



**Brighton & Hove
City Council**

**CHILDREN, YOUNG PEOPLE &
SKILLS COMMITTEE
ADDENDUM**

4.00PM, MONDAY, 15 JANUARY 2018

COUNCIL CHAMBER, HOVE TOWN HALL

ADDENDUM

ITEM		Page
49	SCHOOL ADMISSION ARRANGEMENTS 2019/20	1 – 58

Report of the Executive Director for Families, Children & Learning
(copy attached).

Contact Officer: Richard Barker 01273 290732

Ward Affected: All Wards

Subject:	School Admission Arrangements 2019/20		
Date of Meeting:	Children, Young People & Skills Committee 15 January 2018		
Report of:	Executive Director Families, Children & Learning		
Contact Officer:	Name:	Richard Barker, Head of School Organisation	Tel: 01273 290732
	Email:	Richard.barker@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that the public consultation closed on 19 November 2017, scheduled meetings with the Cross Party School Organisation Working Group regarding the school admission arrangements concluded on 20 December 2017 and a late submission was received from Varndean School on 5 January.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The City Council is the admission authority for maintained community schools in the city. The admission arrangements for schools must be determined 18 months in advance of the academic year in which they will take effect. This report outlines the responses to the published consultation undertaken between the 2 October 2017 and 19 November 2017 and makes recommendations to the Committee of proposals to take forward in light of those responses and revised data regarding the expected number of pupils in the city requiring a school place.
- 1.2 Local Authorities set out the Published Admission Number and catchment areas as well as schemes for co-ordinated admissions, including key dates in the admission process, and the arrangements for consultation with own admission authority schools in the city and with other Local Authorities. They also establish the area (the "relevant area") within which the admission consultation should take place.
- 1.3 The City Council must have confirmed its admission arrangements for 2019-20 by 28 February 2018 in order to conform to the requirements of the School Admissions Code.

2. RECOMMENDATIONS:

- 2.1 The committee agree to reduce the Published Admission Number at Moulsecomb Primary School by 30 pupils in September 2019 (Paragraph 3.15).

- 2.2 The committee agree to reduce the Published Admission Number at Coombe Road Primary School by 30 pupils in September 2019 (Paragraph 3.16).
- 2.3 The committee agree to reduce the Published Admission Number at West Hove Infant School (Connaught Road site) by 30 pupils in September 2019 (Paragraphs 3.17 - 3.18).
- 2.4 The committee agree to make no change to the Published Admission Number at Benfield Primary School in September 2019 (Paragraphs 3.19 - 3.20).
- 2.5 The committee agree to make no change to the Published Admission Number at Hertford Infant School in September 2019 (Paragraphs 3.21 – 3.22).
- 2.6 The committee note the permanent increase to the Published Admission Number of Blatchington Mill School and Sixth Form from 300 pupils to 330 pupils with effect from September 2018 (Paragraphs 3.34 – 3.35).
- 2.7 The committee agree to the permanent increase to the Published Admission Number of Patcham High School from 215 pupils to 225 pupils in September 2019 (Paragraph 3.31).
- 2.8 The committee agree to an additional temporary class of 30 pupils at Dorothy Stringer High School for admission in September 2019 and again in September 2020 (Paragraphs 3.32).
- 2.9 The committee agree to an additional temporary class of 30 pupils at Varndean School for admission in September 2019 and again in September 2020 (Paragraphs 3.32).
- 2.10 The committee agree to note the request to permanently increase the Published Admission Number of Varndean School which will be subject to further discussions between the governing body and the Council (Paragraph 3.33).
- 2.11 The committee agree to make no change to secondary school catchment areas (Paragraph 3.48) shown in Appendix 8.
- 2.12 The committee agree that the proposed school Published Admission Numbers set out in Appendix 6 be adopted for the admissions year 2019-20 (Paragraphs 3.61- 3.62).
- 2.13 The committee agree that the admission priorities for community schools set out in Appendix 7 be adopted for the relevant age groups (Paragraphs 3.55 – 3.59).
- 2.14 The committee agree that the co-ordinated schemes of admission for the admission year 2019-20 (Paragraph 3.63 and Appendices 9 and 10) and relevant area (Paragraph 3.60) be approved.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Children Young People & Skills (CYP&S) Committee on 18 September 2017 recommended that a public consultation was undertaken on proposed changes to the council's admission arrangements including changes to secondary school

catchment areas and the reduction in Published Admission Number (PAN) of five primary schools.

- 3.2 A 7 week consultation period ran from 2 October 2017 – 19 November 2017. During that time 13 public meetings were held, attended by approximately 310 people, the online consultation form received 907 responses and 48 emails were received into the specific consultation mailbox. Three petitions have been received either at Full Council or CYP&S committee, alongside three deputations.
- 3.3 A summary of all the responses received via the Council's Have Your Say online consultation portal can be found in Appendix 2. Due to the nature of the consultation covering various proposals it is worth noting that respondents may have commented on only part of the overall consultation and not all aspects of the proposals.
- 3.4 During the consultation period a commitment was given to review the data used to inform the proposals brought forward. Projections of future pupil numbers in each of the secondary school catchment areas had been modelled using the School Census data from October 2016 and projections of primary pupil numbers generated using GP registration data which had been received in November 2016. The timing of the consultation, determined by statutory guidance, the School Admissions Code, meant that data from the October 2017 census and from the NHS was not available for analysis prior to consultation.
- 3.5 The Cross Party School Organisation Working Group (CPSOWG) has met twice since the consultation closed to consider the responses received. These meetings took place on 27 November 2017 and 20 December 2017. The Secondary Admission Working Party (SAWP) met on 6 December 2017.

Changes to Pupil Projection Data

- 3.6 There has been a reduction in the number of primary aged pupils recorded as living in the city and being registered with GPs, as compared with the data supplied in November 2016, as detailed in Table 1.

Table 1

Year Group (Sept 2017)	Total (Nov 2016)	Total (Nov 2017)	Variance
Reception	3,019	2,986	-33
1	3,140	3,120	-20
2	3,230	3,185	-45
3	3,277	3,245	-32
4	3,145	3,116	-29
5	3,211	3,175	-36
6	3,100	3,073	-27
Total	22,122	21,900	-222

- 3.7 A total of 222 fewer primary aged pupils are recorded as living in the city and registered with a GP surgery.

- 3.8 The prediction of future primary school pupil numbers has also been adjusted to take account of updated GP registration data and is fully detailed in Appendix 3. There are anticipated to be 43 fewer pupils starting school in September 2019. In total 2,597 places are expected to be required.

Table 2

Starting school year	Total (Nov 2016)	Total (Nov 2017)	Variance
2019/20	2,640	2,597	-43

- 3.9 The updated GP registration data indicates that the future number of secondary aged pupils will reduce because of the reduction in the number of children living in the city, registered with GPs, between October 2016 and October 2017.
- 3.10 There has been a fall in the number of pupils recorded on roll at the city's schools as shown in the School Census data taken in October 2016 and October 2017. Comparing all year groups that feature in both census returns there is a reduction of 341 pupils attending the city's schools. The largest reduction (163 pupils) occurred in the cohort who started Year 7 in September 2017.
- 3.11 It is not the purpose of this report to speculate on the reason for the reduction that has happened in the last 12 months. However when this base data is applied to the calculations used to predict the demand for future secondary school places it has brought about a small reduction in the anticipated number of pupils requiring a school place.
- 3.12 Using the most recent census data has generated a reduction in the total number of pupils requiring a place in a catchment area school of 52 pupils in 2019 and 87 pupils in 2020. A summary is provided in Table 3 and Table 4 below.

Table 3 - September 2019

October 2016 school census data			October 2017 school census data			Variance (A-B)
Catchment Area	PAN	Projected number of pupils – 2019 (A)	Catchment area	PAN (as of 22.12.17)	Projected number of pupils – 2019 (B)	
PACA	240	186	PACA	240	174	-12
Hove Park & Blatchington Mill	600	629	Hove Park & Blatchington Mill	630	623	-6
Dorothy Stringer & Varndean	600	696	Dorothy Stringer & Varndean	600	669	-27
Patcham High School	215	207	Patcham High School	215	210	+3
BACA	180	181	BACA	180	170	-11
Longhill	270	232	Longhill	270	233	+1
Total	2105	2,131	Total	2,135	2,079	-52

Table 4 - September 2020

October 2016 school census data			October 2017 school census data			
Catchment Area	PAN	Projected number of pupils – 2020 (A)	Catchment area	PAN (as of 22.12.17)	Projected number of pupils – 2020 (B)	Variance (A-B)
PACA	240	173	PACA	240	178	+5
Hove Park & Blatchington Mill	600	602	Hove Park & Blatchington Mill	630	577	-25
Dorothy Stringer & Varndean	600	736	Dorothy Stringer & Varndean	600	693	-43
Patcham High School	215	197	Patcham High School	215	208	+11
BACA	180	165	BACA	180	138	-27
Longhill	270	250	Longhill	270	242	-8
Total	2,105	2,123	Total	2,135	2,036	-87

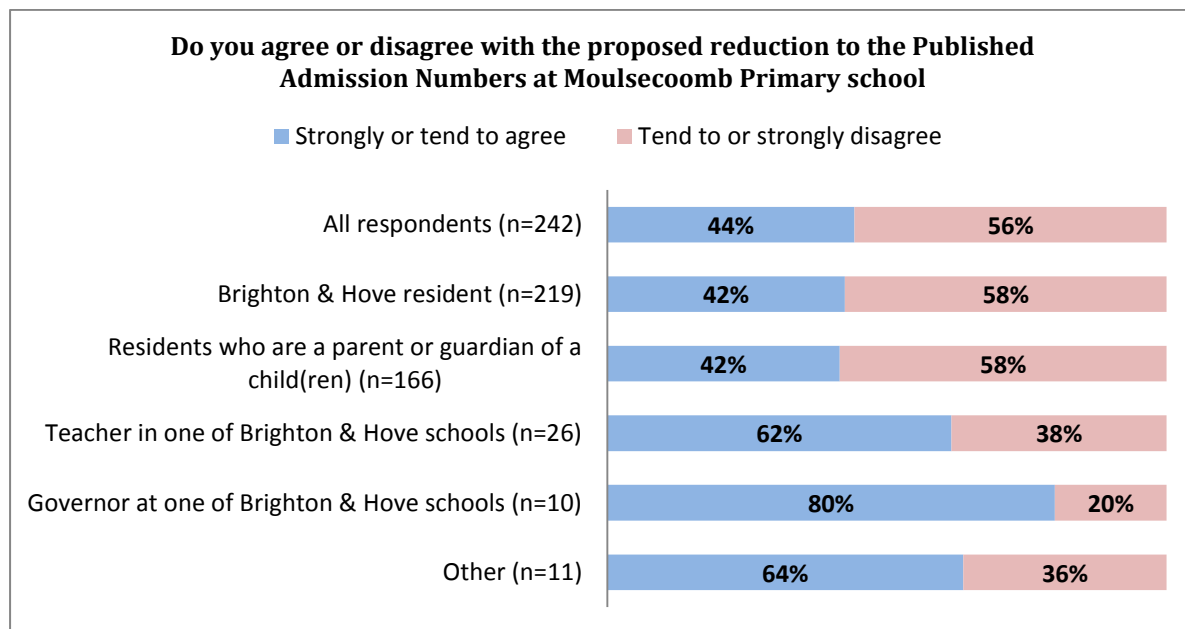
- 3.13 Under the existing catchment area model, the Dorothy Stringer and Varndean schools catchment area was identified as having more pupils than places available. The revised data has reduced the shortfall of places by 27 places in 2019 and 43 places in 2020. There still remain more pupils than places available in the catchment area in the two years under consideration, a shortfall of 69 places in 2019 and 93 places in 2020.
- 3.14 Even with the additional places offered by both schools on a temporary basis not all pupils living in the catchment area can be offered a place at one of the catchment area schools. However the number of pupils who will not receive a place is fewer than that indicated by the projections calculated using the October 2016 census data and there are sufficient places overall in the city for all pupils who require a place.

Primary School Published Admission Numbers

Moulsecomb Primary School

- 3.15 The summary of responses received is shown in Table 5 below. In total 44.3% of all respondents tended to or strongly agreed with the proposal. Comments received reflected on low pupil numbers in the area as a result of changes in housing use. As outlined in the September 2017 committee report, the proposal to reduce the school's PAN by 30 pupils from three forms of entry to two forms of entry is supported by the school's governing body, although they are clear that any additional reduction in the school's PAN would not be supported. It is therefore recommended that the school's PAN is reduced.

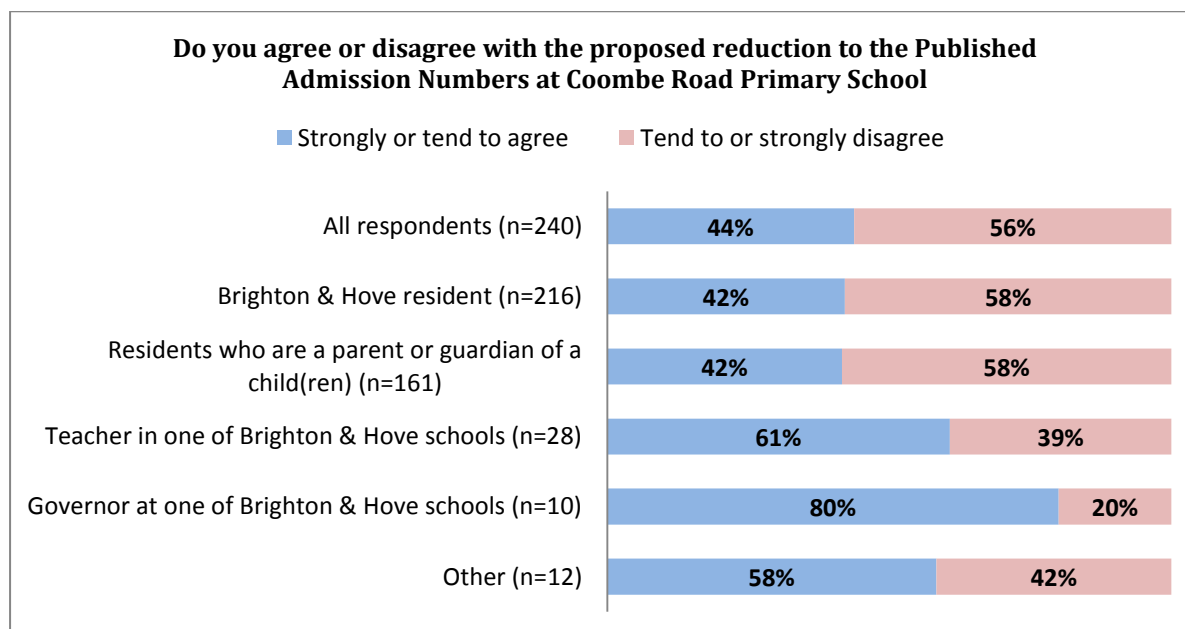
Table 5



Coombe Road Primary School

3.16 The summary of responses received is shown in Table 6 below. In total 43.7% of all respondents tended to or strongly agreed with the proposal. Comments received reflected on low pupil numbers in the area as a result of changes in housing use and a concern about there being sufficient school places locally should a reduction in PAN take place at Hertford Infants, Coombe Road and Moulsecoomb primary schools. As outlined in the September 2017 committee report, the proposal to reduce the school’s PAN by 30 pupils from two forms of entry to one form of entry is supported by the school’s governing body. It is therefore recommended that the school’s PAN is reduced.

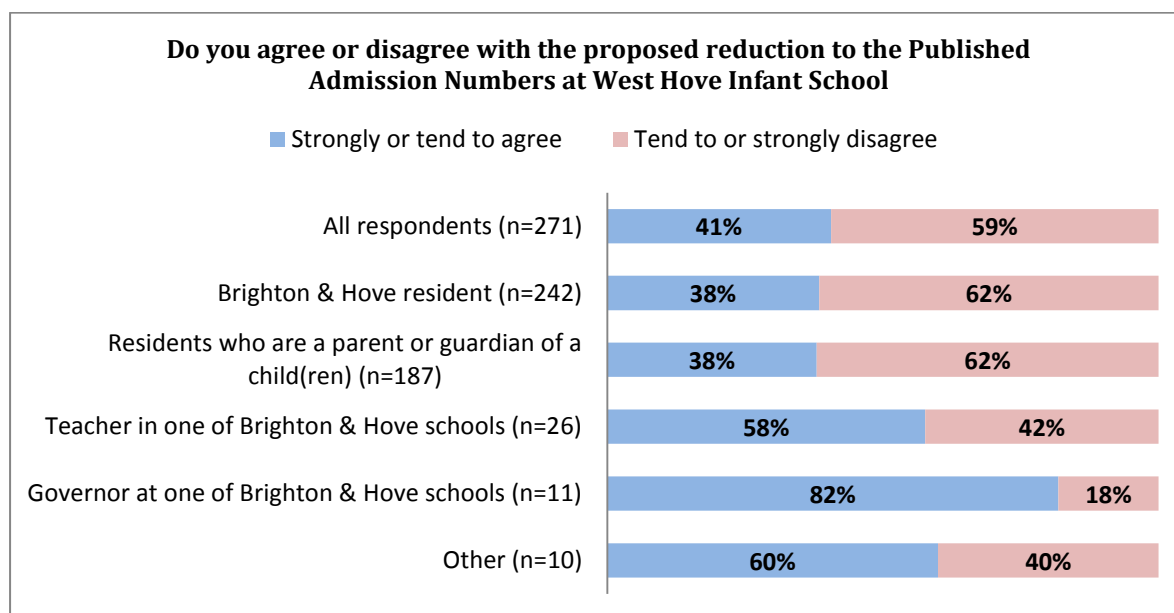
Table 6



West Hove Infants (Connaught Road)

- 3.17 The summary of responses received is shown in Table 7. In total 40.6% of all respondents tended to or strongly agreed with the proposal. Comments received related to concern about recent decisions on future housing being made in the proximity, concern about the current size of the school and the impact other historical school expansions had on the availability of places in the area. Some concern was also expressed that the proposal would reduce the possibility that families living in the south western areas of Hove would be denied an opportunity to attend a local school, especially with the corresponding proposal to reduce the PAN of Benfield Primary School.
- 3.18 As outlined in the September 2017 report, the proposal to reduce the school's PAN by 30 pupils from four forms of entry to three forms of entry was supported by the school's governing body. Whilst concerns have been expressed as outlined above it is recommended that the school's PAN is reduced.

Table 7

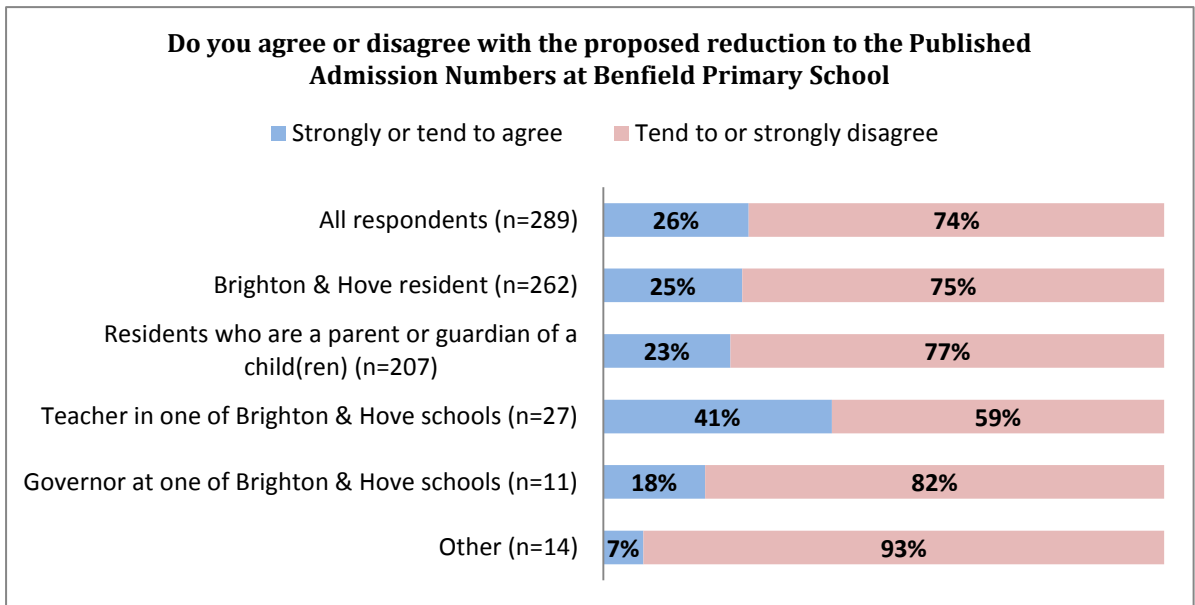


Benfield Primary School

- 3.19 The summary of responses received is shown in Table 8. In total just 26% of all respondents tended to or strongly agreed with the proposal. Only 18% of respondents who are governors in a Brighton and Hove school tended to or strongly agreed with the proposal. Many comments were received regarding the journey that the school has been on leading to it recently gaining Teaching School status and its contribution to the city's wider school improvement work. It was felt by many respondents that this would be put at risk should the school's PAN be reduced to one form of entry. Concerns were also expressed about the school being able to admit all pupils who wish to attend the school and the options available to parents who would not wish to send their child to a one form entry primary school, if the PAN was reduced.

3.20 The school’s governing body do not support the proposal and after considering the range of responses it is recommended not to propose the reduction in PAN from two forms of entry to one form of entry.

Table 8

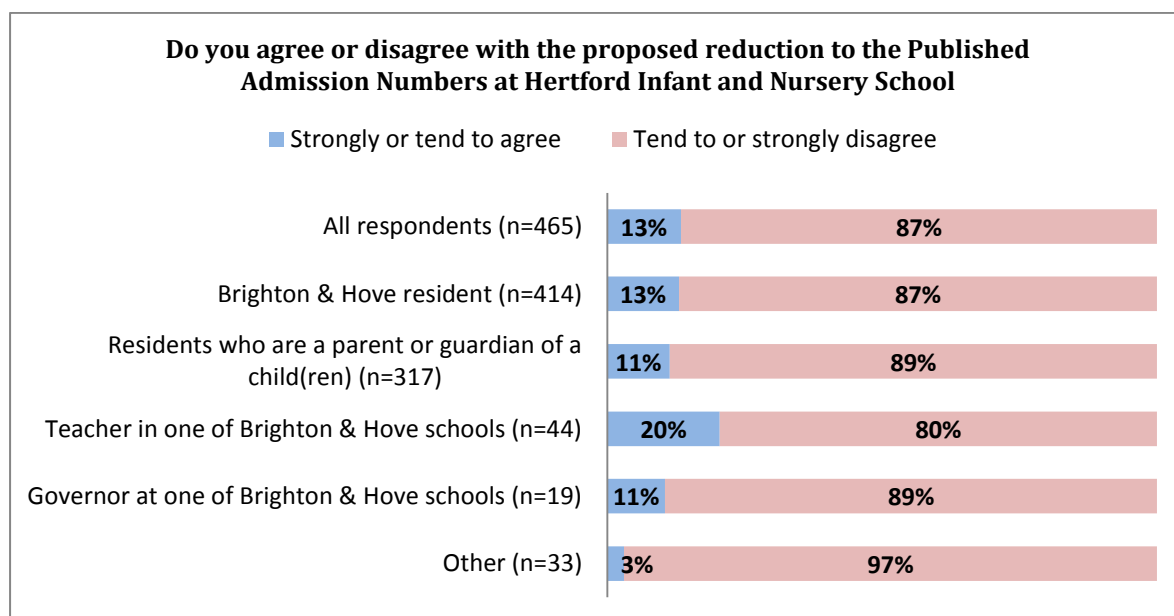


Hertford Infant School

3.21 The summary of responses received is shown in Table 9. In total just 13.4% of all respondents tended to or strongly agreed with the proposal. Only 11% of respondents who are governors in a Brighton and Hove school tended to or strongly agreed with the proposal. Many comments were received regarding the impact of reducing the infant school to one form of entry including the school’s financial viability, the effect on the surrounding area and the demographic of the school. Many respondents commented on the quality of the current provision of education available at the infant school and the junior school, including their impact in reducing the gap in performance between disadvantaged pupils and non-disadvantaged pupils as well as considering the impact on other schools in the neighbouring area.

3.22 The school’s governing body do not support the proposal and after considering the range of responses it is recommended not to propose the reduction in PAN from two forms of entry to one form of entry.

Table 9



3.23 Currently there are 3,030 primary school places available in the city. Should the recommendations be agreed, 90 primary school places will be removed in September 2019 leaving 2,940 primary school places. The Council remains concerned that the number of available places in primary schools across the city exceeds the number of pupils projected to require a place in the foreseeable future by over 300 places, just over 10% surplus capacity.

3.24 With lower pupil projection numbers, a reduction of 90 places in September 2019 does not sufficiently address the issue and with continued pressure on school budgets there may be a need to review PANs or look at other organisational changes in future years.

3.25 Appendix 3 shows that in the following primary school planning areas there remain significant surplus places:

- Portslade
- Hangleton and Hove Park
- West Blatchington and North Hangleton
- Hollingbury and Preston Park to Seafront
- The Deans

and the council will need to work with governing bodies and Headteachers to ensure there is no detrimental effect on the performance of schools.

Secondary School Admission Arrangements

3.26 The Council put forward a proposal to undertake a light touch review of secondary school catchment areas and recommended that this change was for a two year period (2019 and 2020). The council recognised that some respondents to the consultation did not agree with the description of the proposed changes as light touch, a term used to distinguish these proposals from the more wide ranging proposals put forward in the engagement activity in Spring 2016.

- 3.27 In order to alleviate the issue of catchment areas failing to catch the council proposed a review of catchment areas. This was put forward to look to reduce the uncertainties experienced by some parents as in recent years the number of pupils in some catchment areas had exceeded the places available at the catchment school(s). The intention was that the proposed changes would better match the number of pupils living in a catchment area with the places available at the relevant catchment school(s).
- 3.28 The committee report in September 2017 outlined that the projections showed that in 2019 there would be 2,598 pupils requiring secondary school places. In 2020 there would be 2,590 pupils requiring secondary school places. In 2019, the BACA, Blatchington Mill/Hove Park and the Dorothy Stringer/Varndean catchment areas were projected to have more pupils than places available. In total it was forecast that 126 pupils would not be able to be accommodated in their catchment area school in September 2019. In total it was forecast that there were 100 places in the Patcham High School, Longhill High School and Portslade Aldridge Community Academy (PACA) catchment areas that would not be filled from children living in the catchment area in September 2019. In 2020, it was forecast that 138 pupils would not be accommodated in their catchment area and, in total, 120 places in the BACA, Patcham High School, Longhill High School and PACA would not be filled by catchment children.
- 3.29 As has been noted in paragraphs 3.6 – 3.14, the latest GP data and school census data shows a reduction in numbers of school age pupils. This is the data on which the forecast of pupil numbers are based and consequently this has brought about a reduction in the anticipated number of pupils requiring a school place in future years.
- 3.30 During the consultation it became evident that some existing schools wished to provide additional places by increasing their PAN.
- 3.31 Patcham High School has requested to increase their PAN permanently by 10 pupils from 215 pupils to 225 pupils from September 2019. The request from the governing body is to ensure that the school has the appropriate number of children in the school to more accurately reflect the school's capacity. The school states that the number of children it has in Key Stage 4 is not sufficient to fill all the subjects that the school would like to be able to offer in order to provide a wide and varied curriculum.
- 3.32 A joint response to the consultation from the governing bodies of Dorothy Stringer and Varndean Schools states that they would now be prepared to admit an additional form of entry, as a temporary measure, in both September 2019 and September 2020. Both schools had felt unable to admit additional pupils in September 2017 due to concerns about increasing pressures on teaching accommodation and other common areas in the school such as toilets, corridors and dining areas. They had also expressed concerns about the amount of space available to support pupils with additional needs. However notwithstanding these issues both schools have advised that offering additional temporary forms of entry for 2019 and 2020 will in their view provide greater clarity and stability to families in their current catchment area.

- 3.33 In a late submission from the governing body of Varndean School, they have made a request to increase their PAN from 270 to 300 pupils on a permanent basis from September 2018. No recommendation is made in this report, regarding the request, on account of the time available to fully understand impact of this proposal including the future capital funding implications.
- 3.34 Blatchington Mill School indicated a willingness to permanently admit an additional form of entry. Whilst the school publicly indicated their willingness to do so during the period of the public consultation the school had also sought to appeal to the Office of the Schools Adjudicator to appeal against the PAN set for the school in September 2018.
- 3.35 The Schools Adjudicator determined their appeal on 19 December 2017 and has confirmed that the school's PAN has increased for September 2018 to 330 pupils. As a result of this determination the Council agrees that the school's PAN in September 2019 will remain at the higher level of 330 pupils.
- 3.36 With the additional places available at Blatchington Mill school the total number of school places within the city's catchment areas is 2,135. If the Council agrees to provide additional temporary places at Dorothy Stringer and Varndean schools, then this, together with the small increase in PAN at Patcham High School, means that, there will be a total of 2,205 school places in the city's catchment areas.
- 3.37 The modelling of future pupil numbers revised with the data from the October Census 2017 information (Appendix 4) indicates that using the current catchment area model the total number of places required in the city's catchment areas is 2,079 in September 2019 and 2,036 in September 2020. Across the city in total there are projected to be 2,506 pupils requiring a school place in September 2019 and 2,463 in September 2020.
- 3.38 As summarised in Tables 3 and 4 and paragraph 3.12 above the most recent census data shows a reduction in the total number of pupils requiring a place in a catchment area school of 52 pupils in 2019 and 87 pupils in 2020.
- 3.39 As detailed in paragraphs 3.13 and 3.14, the latest data has reduced the shortfall of places in the Dorothy Stringer and Varndean schools catchment area by 27 places in 2019 and 43 places in 2020. There still remain more pupils than places available in the catchment area in the two years under consideration, a shortfall of 69 places in 2019 and 93 places in 2020. Even with the additional places offered by both schools on a temporary basis not all pupils living in the catchment area will be able to receive a place at one of the catchment area schools.
- 3.40 The number of pupils who will not receive a place is fewer than that indicated by the projections calculated using the October 2016 census data and there are sufficient places in the city for all pupils who require a place.
- 3.41 Beyond the two year period that the changes to catchment areas were being proposed to consider, it can be seen in Table 10 that the number of pupils requiring a place in 2021 and 2022 has also reduced. Whilst there remain insufficient places in the catchment areas for all pupils expected to require a

place, (in 2021, 2,171 pupils for 2,135 places), it now appears as though there are sufficient places across the city with 2,598 pupils and 2,645 places in 2020 and 2,537 pupils for 2,645 places in 2021.

Table 10

Starting secondary school	October 2016 school census data (A)	October 2017 school census data (B)	Variance (A-B)
2021/22	2,714	2,598	-116
2022/23	2,636	2,537	-99
2023/24	2,555	2,502	-53

3.42 Therefore with an additional 100 places available in the city’s catchment area schools in 2019 and 2020 and the estimated number of pupils in the city requiring a school place falling by 92 pupils in 2019 and 127 pupils in 2020 careful consideration has been given to the proposal to make changes to the secondary school catchment areas.

3.43 The data modelling the demand for places in catchment areas does not take account of the number of additional pupils who will be requiring a school place in the city as a result of house building (Appendix 5). As previously referenced in the September 2017 committee report the City Plan states that an additional 13,200 homes will be built in the city by 2030 and it is anticipated that this will generate an additional 1,216 primary aged pupils and 1,046 secondary aged pupils.

3.44 The Council is cautious to avoid underestimating the impact the potential increase in pupil numbers caused by new homes being built will have. However it does recognise that in the immediate future many of these new homes will not be completed in the timescale first estimated. Therefore in considering the recommendations in this report more emphasis has been placed on the catchment area forecasts than the additional children expected as a result of house building.

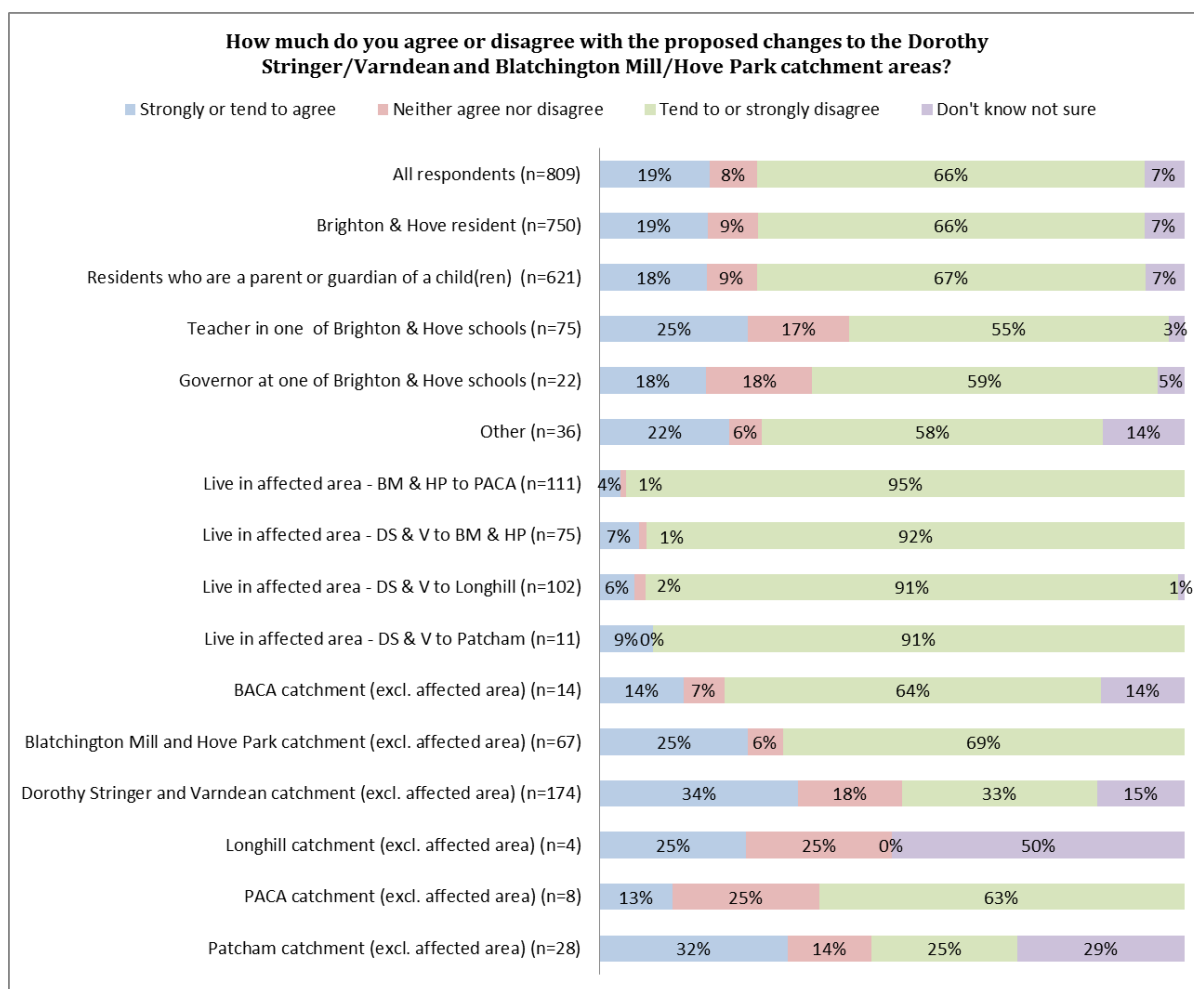
3.45 Whilst pupil forecasting is not an exact science, the Council is confident that its methodology used to predict pupil numbers is accurate. When estimating the need for places in September 2018 the Council calculated there would be 2,520 places required and the Council has received 2,527 applications. It is the change in source data that has generated revised pupil numbers.

3.46 As Table 11 below indicates, the overall response to the consultation on secondary school catchment areas was not supportive of the proposal to make changes. Just 18.8% of respondents tended to or strongly supported the proposals. More than 90% of all those who responded and who lived in the four affected areas tended to or strongly disagreed. A similar number of respondents (174 in total), living in the Varndean and Dorothy Stringer schools catchment area (but not in the affected area), agreed with the proposals as disagreed with the proposals. Themes that emerged through the consultation in relation to the proposals included:

- The splitting of communities

- Pupils unable to attend secondary school with friends made in primary school
- Additional distance to travel to schools
- A temporary change now and more change to follow causing uncertainty
- Explore the additional places offered by the existing schools
- Proposals did not offer choice with some catchment areas only having one school in it

Table 11



3.47 This is not a complete list and many respondents raised specific issues about how the proposed changes affected them directly.

3.48 With the majority of respondents opposed to the changes being proposed, together with the change in pupil forecasts indicating a reduction in the number of pupils requiring a school place and the willingness of some schools to provide additional places it is recommended that no change is made to the existing secondary school catchment areas.

3.49 It is proposed that Patcham High School increase their PAN permanently by 10 pupils to 225 pupils and both Dorothy Stringer and Varndean schools admit an additional 30 pupils into Year 7 on a temporary basis in 2019 and 2020.

- 3.50 No change to catchment areas and the provision of an additional 100 places in 2019 still means that not all pupils living in catchment areas will receive a place in their catchment school(s).
- 3.51 Whilst recognising there are views and opinions recorded in the consultation that supported the proposed change to catchment areas, the Council has taken careful consideration of the range and strength of feeling within communities. In making no change to catchment areas the Council will still be able to ensure it meets its statutory duty to ensure sufficient school places for all pupils who require one. However this does not constitute a guarantee that a child will be offered a place at its catchment area school(s).
- 3.52 The Council is also mindful that as a result of making no change to catchment areas there will continue to be some catchment areas where there are fewer pupils than places available. Specifically the catchment areas of Longhill High School and both the Brighton Aldridge Community Academy and the Portslade Aldridge Community Academy.
- 3.53 Encouragingly, during the consultation many positive comments were made regarding the provision of education available at these schools and across the city.
- 3.54 The proposed changes to the catchment areas would have brought an overall reduction in the number of surplus places in the catchment areas but would not have eliminated this matter entirely. The Council will continue to support these schools to ensure that whilst they manage the impact of surplus places there is no deterioration in standards of education.

The oversubscription priorities for community secondary schools, BACA and PACA

- 3.55 Responses to the consultation on the oversubscription priority of secondary schools broadly raised points regarding the need and relevance of a sibling link, the implementation of the category two priority relating to compelling medical or other exceptional reasons and the definition of children who were previously in the care of a local authority but have ceased to be so.
- 3.56 It had been proposed to create a sibling link priority should there have been changes to catchment areas. As this report is not recommending a change to catchment areas it is proposed not to change the current admission priorities.
- 3.57 The Council has noted a recent letter sent to all local authorities and admission authorities from Rt Hon Nick Gibb MP, Minister of State for School Standards dated 4 December 2017 in which he encourages admission authorities, when setting admission arrangements, to use their discretion and give the highest priority for admission into school children who were previously in care outside of England. Admission authorities that have already started consulting are encouraged to introduce the change in future years.
- 3.58 The council is sympathetic to the intention to recognise the vulnerability of these children and the intention to place their situation on an equal footing for the purposes of admission to school and notes the wording of the council's

admission priorities does not preclude consideration of those children previously in care outside of England.

The oversubscription priorities for community infant, junior and primary schools and City Academy Whitehawk

- 3.59 Fewer than 50 responses were received in relation to the oversubscription priority for primary schools. Similar responses to those outlined in paragraph 3.55 were made. It is recommended not to change the admission priorities from those currently established.

The 'relevant area' for consultation

- 3.60 Fewer than 60 responses were received regarding this element of the consultation. The majority of the responses were not specifically related to the 'relevant area' which is the area which the Local Authority uses when consulting on admissions arrangements. It is currently defined as the area within the Brighton and Hove city boundaries and no change was proposed to the relevant area for September 2019. It is recommended that no change is made to the 'relevant area as currently stated.

The Published Admission Numbers of all other community schools, BACA, PACA and City Academy Whitehawk

- 3.61 Fewer than 70 responses were received to this element of the consultation. Some specific suggestions were made and there were a number of responses relating to reducing the PAN in the bigger primary schools thereby allowing other schools to have a "fairer share" of the children.
- 3.62 No other governing body submitted a request to reduce their PAN and therefore it is recommended to make no further adjustments to PANs other than those referred to earlier in this report.

The co-ordinated admission schemes for 2019/20

- 3.63 Fewer than 40 responses were received regarding this matter. The majority of responses were not specifically relevant to the schemes and where individual points were made regarding the co-ordinated scheme these do not indicate a need to amend the proposals and therefore it is recommended that no change is made to these schemes.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Council proposed to make changes to the PAN of five primary schools and the secondary school catchment areas. This report recommends that as a result of the responses received to the consultation no change is made to the PAN of Benfield Primary School and Hertford Infant School and there is no change to secondary school catchment areas. Accordingly it is proposed to adopt the admission arrangements as set out in appendix 7. These arrangements are unchanged to those adopted in 2018/19, with the exception of the revised PANs for those schools set out in recommendations 2.1-2.3, 2.6 and 2.7 of this report.

- 4.2 The council has carefully considered the responses received and has determined that it would not be appropriate to continue with all the proposals as originally set out.
- 4.3 The council believes that with the support of the governing bodies to reduce the PAN of three primary schools the reduction remains an appropriate decision to make. This is supported by the revised projections which indicate that there will be a large number of surplus primary school places in the foreseeable future.
- 4.4 The revision of pupil number forecasts generated by the revised October School Census data, coupled with the revised GP registration data indicates that pupils have left the city in the last 12 months. This had not been anticipated and does not support the continuation of proposals to change secondary school catchment areas when consideration is given to the opportunity to provide additional places in some of the city's secondary schools.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Following recommendation from the CYP&S committee in September 2017 a 7 week public consultation was held between 2 October 2017 and 19 November 2017. The Council's Have your Say consultation portal hosted an online response form and 13 public meetings were also held during the consultation period.
- 5.2 In total 907 responses were received online, informal minutes of the public meetings were recorded and any feedback forms left were collected and analysed.
- 5.3 The Council promoted the public consultation and all of the city's maintained schools were asked to make parents aware of the consultation through their usual parent communication channels.

6. CONCLUSION

- 6.1 Prior to the consultation the most up to date data available indicated that 126 pupils would not be able to be accommodated in their catchment area school(s) in September 2019. In 2020 it was forecast that 138 pupils would not be accommodated in their catchment area.
- 6.2 In order to alleviate the issue of catchment areas failing to catch in the 2019 and 2020 admission rounds the council proposed to review catchment areas. It was hoped that this would reduce the uncertainties experienced by parents as a result of the random allocation tie-break procedure.
- 6.3 Since the consultation was launched the PAN of Blatchington Mill has been determined permanently at 330 pupils, 30 pupils more than originally accounted for and it is recommended that the Patcham High School PAN is raised by 10 pupils.
- 6.4 New pupil number projections using updated information only available after the time period of consultation afforded under the statutory guidance (School Admission Code) indicate that the number of pupils not able to be offered their

catchment school in 2019 (having taken account of the rise in the PANs outlined above) is forecast to be 69 pupils. In 2020 it is forecast to be 93. Therefore the estimates have significantly reduced.

- 6.5 When this is coupled with the offer of Dorothy Stringer High School and Varndean School to admit temporarily an additional 60 pupils, in total, in 2019 and 2020 there no longer remains a compelling reason to change catchment areas. However by making no change there will still be some uncertainty experienced by parents where there are catchment areas with more pupils than places available.
- 6.6 Whilst pupil forecasting is not an exact science, the methodology used to predict pupil numbers has shown significant accuracy in relation to admission in 2018. The Council estimated the need for 2,520 places and 2,527 applications have been received. It is the change in source data that has generated revised pupil numbers.
- 6.7 In relation to primary school PANs, the range and extent of responses against the proposals to reduce the PAN of Benfield Primary and Hertford Infant schools together with the lack of support from the governing body of each school informed the decision not to continue with the recommendation to reduce their PANs by one form of entry each.
- 6.8 It is therefore proposed to make no changes to existing school admission arrangements, with the exception of the revised PANs for those schools set out in recommendations 2.1-2.3, 2.6 and 2.7 to this report. The Council will continue to consider organisational changes that will address the surplus of primary school places forecast for the foreseeable future.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Schools are funded via a local authority formula, which is largely based on pupil numbers (based on their October census for the following financial year) and other elements for deprivation, attainment, lump sum and other premises allocations. School admission arrangements will directly effect the number of pupils each school will have, at each October census, and this will therefore effect the overall budget available to them.
- 7.2 For those schools that are expanding their PAN, growth funding will be set aside in the schools block of the DSG, to help them plan for the additional pupil increase in the financial year. The additional pupils will lead to an increase in budget share as well as additional costs for new teachers etc. For those three schools whose PAN will fall, they will have time to plan for the reduction in budget and associated reduction in costs. Each individual school will need to plan their budget based on the funding available to them in the relevant financial year.

Finance Officer Consulted: Andy Moore

Date: 02/01/18

Legal Implications:

- 7.3 Section 88C of the School Standards and Framework Act 1998, as amended by the Education and Skills Act 2008, requires admission authorities to determine their school admission arrangements by 28 February of the school year ('the determination year') immediately before the year when school places are offered. Where changes are proposed the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and take place between 1 October and 31 January in the determination year.
- 7.4 Regulation 17(2)(c) of the 2012 Regulations requires admission authorities to determine their admission arrangements on or before 28 February in the determination year. The Council is also required to formulate and consult on a scheme for co-ordinating admission arrangements for all maintained schools within its area each academic year.
- 7.5 Admission arrangements must conform to the School Admissions Code which sets out acceptable and unacceptable admission arrangements and priorities. Any person or body who considers admission arrangements for either maintained schools or an Academy to be unlawful or contrary to the provisions of the Admissions Code may make an objection to the Schools Adjudicator. Any objections must be made by 15 May.
- 7.6 The Council, as admissions authority for maintained community schools, is able to agree to the admission of pupils above the published admission number on a temporary basis, i.e. a 'bulge class'. Such admissions do not constitute a permanent increase in the published admission number of a school.
- 7.7 Local Authorities have a statutory duty to ensure that there are sufficient primary and secondary schools to provide suitable education to meet the needs of the population in its area (Section 14 Education Act 1996).
- 7.8 If the committee recommends no change to the current catchment areas for secondary schools there will be no need for the admission arrangements to be referred to Full Council for decision. CYPS committee has the authority to determine any changes to Published Admission Numbers of schools without reference to Full Council.

Lawyer Consulted: Serena Kynaston

Date: 02/01/18

Equalities Implications:

- 7.9 Planning and consultation for school admissions procedures and school places and the operation of the admission process are conducted in such a way as to avoid potentially discriminating admission priorities or planning processes. The city council and own admission authority school's governing bodies must be mindful of bad practice with regard to equalities issues as described in the School Admissions Code.

- 7.10 Making no change to catchment areas and reducing the number of pupils likely to not receive a place in their catchment area school means a formal EIA is not appropriate.
- 7.11 Changes to the Primary PANs are being proposed at three schools who have not been oversubscribed and where it is not anticipated that pupils will be without a place in one of their three preferred schools, or not be in receipt of a reasonable offer of a school place from the Local Authority. Therefore a formal EIA is not appropriate.

Sustainability Implications:

- 7.12 School admission arrangements are intended so far as it is possible to provide pupils with local places where they have asked for them. The planning of school places for the city takes into account the changing population pattern and resultant demand for places. The current pattern of parental preference is reflected in different schools operating both over and under capacity. In planning for school places the council will have regard to sustainability priorities and seek to provide local places and places which are accessible by safe walking and where possible cycling routes and public transport wherever this is possible.
- 7.13 Making no change to catchment areas and reducing the number of pupils likely to not receive a place in their catchment area school means there is a reduced sustainability impact than had been anticipated.
- 7.14 Reducing the PAN of three primary schools is not anticipated to create any sustainability impacts or implications.

SUPPORTING DOCUMENTATION

Appendices:

- 1. Various implications
- 2. Summary of consultation responses
- 3. Primary pupil projections
- 4. Secondary pupil projections – existing catchment areas
- 5. Pupil number forecast from additional development
- 6. Published Admission Numbers 2019-20
- 7. Admission Arrangements 2019-20
- 8. Catchment map
- 9. 2019-20 Secondary Coordinated Scheme
- 10. 2019-20 Primary Coordinated Scheme
- 11. 2018-19 In Year Coordinated Scheme

Documents in Members' Rooms

- 1. Consultation responses from online response form and responses from public meetings

Crime & Disorder Implications:

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

Risk and Opportunity Management Implications:

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

Public Health Implications:

- 1.3 None known

Corporate / Citywide Implications:

- 1.4 The allocation of school places affects all families in all parts of the city and can influence where people choose to live. Failure to obtain the desired choice of school can create a strong sense of grievance. The process of expressing a preference and if disappointed, entering an appeal can create intense anxiety for many families in the city. Admission arrangements together with school place planning are framed in such a way as to be mindful of supporting the needs of communities.

Appendix 2 Summary of consultation responses

Who responded			
		Number	Percent of all respondents
	All respondents	907	100.0%
	Brighton & Hove resident	833	91.8%
	Residents who are a parent or guardian of a child(ren)	681	75.1%
	Teacher in one of Brighton & Hove schools	80	8.8%
	Governor at one of Brighton & Hove schools	26	2.9%
	Other	44	4.9%

Among parents, 617 (91%) provided Brighton & Hove identifiable postcodes

In area affected by the proposed catchment changes			
		Frequency	Percent
Valid	BM & HP to PACA	101	14.8
	DS & V to BM & HP	67	9.8
	DS & V to Longhill	91	13.4
	DS & V to Patcham	12	1.8
	Not in affected area	346	50.8
	No identifiable postcode	64	9.4
	Total	681	100.0

Base: All parents who are Brighton & Hove residents

School catchment of those not in area affected by the proposed catchment changes				
		Frequency	Percent	Valid Percent
Valid	BACA	16	3.9	4.6
	Blatchington Mill and Hove Park	68	16.6	19.7
	Dorothy Stringer and Varndean	216	52.7	62.4
	Longhill	5	1.2	1.4
	PACA	11	2.7	3.2
	Patcham	30	7.3	8.7
	Total	346	84.4	100.0
Missing	No identifiable postcode	64	15.6	
Total		410	100.0	
All parents who are Brighton & Hove residents and not in an area affected by the proposed catchment changes				

Date of Birth / school year	School yr in Sept 18	Grand Total all planning areas from 2017 data	pupils likely to want a school place based on 90% of GP reg data	Permanent places in Year R (as of 22.12.17)	Surplus places or shortfall of places	Figures from Nov 2016 snapshot of GP data
All planning Areas						
places in each school year from Sept 2018						
01 September 07 to 31 August 08	6	3,175	2,858			
01 September 08 to 31 August 09	5	3,116	2,804			
01 September 09 to 31 August 10	4	3,245	2,921			
01 September 10 to 31 August 11	3	3,185	2,867			
01 September 11 to 31 August 12	2	3,120	2,808			
01 September 12 to 31 August 13	1	2,986	2,687	3,000	313	
01 September 13 to 31 August 14	R	2,988	2,689	3,030	341	323
01 September 14 to 31 August 15	2019	2,886	2,597	3,030	433	390
01 September 15 to 31 August 16	2020	2,895	2,606	3,030	425	774
01 September 16 to 31 August 17	2021	2,764	2,488	3,030	542	

Date of Birth / school year	School year in Sept 2018	Portslade	South Central Hove	Hangleton and Hove Park	West Blatchington and North Hangleton	Westdene to Seafront	Hollingbury and Preston Park to Seafront	Moulsecoomb and Coldean	Patcham	Whitehawk and Queens Park	The Deans
All planning Areas											
places in each school year from Sept 2018											
01 September 07 to 31 August 08	6	233	504	308	106	231	360	219	191	476	230
01 September 08 to 31 August 09	5	232	534	283	93	194	374	198	183	479	236
01 September 09 to 31 August 10	4	246	567	314	108	202	392	212	174	463	244
01 September 10 to 31 August 11	3	241	531	283	93	227	363	221	176	489	243
01 September 11 to 31 August 12	2	251	524	261	110	217	365	210	167	468	235
01 September 12 to 31 August 13	1	222	503	261	93	224	299	180	203	485	218
01 September 13 to 31 August 14	R	259	553	235	104	209	324	213	138	441	213
01 September 14 to 31 August 15	2019	255	490	212	82	242	312	196	156	455	197
01 September 15 to 31 August 16	2020	220	504	227	93	210	331	207	153	464	198
01 September 16 to 31 August 17	2021	212	515	192	64	222	302	202	136	451	192

Date of Birth / school year	School year in Sept 2018	BN41 1	BN41 2			
Portslade		St Peters Primary Benfield Primary St Marys Primary	Brackenbury Primary St Nicolas Primary Mile Oak Primary Peter Gladwin Pri	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		120	210	330		
01 September 05 to 31 August 06	8	70	178			
01 September 06 to 31 August 07	7	78	189	267	240	90
01 September 07 to 31 August 08	6	78	181	259	233	97
01 September 08 to 31 August 09	5	76	182	258	232	98
01 September 09 to 31 August 10	4	92	181	273	246	84
01 September 10 to 31 August 11	3	77	191	268	241	89
01 September 11 to 31 August 12	2	88	191	279	251	79
01 September 12 to 31 August 13	1	78	169	247	222	108
01 September 13 to 31 August 14	R	78	210	288	259	71
01 September 14 to 31 August 15	2019	81	202	283	255	45
01 September 15 to 31 August 16	2020	66	178	244	220	80
01 September 16 to 31 August 17	2021	58	178	236	212	88

Date of Birth / school year	School year in Sept 2018	BN3 1	BN3 2	BN3 3	BN3 4	BN3 5			
South Central Hove (Includes 3 F E at St Andrew's)		Hove Juniors Holland Road Brunswick Primary		West Hove inf @ Connaught St Andrews Primary		West Hove Infant Hove Junior	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		120		210		120	450		
01 September 05 to 31 August 06	8	86	34	106	114	144	484		
01 September 06 to 31 August 07	7	86	54	116	110	165	531	478	-28
01 September 07 to 31 August 08	6	104	44	118	115	179	560	504	-54
01 September 08 to 31 August 09	5	106	58	161	105	163	593	534	-84
01 September 09 to 31 August 10	4	103	63	148	115	201	630	567	-117
01 September 10 to 31 August 11	3	98	48	142	105	197	590	531	-81
01 September 11 to 31 August 12	2	100	56	150	99	177	582	524	-74
01 September 12 to 31 August 13	1	102	59	141	94	163	559	503	-53
01 September 13 to 31 August 14	R	107	63	182	91	171	614	553	-103
01 September 14 to 31 August 15	2019	96	41	170	81	156	544	490	-40
01 September 15 to 31 August 16	2020	112	64	155	71	158	560	504	-54
01 September 16 to 31 August 17	2021	105	65	185	78	139	572	515	-65

Date of Birth / school year	School year in Sept 2018	BN3 6	BN3 7			
Hangleton and Hove Park		Cottesmore Primary Bilingual Primary School	Aldrington Primay Goldstone Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		150	150	300		
01 September 05 to 31 August 06	8	142	150			
01 September 06 to 31 August 07	7	163	159			
01 September 07 to 31 August 08	6	178	164	342	308	-8
01 September 08 to 31 August 09	5	162	152	314	283	17
01 September 09 to 31 August 10	4	173	176	349	314	-14
01 September 10 to 31 August 11	3	149	165	314	283	17
01 September 11 to 31 August 12	2	138	152	290	261	39
01 September 12 to 31 August 13	1	129	161	290	261	39
01 September 13 to 31 August 14	R	130	131	261	235	65
01 September 14 to 31 August 15	2019	115	121	236	212	88
01 September 15 to 31 August 16	2020	120	132	252	227	73
01 September 16 to 31 August 17	2021	85	128	213	192	108

Date of Birth / school year	School year in Sept 2018	BN3 8			
West Blatchington and North Hangleton		Hangleton Primary West Blatch Prim	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		150	150		
01 September 05 to 31 August 06	8	102			
01 September 06 to 31 August 07	7	105			
01 September 07 to 31 August 08	6	118	118	106	44
01 September 08 to 31 August 09	5	103	103	93	57
01 September 09 to 31 August 10	4	120	120	108	42
01 September 10 to 31 August 11	3	103	103	93	57
01 September 11 to 31 August 12	2	122	122	110	40
01 September 12 to 31 August 13	1	103	103	93	57
01 September 13 to 31 August 14	R	116	116	104	46
01 September 14 to 31 August 15	2019	91	91	82	68
01 September 15 to 31 August 16	2020	103	103	93	57
01 September 16 to 31 August 17	2021	71	71	64	86

Date of Birth / school year	School year in Sept 2018	BN1 2	BN1 3	BN1 5			
Westdene to Seafrost			St Mary Mags Prim St Pauls Primary	Stanford Infant Stanford Junior Westdene Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018			60	180	240		
01 September 05 to 31 August 06	8	22	68	138			
01 September 06 to 31 August 07	7	20	72	146			
01 September 07 to 31 August 08	6	24	70	163	257	231	9
01 September 08 to 31 August 09	5	23	59	134	216	194	46
01 September 09 to 31 August 10	4	23	63	138	224	202	38
01 September 10 to 31 August 11	3	22	73	157	252	227	13
01 September 11 to 31 August 12	2	30	81	130	241	217	23
01 September 12 to 31 August 13	1	26	83	140	249	224	16
01 September 13 to 31 August 14	R	38	70	124	232	209	31
01 September 14 to 31 August 15	2019	31	106	132	269	242	-2
01 September 15 to 31 August 16	2020	27	107	99	233	210	30
01 September 16 to 31 August 17	2021	36	114	97	247	222	18

Date of Birth / school year	School year in Sept 2018	BN1 1	BN1 4	BN1 6	BN1 7			
Hollingbury and Preston Park to Seafrost		Middle Street Primary	St Bartholomews	Downs Infant Downs Junior Balfour Primary St Bernadettes Pri	Hertford Infant Hertford Junior St Josephs Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		30	30	270	90	420		
01 September 05 to 31 August 06	8	8	54	251	113			
01 September 06 to 31 August 07	7	≤ 5	61	236	114			
01 September 07 to 31 August 08	6	8	54	227	111	400	360	60
01 September 08 to 31 August 09	5	8	62	221	124	415	374	47
01 September 09 to 31 August 10	4	10	69	240	116	435	392	29
01 September 10 to 31 August 11	3	≤ 5	69	214	120	403	363	57
01 September 11 to 31 August 12	2	11	65	226	104	406	365	55
01 September 12 to 31 August 13	1	≤ 5	47	203	82	332	299	121
01 September 13 to 31 August 14	R	≤ 5	59	192	109	360	324	96
01 September 14 to 31 August 15	2019	11	59	185	92	347	312	108
01 September 15 to 31 August 16	2020	19	82	186	81	368	331	89
01 September 16 to 31 August 17	2021	26	80	152	78	336	302	118

Date of Birth / school year	School year in Sept 2018	BN1 9	BN2 4			
Moulsecob and Coldean (assumes 2 F E at Bilingual)		Coldean Primary	Bevendean Primary Coombe Rd Primary Moulsecob Prim	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		60	210	270		
01 September 05 to 31 August 06	8	70	149			
01 September 06 to 31 August 07	7	68	162			
01 September 07 to 31 August 08	6	61	182	243	219	51
01 September 08 to 31 August 09	5	59	161	220	198	72
01 September 09 to 31 August 10	4	68	168	236	212	58
01 September 10 to 31 August 11	3	85	161	246	221	49
01 September 11 to 31 August 12	2	69	164	233	210	60
01 September 12 to 31 August 13	1	58	142	200	180	90
01 September 13 to 31 August 14	R	68	169	237	213	57
01 September 14 to 31 August 15	2019	56	162	218	196	74
01 September 15 to 31 August 16	2020	50	180	230	207	63
01 September 16 to 31 August 17	2021	61	163	224	202	68

Date of Birth / school year	School year in Sept 2018	BN1 8				
Patcham		Patcham Infant Patcham Junior Carden Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	
places in each school year from Sept 2018		150	150			
01 September 05 to 31 August 06	8	196	196			
01 September 06 to 31 August 07	7	200	200			
01 September 07 to 31 August 08	6	212	212	191	-41	
01 September 08 to 31 August 09	5	203	203	183	-33	
01 September 09 to 31 August 10	4	193	193	174	-24	
01 September 10 to 31 August 11	3	196	196	176	-26	
01 September 11 to 31 August 12	2	186	186	167	-17	
01 September 12 to 31 August 13	1	225	225	203	-53	
01 September 13 to 31 August 14	R	153	153	138	12	
01 September 14 to 31 August 15	2019	173	173	156	-6	
01 September 15 to 31 August 16	2020	170	170	153	-3	
01 September 16 to 31 August 17	2021	151	151	136	14	

Date of Birth / school year	School year in Sept 2018	BN2 0	BN2 1	BN2 2	BN2 3	BN2 5	BN2 9			
Whitehawk and Queens Park		Queens Park Pri St John the Baptist Primary			Elm Grove Primary Fairlight Primary St Martins Primary	St Marks Primary City Academy Whitehawk	Carlton Hill Primary St Lukes Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		90			150	90	120	450		
01 September 05 to 31 August 06	8	78	51	≤ 5	83	168	135			
01 September 06 to 31 August 07	7	59	52	≤ 5	93	174	144			
01 September 07 to 31 August 08	6	74	50	≤ 5	88	164	153	529	476	-26
01 September 08 to 31 August 09	5	57	60	≤ 5	91	167	157	532	479	-29
01 September 09 to 31 August 10	4	60	56	≤ 5	95	156	147	514	463	-13
01 September 10 to 31 August 11	3	59	70	≤ 5	109	164	141	543	489	-39
01 September 11 to 31 August 12	2	55	71	≤ 5	96	153	145	520	468	-18
01 September 12 to 31 August 13	1	65	76	≤ 5	88	155	155	539	485	-35
01 September 13 to 31 August 14	R	57	50	≤ 5	93	147	143	490	441	9
01 September 14 to 31 August 15	2019	61	63	≤ 5	93	149	140	506	455	-5
01 September 15 to 31 August 16	2020	59	69	≤ 5	104	124	159	515	464	-14
01 September 16 to 31 August 17	2021	53	69	≤ 5	115	129	135	501	451	-1

Date of Birth / school year	School year in Sept 2018	BN2 6	BN2 7	BN2 8			
The Deans		Rudyard Kipling Pri Woodingdean Prim	Our Lady of Lourdes Pri St Margarets Pri	Saltdean Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places
places in each school year from Sept 2018		120	60	90	270		
01 September 05 to 31 August 06	8	116	37	75			
01 September 06 to 31 August 07	7	117	45	85			
01 September 07 to 31 August 08	6	126	42	87	255	230	41
01 September 08 to 31 August 09	5	132	41	89	262	236	34
01 September 09 to 31 August 10	4	126	40	105	271	244	26
01 September 10 to 31 August 11	3	134	36	100	270	243	27
01 September 11 to 31 August 12	2	113	37	111	261	235	35
01 September 12 to 31 August 13	1	114	37	91	242	218	52
01 September 13 to 31 August 14	R	109	26	102	237	213	57
01 September 14 to 31 August 15	2019	98	28	93	219	197	73
01 September 15 to 31 August 16	2020	105	31	84	220	198	72
01 September 16 to 31 August 17	2021	116	29	68	213	192	78

Existing Catchment Areas						
Catchment Area	Places available	Year of Entry				
		2019	2020	2021	2022	2023
PACA	240	236	240	247	248	262
Amended Projection		174	178	185	186	200
Hove Park & Blatchington Mill*	630	852	804	915	851	857
Amended Projection		623	577	685	622	628
Dorothy Stringer & Varndean	600	764	789	788	784	755
Amended Projection		669	693	692	688	660
Longhill High School	270	325	336	336	325	325
Amended Projection		233	242	242	233	233
BACA	180	194	160	169	178	168
Amended Projection		170	138	147	155	146
Patcham High School	215	245	243	256	262	243
Amended Projection		210	208	220	226	208
Total places in catchment schools	2135					
Total places required - amended projection		2079	2036	2171	2110	2075
King's School	150					
CNCS	360					
Total places in pre-existing schools	2645					
Total places required		2506	2463	2598	2537	2502
Total number of children		2616	2572	2711	2648	2610

Notes:
Data from Oct 2017 Census
Amended projection adjusts for 'drop out rate' and pupils attending CNCS and Kings - rates vary for each catchment
Red figures show where pupil numbers exceed places available
Future years not covered by these proposals are shaded
* PAN increased by 30 in recognition of Schools Adjudicator determination December 2017

	5 year forecast up to 31 12 2019				5 year forecast 01 01 2020 to 31 12 2024				5 year forecast 01 01 2025 to 31 12 2029			
	Housing units	Pupils			Housing units	Pupils			Housing units	Pupils		
	3733	Primary	Secondary	sixth form	4737	Primary	Secondary	sixth form	4730	Primary	Secondary	sixth form
DA1 Churchill Sq and Brighton Centre	0	0	0	0	0	0	0	0	0	0	0	0
DA2 Marina and gas works site	250	23	20	3	935	86	74	10	754	69	60	8
DA3 Lewes Road	226	21	18	2	212	20	17	2	343	32	27	4
DA4 Brighton Station and London Road	338	31	27	4	377	35	30	4	276	25	22	3
DA5 Eastern Road	169	16	13	2	255	23	20	3	91	8	7	1
DA6 Hove Station and Conway Street	117	11	9	1	228	21	18	2	179	17	14	2
DA7 Toads Hole valley	50	5	4	1	400	37	32	4	250	23	20	3
DA8 Shoreham Harbour	52	5	4	1	0	0	0	0	0	0	0	0
Sub total	1202	112	95	14	2407	222	191	25	1893	174	150	21
Remainder of city	2531	233	200	26	2330	214	185	24	2837	261	225	30
TOTAL	3733	345	295	40	4737	436	376	49	4730	435	375	51

Total Housing Units	13200
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Total Primary Aged Pupils	1216
Total Secondary Aged Pupil	1046
Total Sixth Form Aged Students	140
Total Pupils/Students	2402

Assumptions
Housing assumed to be all 2 bed apartments with 30% affordable units
Total housing need within City Plan delivered on time
Pupil product ratio as for S106 funding

Name of School	Planned Admission No.
Primary Admissions Numbers 2018/19	
Aldrington CE Primary	60
Balfour Primary	120
Benfield Primary	60
Bevendean Primary	60
Bilingual Primary	90
Brunswick Primary	120
Brackenbury Primary	30
Carden Primary	60
Carlton Hill Primary	30
City Academy Whitehawk	60
Coldean Primary	60
Coombe Road Primary	30
Cottesmore St Marys Catholic	60
Downs Infant	120
Downs Junior	128
Elm Grove Primary	60
Fairlight Primary	60
Goldstone Primary	90
Hangleton Primary	90
Hertford Infant	60
Hertford Junior	60
Hove Junior School (Holland Road)	128
Hove Junior School (Portland Road)	128
Middle Street Primary	30
Mile Oak Primary	90
Moulsecoomb Primary	60
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
Queens Park Primary	60
Rudyard Kipling Primary	60
Saltdean Primary	90
St Andrew's CE Primary	90
St Bartholomew CE Primary	30
St Bernadette's Catholic Primary	30
St John The Baptist Catholic Primary	30
St Joseph's Catholic Primary	30
St Luke's Primary	90
St Margaret's CE Primary	30
St Mark's CE Primary	30

St Martin's CE Primary	30
St Mary Magdalen Catholic Primary	30
St Mary's Catholic Primary	30
St Nicolas CE Primary	60
St Paul's CE Primary	30
St Peter's Community Primary	30
Stanford Infant	90
Stanford Junior	96
West Blatchington Primary	60
West Hove Infant (Portland Road)	120
West Hove Infant (Connaught Road)	90
Westdene Primary	90
Woodingdean Primary	60

Secondary Admissions Numbers	
Brighton Aldridge Community Academy	180
Blatchington Mill	330
Cardinal Newman Catholic	360
Dorothy Stringer	330
Hove Park	300
Kings	150
Longhill	270
Patcham High	225
Portslade Aldridge Community Academy	240
Varndean	270

Admission Arrangements for Brighton & Hove Schools 2019/20

Admission Arrangements for Secondary Schools

The Council uses a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription. These arrangements are also used by Brighton Aldridge Community Academy (BACA) and Portslade Aldridge Community Academy (PACA). Cardinal Newman Catholic School and King's School have their own admission priorities (please visit www.brighton-hove.gov.uk/schooladmissions for details).

The over subscription priorities are applied in the context of an equal preference system as required by the School Admissions Code. They are:

1. Children in the care of a local authority (looked after children), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. A sibling link applied for those living within the designated catchment area only.
4. Those pupils living in the designated catchment area for the school(s).
5. Other children.

Within all these priorities, the tie break is random allocation.

The current catchment areas are set out in the attached catchment area map. It also includes information about which post codes are in each of the catchment areas.

Admissions Arrangements for Community Infant, Junior and Primary Schools

The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. They are:

1. Children in the care of a local authority (looked after children), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. For junior schools only: children attending a linked infant school
5. Home to school distance (measured by the shortest available route).

Within all these priorities, the tie break is home to school distance (measured by the shortest available route).

Catchment area postcodes

Below is a list of the postcodes which fall within each catchment area.

Catchment areas are listed from West-East across the city. If you are in any doubt as to the catchment area in which you live, please contact the Admissions team on 01273 293653.

Portslade Aldridge Community Academy

- BN41 2
- BN41 1DY
- BN41 1FX
- BN41 1GR, S, T & U
- BN41 1LD, E, F, G & H
- BN41 1N
- BN41 1PS
- BN41 1RX
- BN41 1S
- BN41 1T
- BN41 1UA, B, Q
- BN41 1WY
- BN41 1X
- BN41 1Y

Blatchington Mill School/Hove Park School

- BN3
 - BN1 2
 - BN1 3*
- *Except BN1 3TL (Prestonville Road north of the railway line - Nos 1-28)
- BN1 3TS (York Villas)
 - BN1 3TT (York Grove)
 - BN1 3TU (New England Road)
 - BN1 3TF (Belmont)
 - BN1 3TH (Russell Crescent)
- These are in the DS/Vardean Catchment area

Tongdean Lane

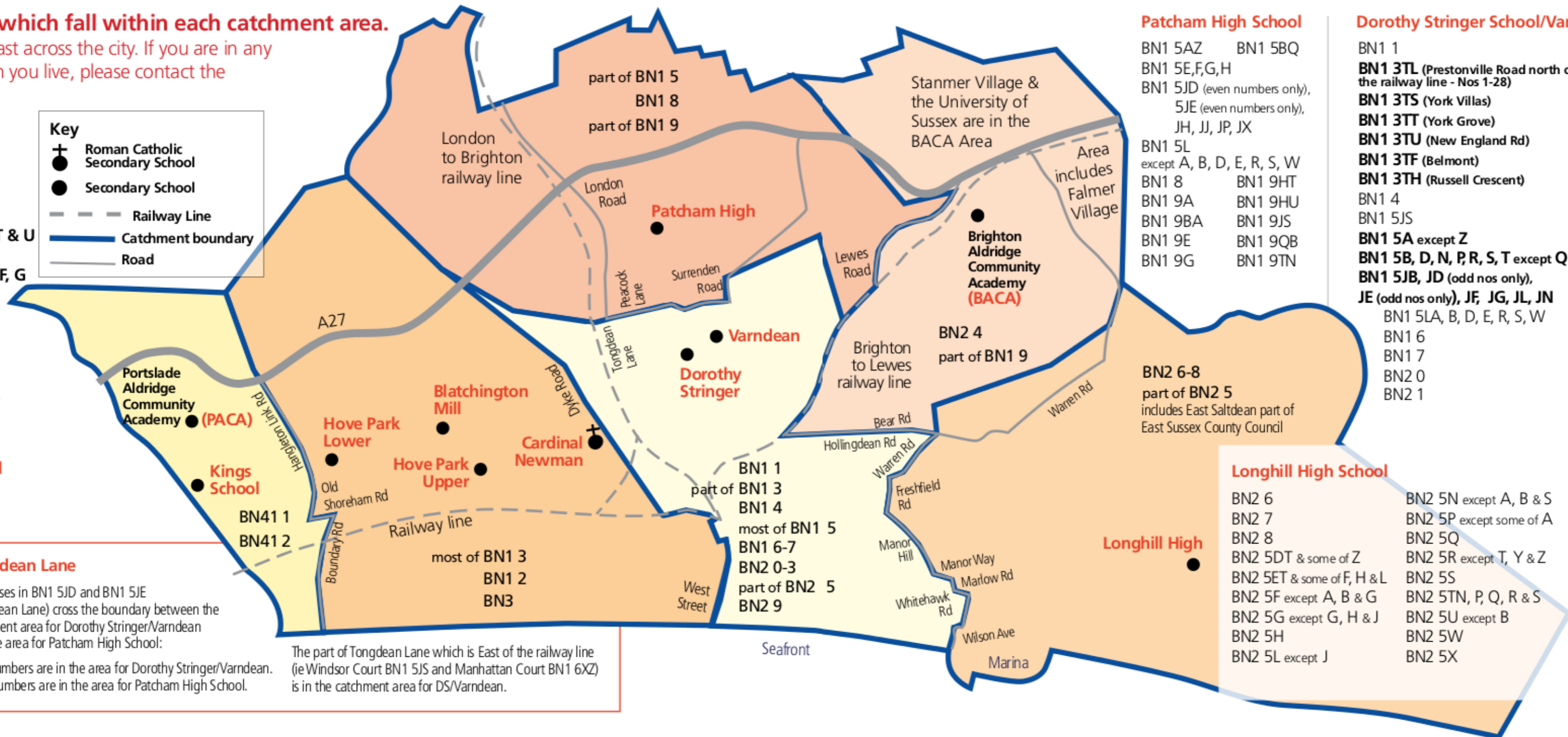
Addresses in BN1 5JD and BN1 5JE (Tongdean Lane) cross the boundary between the catchment area for Dorothy Stringer/Vardean and the area for Patcham High School:

Odd numbers are in the area for Dorothy Stringer/Vardean. Even numbers are in the area for Patcham High School.

The part of Tongdean Lane which is East of the railway line (ie Windsor Court BN1 5JS and Manhattan Court BN1 6XZ) is in the catchment area for DS/Vardean.

Key

- ✚ Roman Catholic Secondary School
- Secondary School
- - - Railway Line
- Catchment boundary
- Road



Bold type indicates that a postcode changed catchment area in 2014.

Patcham High School

- BN1 5AZ
- BN1 5BQ
- BN1 5E,F,G,H
- BN1 5JD (even numbers only), 5JE (even numbers only), JH, JJ, JP, JX
- BN1 5L except A, B, D, E, R, S, W
- BN1 8
- BN1 9A
- BN1 9BA
- BN1 9E
- BN1 9G
- BN1 5BQ
- BN1 9HT
- BN1 9HU
- BN1 9JS
- BN1 9QB
- BN1 9TN

Dorothy Stringer School/Vardean School

- BN1 1
- BN1 3TL** (Prestonville Road north of the railway line - Nos 1-28)
- BN1 3TS** (York Villas)
- BN1 3TT** (York Grove)
- BN1 3TU** (New England Rd)
- BN1 3TF** (Belmont)
- BN1 3TH** (Russell Crescent)
- BN1 4
- BN1 5JS
- BN1 5A** except Z
- BN1 5B, D, N, P, R, S, T** except Q
- BN1 5JB, JD** (odd nos only), **JE** (odd nos only), **JF, JG, JL, JN**
- BN1 5LA, B, D, E, R, S, W
- BN1 6
- BN1 7
- BN2 0
- BN2 1
- BN2 3
- BN2 5A
- BN2 5B
- BN2 5D except T & some of Z
- BN2 5E except T & some of F, H & L
- BN2 5FA
- BN2 5FB
- BN2 5FG
- BN2 5GG, H & J
- BN2 5J
- BN2 5LJ
- BN2 5NA, B & S
- BN2 5RT, Y & Z
- BN2 5TA, B, D, E, F, G, H, J, W & X
- BN2 5UB
- Some of BN2 5PA
- BN2 9

Longhill High School

- BN2 6
- BN2 7
- BN2 8
- BN2 5DT & some of Z
- BN2 5ET & some of F, H & L
- BN2 5F except A, B & G
- BN2 5G except G, H & J
- BN2 5H
- BN2 5L except J
- BN2 5N except A, B & S
- BN2 5P except some of A
- BN2 5Q
- BN2 5R except T, Y & Z
- BN2 5S
- BN2 5TN, P, Q, R & S
- BN2 5U except B
- BN2 5W
- BN2 5X

Brighton Aldridge Community Academy (BACA)

- BN2 4
- BN1 9HW
- BN1 9HX
- BN1 9HY
- BN1 9J except S
- BN1 9P
- BN1 9Q except B
- BN1 9R
- BN1 9S

Addresses in BN2 5DZ, BN2 5EF, BN2 5EH, BN2 5EL and BN2 5PA cross the boundary between the catchment area for Longhill and the area for Dorothy Stringer/Vardean. BN2 5DZ/BN2 5EF (Manor Way) – even numbers 2-34 are in the Longhill area. All odd numbers and evens from 36 onwards are in the Dorothy Stringer/Vardean area. BN2 5EH/BN2 5EL (Manor Hill) – odd numbers are in the Dorothy Stringer/Vardean area. Even numbers are in the Longhill area. BN2 5PA (odd numbers in Wilson Avenue) – 1, 3, 5, 7 & 11 are in the DS/Vardean area. 13 upwards are in the Longhill area. NB. Addresses on the Eastern side of Wilson Avenue (BN2 5PB) are all in the Longhill area.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to secondary schools – Admissions Year 2019/20 (Admissions to year 7 in September 2019)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies (for the purposes of this document Free Schools are included as Academies), Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Admission Arrangements and Co ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2014.

The scheme does not affect the rights of the different admission authorities mentioned to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent/carer that it is possible to meet following the application of the admission priorities by this LA or by other admission authorities. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme work towards the prescribed date (1st March or the first working day following 1st March where it falls at a weekend) on which secondary school place decisions must be notified to parents/carers. It will also be broadly in line with the time scales used by neighbouring LAs.

Key dates

- Online application facility available 1 September 2018
- Distribution of admission leaflets by 12 September 2018
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2018
- Preference data exchanged with Cardinal

- | | |
|--|--------------------------------|
| Newman School, King's School and neighbouring LAs | 21-28 November 2018 |
| • Cardinal Newman & King's School provide LA with provisional ranking order of applicants. | 19 December 2018 |
| • Consider qualifying late applications. | 22 January 2019 |
| • Finalise allocations and exchange offer details with Cardinal Newman, King's school and neighbouring LAs | Between 28 January- 8 Feb 2019 |
| • Notification e-mails sent to parents, decisions posted to applicants using paper forms | 1 March 2019 |
| • Deadline date for acceptance of places and appeals to be heard in the main round. | 1 April 2019 |

Process and detailed time scale

1. The school admissions leaflet published by the City Council will be distributed to parents at the beginning of September 2018. This LA will have identified those pupils entering Year 6 in city maintained schools (the transfer cohort) from primary school records. Neighbouring LAs will be asked to provide records of Brighton & Hove children attending schools in their areas so that admission leaflets can be sent to their parents/carers. Brighton & Hove will in return provide information to other LAs about their residents attending Brighton & Hove schools.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy, a Free School or a voluntary aided secondary school, or any maintained school outside the City of Brighton & Hove. Those residents in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preference, and each preference listed will be prioritised in accordance with the published admission priorities for community and own admission authority secondary schools in the City. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to the child's primary or junior school in the City, or to the Admissions Team at Hove Town Hall **by 31 October 2018**. Applicants for Cardinal Newman and/or King's School will need to return their supporting information directly to the school as well as submitting an online application or paper form to the Council. If supporting information is returned to the Local Authority, the documents will be shared with the school.
4. Where as part of its admission priorities a voluntary aided school, free school or academy within the City or beyond requires additional supporting

information, such as a Supplementary Information form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information between authorities and the notification date for parents/carers can be met. Provided the LA common application form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet of Brighton & Hove or neighbouring LAs, or through school published parent information, of any such additional information requirements for own admission authority schools.

5. If using an application form rather than online application parents and carers whose children attend maintained primary schools in the City are strongly advised to return the form via the school. Parents who prefer to post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation of receipt in the same way as those applying online or returning the form to their child's school. All maintained junior and primary schools in the city will return secondary preference forms they receive to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, the school preferences, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

No later than 21 November 2018.

- ❖ LA will identify the number of preferences (first, second or subsequent) received for each school.
- ❖ Cardinal Newman School and King's School will be provided with details of any parental preference where it gives the school as a preference (first, second or subsequent) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs or Education Health & Care Plan naming the school and must be offered a place this will be indicated. (These pupils must be given a place at the school in accordance with the SEN and Admissions Codes of Practice.)
- ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences expressed for their schools by Brighton & Hove parents/carers (first, second and subsequent). Where the pupil has a Statement of Special Educational Needs or an Education, Health & Care Plan this will be indicated.
- ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or subsequent).

No later than 19 December 2018

- ❖ Cardinal Newman School and King's School will provide the LA with a list showing children in priority order for places at the school. The list

will show which admission criterion was applied to each child. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters and emails are sent on 1 March 2019.

- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

Between 28 January and 8 February 2019

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools, free schools/Academies and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Emails and letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before 22 January, as set out in Appendix A below.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

1 March 2019

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who have not applied online or who have specifically requested this. The LA email or letter to parents will contain the following:

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at all Brighton & Hove schools were allocated.
- ❖ Where it is an own admission authority school, the fact that the offer is made on behalf of the governing body of the school.
- ❖ Where it is a school maintained by another LA, the fact that the offer is made on behalf of that LA.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school, a voluntary aided school, and in the case of schools in other LA's, who to contact.
- ❖ Details about waiting lists and reallocation pools for preferences that could not be met.

1 April 2019

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should also have exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

Proof of address

The LA may require parents/carers to provide proof of address if they apply for a place at a community school. Own admission authority schools may also request proof of address from their applicants.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference form by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 22 January 2019 their application will be included in the main admissions round.

Late applications received before the 22 January 2019.

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until school allocations have been made for those received by the closing date. Any received for Cardinal Newman School and/or King's School will be forwarded to the school, which will decide whether or not to include the application in the main admission round.
- II. Any preference forms for community schools received in respect of children in care will be included in the main admission round as valid first preferences at any time up to the allocation date on **8 February 2019**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school of first preference, if necessary negotiating with that school to admit beyond the published admission number in order to do so. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications for Cardinal Newman School, King's School or schools in other LA areas for children in care will be considered in line with the admission arrangements for those schools and the requirements of the Admissions Code.
- III. Applications received after the closing date but before the 22 January 2019 will be sent a letter allocating a school place on 1 March 2019 or as soon as possible after that date if the volume of late applications is high. Applications received after this date will be sent an allocation letter as soon as possible after 1 March 2019.
- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who return the new form and evidence of the address change will have that change considered in the main round of allocations if it is received by **22 January 2019**. They will have to provide evidence of the address change. Those applications received after that date will be considered as late applications.

- V. Other late applications where there is good reason for the delay will be considered in the main round of allocations if received by **22 January 2019** where independent evidence is given by a third party (usually a professional source such a doctor or social worker) to support the reason for the delay.

Late applications received after the 22 January 2019.

- I. Where an application is received after the allocation date, from a parent/carer living in the City, they must use the Brighton & Hove online application service or paper preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the application. Where a preference is given for a free school, an Academy, Cardinal Newman School or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer as soon as possible once it has either reached a decision, or been informed of a decision by the other admission authority.
- II. If a change of preference or preference order is received following the decision letter on 1 March 2019 and the home address has not changed (and there has been no other relevant change of circumstances), that changed preference will not be considered until after 30 June 2019. This allows reasonable time for the consideration of late first applications and the operation of the reallocation pool where places have been offered and refused.
- III. All applications received after the beginning of the autumn term will be regarded as outside the admission round. Nonetheless, Brighton & Hove will act as the point of contact for all preferences for parents/carers living in the City, and will liaise with Cardinal Newman School, King's School, BACA, PACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove online or paper form should be used in all cases by City residents and returned to the Brighton & Hove Admissions Team. The same arrangements will apply to applications for admission to schools for year groups other than the normal admission group in Year 7. Where the LA, Cardinal Newman School, King's School, BACA, PACA or another admission authority is not able to offer a place in accordance with a parental preference, the LA will offer a place at the nearest school to the home address of the applicant with a vacancy in the appropriate year group. This may be an Academy or a church VA school. Admissions to Years 12 and 13 in those schools that make such provision will be regarded as transfer admissions rather than admission at a normal point of entry. (The majority of such pupils will have attended the school from Year 7, or

transferred to the school in Key Stage 3 or 4.) Should any other schools adopt Academy status, this paragraph will also apply to them.

Re-allocation Pool

- I. Brighton & Hove will operate a re-allocation pool system for its community schools, BACA and PACA. (Cardinal Newman School and King's School will operate their own waiting list/reallocation arrangements.) The ranking within this system will be based on the Brighton & Hove admission criteria. All children will be automatically placed in the re-allocation pool for all un-met first preferences for community schools. Parents/carers will be asked to indicate if they also wish to be placed in the re-allocation pool for a different preferred school when the allocation emails and letters are sent on 1 March 2019. Places will be offered to children from the pool as soon as a place becomes available at an over subscribed school and the admission priorities have been applied. This LA will notify other LAs as appropriate if it offers a place from the pool at a Brighton & Hove school to a pupil living outside the City. The pool will operate until the end of the Autumn Term.
- II. Other admission authorities will operate a re-allocation or waiting list system. If they are able to place a child resident in Brighton & Hove in one of their schools they are asked to notify this LA at the earliest opportunity.
- III. Parents/carers wishing to keep their child's name in the reallocation pool beyond the end of the Autumn Term must inform the LA. They must renew the position on the reallocation pool each term thereafter. Applicants outside of the main admission exercise will be placed in the reallocation pool for one term, and must ask for the child's name to remain on the waiting list each term thereafter.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's or a voluntary aided school's decision not to offer a place at a preferred school should do so in writing or using the online appeal facility by 1 April 2019 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal, or ask an own admission authority school to arrange an appeal for a school that was not included on the original application. It will only arrange an appeal for a school that was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further application. However, unless there is a change of address or other change of circumstances leading to the change of preference this new form will not be considered until after 30 June 2019.
- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.

- IV. Whilst the City Council, other LAs and the Governing Bodies of Academies and voluntary aided schools will make every effort to hear appeals within 40 school days of the deadline for submitting appeals, as suggested in the Appeals Code, they cannot guarantee this time scale. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the parent/carer or if appropriate to the student, and in any case within 30 school days of the appeal being lodged.
- VI. Appeals will be heard for refusals to places in Years 12 and 13 on the basis that they are school transfers.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2019/20 (Admissions to Reception or year 3 of Junior School in September 2019)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of an infant, primary or junior school place. This will be on a set date following the conclusion of the normal admission round for pupils seeking admission to school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies (for the purposes of this document Free Schools are included as Academies), and voluntary aided schools which act as their own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2014.

The scheme does not affect the rights of voluntary aided schools and Academies to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer following the application of the admission priorities by the Local Authority (LA) or by own admission authority schools. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme will be broadly in line with the time scales used by neighbouring LAs. **Please be aware that governing bodies for VA schools and Academies will need to meet between 15 February 2019 and 08 March 2019 when the ranking order needs to be returned to the Local Authority.**

Key dates

- Online application facility available 1 September 2018
- Distribution of admission booklets on request
- Closing date for applications 15 January 2019

- Preference data exchanged with Voluntary aided schools and other LAs. 15 February 2019
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 08 March 2019
- Data exchanged with VA schools and neighbouring authorities 08 March 2019
- Consider qualifying late applications. 08 March 2019
- Finalise allocations and provide schools with offer details. 05 April 2019
- Decisions emailed to parents/carers, Letters posted to parents who applied on paper. 16 April 2019
- Deadline for acceptance of places and appeals to be heard in the main round. 22 May 2019

Process and detailed time scale – infant, junior and primary schools

1. The school admissions booklet published by the City Council will be distributed on request to parents/carers applying for infant or primary school places. A publicity campaign will be launched in September 2018 encouraging parents to apply online. Leaflets and posters will be sent to schools, other council services, early years settings, the press and other media to parents of those pupils seeking places in school. Schools will be asked to act as a collection point for information about pupils seeking school places.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy, a Free School or a voluntary aided school, or any maintained school outside the City of Brighton & Hove. Those residents in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preferences, and each preference listed will be prioritised on the basis of the published admission priorities for community and own admission authority schools. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to their local infant/primary school or to the Admissions Team at Hove Town Hall, Hove **by 15 January 2019**.
4. Where as part of its admission priorities a voluntary aided school requires additional supporting information, such as a Supplementary Information form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information and the notification date

for parents/carers can be met. Provided the LA preference form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet for Brighton & Hove, and through school published information, of any such additional information requirements for voluntary aided schools. Parents/carers with queries about voluntary aided school admission requirements should contact the school for further information.

5. If using an application form rather than online application parents and carers are strongly advised to send their form via a preferred school. Parents who post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation in the same way as those applying online or returning the form to a school. All maintained infant and primary schools in the city will return preference forms to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a record of the date on which each form was received, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.
6. **No later than 15 February 2019**
 - ❖ LA will identify the numbers of preferences (first, second and third) received for each school.
 - ❖ Voluntary aided schools, free schools and academies will be provided with details of parental preferences where their school is given as a preference. They will apply oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs or Education, Health & Care Plan (naming the school) and must be offered a place this will be indicated. These pupils must be given a place at the school in accordance with the SEN and Admissions Code. This applies to all maintained schools, including Voluntary Aided.
 - ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs or Education, Health & Care Plan this will be indicated.
 - ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or subsequent).
7. **No later than 8 March 2019**
 - ❖ Voluntary aided schools, free schools and academies will provide the LA with a list showing children in priority order for places at the school. The list will show which oversubscription criterion was applied to each child, and relevant information to apply any necessary tie-break. The school will advise the LA of such additional information as is necessary

to inform parents of the reason for its decision when allocation letters are sent on 16 April 2019.

- ❖ Other LAs will provide Brighton & Hove LA with a list of which Brighton & Hove pupils could be offered places in their schools. They will advise Brighton & Hove of the reason where a preference cannot be met for inclusion in the allocation letters on 16 April 2019.
- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

8. No later than 5 April 2019

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools, free schools, academies and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Emails to parents/carers will be prepared.
- ❖ Consideration will be given to qualifying late applications received before 8 March 2019.
- ❖ Discussions will take place with other admission authorities as necessary to resolve any remaining unallocated applications.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

9. 16 April 2019

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who did not apply on line. The LA email or letter to parents will contain the following:

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at the preferred schools were allocated.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school or a voluntary aided school.
- ❖ Details about waiting lists for preferences that could not be met.

10. 22 May 2019

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should have also exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

11. Proof of address

The LA may require parents/carers to provide proof of address if they are applying for a community school place. Own admission authority schools may also request proof of address from their applicants.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should submit their application by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 8 March 2019 their application will be included in the main admission round.

Late applications received before the allocation date

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until allocations have been made for those received before the closing date. Any received for an own admission authority school will be forwarded to the school. The school will decide whether or not there is a good reason to include these late applications in the main admission round, but will only consider them if they are received before **8 March 2019**.
- II. Any preference forms received for community schools in respect of children in care will be included in the main admission round as valid preference at any time up to **5 April 2019**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school ranked highest on the preference form. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications to voluntary aided schools, free schools and academies received on behalf of children in public care will be considered in line with the published admission policy for each school and the requirements of the School Admission Code.
- III. Applications received after the closing date but before the 8 March 2019 will be sent a letter allocating a school place on 16 April 2019 or as soon as possible after that date if the volume of late applications is high. Applications received after this date will be sent an allocation letter as soon as possible after 16 April 2019.
- IV. Applications received after the closing date will be sent a letter allocating a school place as soon as possible after the main notification date of **16 April 2019**.
- V.
- VI. Parents/carers living in the City who change any preference as a result of a change of address, and who return the new form by **8 March 2019** will have that change considered in the main round of allocations. They will have to provide evidence of their new address and will not have their changed application accepted without that evidence.

- VII. Other late applications where there is a good reason for this will be considered in the main round of allocations if received by **8 March 2019** where independent evidence is given by a third party (usually a professional source such as a doctor or social worker) to support the reason for the delay.

Applications received after the allocation date

1. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for an own admission authority school or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.

11. If a change of preference or preference order is received following the decision letter on **16 April 2019** and the home address has not changed, that changed preference will not be considered until after **30 June 2019**. This allows reasonable time for the consideration of late first applications and the operation of the waiting list where places have been offered and refused.

111. All applications received after the beginning of the autumn term 2019 will be regarded as outside the admission round. Nonetheless, the LA will act as the point of contact for all preferences from parents/carers living in the City. The LA will liaise with own admission authority schools over applications for admission to those schools, and will inform parents of their admission decisions, if necessary allocating an alternative school place. The LA online or paper preference form should be used in all cases. The same arrangements will apply to applications for admission to schools for year groups other than the normal Reception year. (See also co-ordinated scheme for in-year applications.) This ensures that the LA has a full record of pupil admissions, and supports both the schools and the LA in their responsibilities for pupil tracking and safety.

Waiting List

- I. Brighton & Hove will operate a waiting list system for its community schools. (Own admission authority schools make their own waiting list arrangements). The waiting list ranking will be based on the LA admission criteria. Rankings within each priority will be determined by home to school distance. All children will be automatically placed on

- the waiting list for the community school for which they have expressed a first preference, although parents will be given the option of also asking to go on the waiting list for a different preferred school when places are allocated on **16 April 2019**. Places will be offered to children from the waiting list as soon as a place becomes available at an over subscribed school and the admission criteria have been applied. The waiting list will operate until the end of the Autumn Term.
- II. Parents/carers wishing to keep their child's name on the list for longer than the end of the Autumn Term must inform the LA. They must renew the waiting list place each term thereafter. Applicants outside of the main admission exercise will be placed on waiting lists for one term, and must ask for the child's name to remain on the waiting list each term thereafter.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's decision not to offer a place at a preferred school should do so by **22 May 2019** if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal or ask a voluntary aided school to arrange an appeal for a school that was not included on the original application. It will only arrange an appeal for a school which was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original application, and thus acquire a right of appeal, they must complete a further application. However, unless there is a good reason for a change of preference this new form will not be considered until after **30 June 2019**.
- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Appeals for on-time applications must be heard within 40 school days of the closing date for appeals to be lodged. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the pupil and the parent/carer, and in any case within 30 school days.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions In Year allocations – Admissions Year 2018/19

Introduction

The requirement for In-Year co-ordination was abolished by the School Admissions Code 2012, however there is still a requirement for the LA to retain a monitoring role in in-year allocation of school places. In view of this it is proposed to continue to retain in-year co-ordination between maintained schools in Brighton & Hove. The co-ordination referred to in this document will be offered to schools free of charge. However, it may be possible for own admission authority schools to purchase additional services should they wish to do so.

This scheme for in-year admissions will come into force from 1 September 2018.

Procedure

1. Parents may name up to three preferences on the Brighton & Hove application and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will be advised to remain at their current school if possible, or an alternative school place within Brighton & Hove will be offered. This will normally be the nearest school appropriate to the child's age and educational needs with a place available.
3. In order for parents to make a valid application for a maintained school place in Brighton & Hove, parents must complete a common application form provided by Brighton & Hove City Council. The Brighton & Hove application form will be available in paper form or can be accessed directly online or as a download from the Brighton & Hove City Council website.
4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and in the case of church voluntary aided schools will provide a supplementary information form to the parent. Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the application form, this will not constitute a valid application.
5. Completed supplementary information forms will be returned to the individual schools, and not the School Admissions Team.

Preferences for own admission authority schools.

1. Where the parent names an own admission authority school in Brighton & Hove (ie a Voluntary Aided school, a Free school or an Academy), the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the governing body. They will rank the preferences according to their published admission criteria and confirm with the City Council, no later than **five school days** after receipt of the form, whether it would be possible to offer a place. Should any other schools become Academies before or during the 2018/19 academic year, this paragraph will also apply to them.

2 Any applications submitted by parents/carers to schools in error must be forwarded to the City Council admissions team.

3 Brighton & Hove admissions authority acting for BACA, PACA and City Academy Whitehawk will rank admissions priorities as these Academies are at the present time retaining the same arrangements as other Brighton & Hove Community Schools.

Notifying parents of the outcome of their applications.

1. The City Council will notify parents of the outcome of their applications. This is regardless of whether the City Council is the admission authority. This will be done by email or letter as appropriate, and will advise parents to contact the allocated school to arrange a mutually convenient start date.

2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer.

Postdated Applications and changes of address

1. Parents who apply for a school place for a date which is more than half a school term in the future will be sent a holding letter explaining that their application will not be processed until the half term before the date the place is required. Their application will be considered along with any others which are outstanding at that point.

2. Parents who are moving into, or within, Brighton & Hove, may apply at any time during the moving process. However, their application will not be processed until the City Council has received proof of the new address (e.g. evidence of exchange of contracts or a copy of a signed tenancy agreement). This allows the Council to apply the appropriate priority for admission based on the new address.

Appeals

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.

2. Appeal forms for Brighton & Hove schools will not automatically be sent with the notification letter, but are available on the council's website and hard copies are available on request.

Waiting lists

1. Waiting lists for all Brighton & Hove community **primary** schools will be held by the City Council, but schools where the governing body is the admission authority will maintain their own waiting lists and advise on the ranking of these lists in accordance with their published oversubscription criteria.
2. All community school waiting lists or re-allocation pools will be cleared at the end of each term. Any parents wanting their child to remain on a waiting list or reallocation pool will need to contact the admission authority to request this on a termly basis.
3. There is no requirement to maintain waiting lists after the end of the Autumn term of the year of entry (ie Reception, year 3 or year 7). This being so, Brighton & Hove City Council proposes to close re-allocation pools for **secondary** schools in year 11. Other admission authorities may continue to maintain waiting lists.

