9. On 16 April 2018 lists will be prepared of children allocated places at each primary school in East Sussex, and these will be sent to the secondary schools in question.
10. 16 April 2018 – allocation decisions will be notified to parents by email. Letters will only be sent where specifically requested, or where the application has been made on a paper form.. Where a preference is not being met, the notification email will signpost parents to the East Sussex County Council website where information can be found explaining to parents how places have been allocated at their preferred school(s), and advising parents of the right of appeal.

Applications received after 15 January 2018 but by 31 March 2018

1. If an application form is received after 15 January 2018, it will still be passed to the relevant admissions authority with a note that it has been received after that date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 31 March 2018.
2. If an application is received after 15 January 2018 but before 16 March 2018, together with proof of a change of address* since the closing date, or proof of another good reason why it was not possible for the family to apply on time, it will be treated as on time in respect of community and voluntary controlled schools. If there is no proof, or the reason is not considered valid by the LA, the application will be treated as late. There is no separate right of appeal against the decision as to whether the application is treated as on time or late.
3. Applicants whose forms are received between these dates will be sent a letter on 16 April 2018. For applications received after 31 March 2018, we will aim to send a decision letter within 20 school days.

Changes of preference

1. Parents may change their preferences at any stage up to the closing date of 15 January 2018. After 15 January 2018, we will not allow preferences to be changed without an exceptional reason. The LA will judge each case on its merits but will only usually accept a change of preference where there has been a significant change of circumstances (such as a house move*) thus making the original preferences no longer practical. Parents will be required to put their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. . If the change of preference is agreed, a decision will be sent on 16 April 2018 provided the request was received by 31 March 2018. Such applicants will be advised that they have the right of appeal if the revised preference cannot be met.

**In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

2. There is no right of appeal where the LA does not accept the change of preference.

No application form received

1. No Reception or junior transfer places will be allocated unless a completed application form has been received.

Applications received on or after 31 March 2018

1. Only preferences stated on the LA application will be valid. If the preference is for an 'own authority' school, the LA will pass details to the school for a decision. The school must then advise the LA within fourteen days as to whether a place can be allocated so the LA can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the

nearest school with a place available (if the identified school is its own admission authority the LA will ask the school whether a place can be allocated). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.

2. Where the preference is for a school in a neighbouring authority, the details will be passed to that authority for a decision to be made. Any authority refusing an application should advise the LA of the decision so the LA can consider allocating an alternative school.
3. The Co-ordinated Scheme will end on 31 August each year. Applications received after this date will be processed by individual schools.

Appeals

1. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal hearing will not be arranged.
2. Parents submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within forty school days of the deadline for lodging appeals. Appeals for late applications will be included with those being heard for the same admission round wherever possible. If this is not possible, they must be heard within thirty school days of the appeal being lodged.
3. The LA must be advised of the outcome of all appeals to other admission authorities.

Waiting lists

1. The LA will operate waiting lists for all community and voluntary controlled primary, infant and junior schools so that it is clear which child will be offered any place which becomes vacant. Such waiting lists will be operational after the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. The LA must be notified by admissions authorities of any places that are subsequently allocated from the waiting list. Until co-ordination ends, it remains for the LA to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or not.

Waiting lists will operate until the end of Term 2, 2018.

Admission of summer born children to Reception classes.

Parents of summer born children who are due to start in reception can request that their child starts on a part-time basis or joins Reception later during the school year.

However, parents can also request that their child starts in Reception in the September following their fifth birthday (i.e. when they would normally be starting Year 1). Parents making such a request should do so during the normal admission round.

The Authority will consider these requests on a case-by-case basis, taking into consideration the child's academic, social and emotional development together with the Headteacher and parent's views. If the request is refused but the child is offered a place in the school (but not the preferred year group) the parent would not have the right of appeal.

If the request is agreed, parents will need to be clear that this does not mean the child will remain in the year below their chronological age group for all of their school career, particularly on transfer to secondary school

Report to: **Lead Member for Education and Inclusion, Special Educational Needs and Disability**

Date: **10 October 2016**

By: **Director of Children's Services**

Title of report: **Notice of Motion: Selective Education**

Purpose of report: **To consider the Motion that the Council opposes selective education in East Sussex**

RECOMMENDATION

The Lead Member is recommended to recommend the County Council notes the contents of this report and adopts an amended Notice of Motion as set out in paragraph 3.1.

1 Background

1.1 The following notice of motion has been submitted by Councillor Field and Councillor Shuttleworth:

'This Council supports its School Improvement Strategy; "Excellence for All". It does not support selective Education in the Authority and believes that it will not contribute to raising educational standards across the County.'

1.2 In line with County Council practice, the matter has been referred by the Chairman to the Lead Member for Education and Inclusion, Special Educational Needs and Disability for consideration to provide information and inform debate on the Motion. The Lead Member's recommendation on this Notice of Motion will be reported to the Council at its meeting on 18 October 2016.

2 Supporting information

2.1 The Department for Education (DfE) published a green paper in September 2016: "Schools that Work for Everyone", in which it set out its belief that there is a case for relaxing restrictions on selective education, in order to provide more good school places within the system – whether through the expansion of existing grammars, the creation of new selective schools or through allowing non-selective schools to become selective – in the interests of improving education standards and increasing choice for parents.

2.2 The green paper sets out the following proposals in a consultation which runs until December 2016:

- Allow the establishment of **new selective schools**, subject to the conditions below. These would be established as free schools set up in response to local demand, with the flexibility to select 100% of their intake on the basis of ability.
- Allow **existing non-selective schools** to become selective by removing restrictions on selection, subject to the conditions below. These schools would become selective in response to local demand, with the flexibility to select 100% of their intake on the basis of ability.
- Support **existing good and outstanding selective schools** to expand, subject to the conditions below. To support this, the Department for Education will make available funding of up to £50m a year for the expansion of places on the basis of estimates, not retrospectively.

2.3 To increase the number of good and outstanding places in non-selective schools, the Department for Education would apply conditions on new or expanding selective schools. These conditions would be chosen from a menu of the following options, to meet local needs and to ensure that new or expanding selective schools contribute in a meaningful way to improving outcomes for all pupils:

- Take a proportion of pupils from lower income households.
- Establish a new non-selective secondary school, with the capital and revenue costs paid by government.
- Establish a primary feeder in an area with higher density of lower income households to widen access, with the capital and revenue costs paid by government.
- Partner with an existing non-selective school within a multi-academy trust or sponsor a currently underperforming and non-selective academy.

- Ensure that there are opportunities to join the selective school at different ages, such as 14 and 16, as well as 11.

2.4 ESCC, as set out in “**Excellence for All**”, retains its commitment to ensuring an excellent education for all children and young people in the county, irrespective of the type of school, college or setting they attend. In an increasingly diverse educational landscape, the local authority has a vital role to play as a champion for children and young people with special educational needs and disabilities. Excellence for All sets out how the local authority works with all schools:

- Holds all schools to account for how well they serve their learners, particularly the most vulnerable.
- Works collaboratively with all providers to ensure that children and young people with special educational needs and disabilities achieve their ambitions and become successful adults.
- Encourages good and outstanding providers to support others to improve, through strong system leadership; and promotes sustainable, formal partnerships between providers.
- Ensures a sufficient supply of good education places, underpinned by the principle that all children should be able to attend their local school and that special educational needs and disabilities should not be a barrier to this.

2.5 The Ofsted inspection of local authority arrangements for supporting school improvement in East Sussex in November 2015 reported that: ‘The impact of the local authority’s strategy for improvement, ‘Excellence for All’ and the work to ensure the quality of its own advisers and brokered services since the last inspection was clear.’

3. Conclusion and reasons for recommendations

3.1 In light of the success of the East Sussex Excellence for All strategy in improving school performance and outcomes for children and young people in the county, it is recommended that the following amended Notion of Motion is adopted:

East Sussex County Council:

- Supports its school improvement strategy: Excellence for All, which has contributed to a significant improvement in school performance and outcomes for children and young people in East Sussex.
- Believes that existing local arrangements for ensuring the supply of good educational places in the county are robust and effective in ensuring that local communities have access to good educational provision.
- Would like to consider the government’s amended proposals further following the end of the consultation period in December.

STUART GALLIMORE
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LOCAL MEMBERS

All Councillors