

CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE ADDENDUM

4.00PM, MONDAY, 13 JANUARY 2020

COUNCIL CHAMBER, HOVE TOWN HALL

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ADDENDUM

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Subject: Petitions
Date of Meeting: 13 January 2020
Report of: Monitoring Officer
Contact Officer: Name: Greg Weaver Tel: 01273 291214
E-mail: Greg.weaver@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- calling a referendum

3. PETITIONS

- 3. (ii) Keep Mile Oak Primary a 90 pupil (three class) admission school**
Sarah Pain

To receive the following petition signed by 486 people:

"We the undersigned petition Brighton & Hove Council to reject the enforced permanent reduction in pupil numbers

Inspection of St Mary Magdalen Catholic Primary School

Spring Street, Brighton, East Sussex BN1 3EF

Inspection dates: 13–14 November 2019

Overall effectiveness **Good**

The quality of education **Good**

Behaviour and attitudes **Good**

Personal development **Good**

Leadership and management **Good**

Early years provision **Good**

Overall effectiveness at previous
inspection Good

What is it like to attend this school?

This is a highly inclusive, multicultural school, where pupils mix well together. Leaders have created a culture of care where all children are welcomed and embraced. Staff build great relationships with pupils and their parents and carers. Leaders ensure that everything is done to help new families and to make them feel part of the school community.

Leaders promote high academic and pastoral ambitions for all pupils, including those with special educational needs and/or disabilities (SEND). They believe there are no limits or ceiling on what any pupil can achieve and actively seek out the best support for pupils to enable them to succeed.

Pupils are happy and value their education. Leaders ensure that pupils are learning to be respectful, tolerant and knowledgeable citizens. Older pupils are good role models for younger pupils and take on many responsibilities.

Most pupils behave well. They work and play together harmoniously. Those pupils who find concentrating difficult are usually supported well.

Pupils say they feel safe and that there is no bullying. If it did happen, pupils are confident that staff would deal with it straight away. Pupils learn how to stay safe, including when accessing the internet.

What does the school do well and what does it need to do better?

Children get off to a good start in the Reception and Nursery Years. Adults are caring and work closely together as a team to meet children's needs. This helps children to make a happy, settled start to school. Teachers give priority to developing children's language skills as many start school speaking little English. Staff are enthusiastic and foster children's enjoyment of learning, including reading. Well-designed activities interest children and spark their curiosity. For example, during the inspection, children were absorbed in pouring glitter water between jugs, working carefully together to learn about measuring.

Leaders prioritise reading well. Pupils are taught phonics in a sensible order and develop their reading skills progressively. However, many pupils come and go at different times in the school year, often at short notice, with many new pupils having little spoken English or experience of school. Any pupils who enter the school mid-year or who fall behind get specialist help to catch up with developing their early reading skills. Pupils enjoy reading for themselves and listening to a variety of texts read aloud by teachers who read with passion and enthusiasm.

Many areas of the curriculum are logically planned and well delivered. The school's plans for reading and writing, mathematics, religious education and art are especially well thought out. In these subjects, teachers plan activities that build well on pupils' previous learning. This is helping pupils to know and remember more.

This is particularly clear in mathematics, where pupils build up their mathematical confidence and skills over time. However, some teachers' expectations of what pupils can achieve in mathematics are not always high enough. In a few instances, the activities planned for pupils do not provide appropriate challenge.

Leaders ensure that pupils experience a broad and interesting curriculum. Leaders have made a good start in reviewing and updating the curriculum, with work to develop history and science well under way. Some subjects are yet to be revisited. Leaders have this planned out at a sensible pace to make sure that the reviews are thorough and do not cause unnecessary workload for staff.

Leaders and staff have high expectations of pupils' conduct. Pupils are polite and have good relationships with each other and adults. Staff understand pupils' additional needs, including disadvantaged pupils, those who speak English as an additional language, and those with SEND. Staff are given specialist advice, extra support and resources so that these pupils can learn alongside their classmates. Most of the time, staff help these pupils to take part in lessons successfully.

Teachers capitalise on the diverse population of the school to help pupils to learn in depth about other cultures, beliefs and customs. The school actively seeks to engage all parents in the life of the school and in supporting pupils' education. Staff carefully use the local area to enhance the curriculum. For example, classes make the short walk to the beach to learn first-hand about the environment.

Pupils enjoy the wide range of extra-curricular clubs on offer to them. There are many opportunities for pupils to engage in activities outside school, along with pupils from other schools. Pupils raise awareness and funds for many different causes and are very proud of the 'thank you' messages on display.

Safeguarding

The arrangements for safeguarding are effective.

Senior leaders recognise the challenges faced by pupils, including those whose circumstances might make them vulnerable, and take steps to ensure that the safety and welfare of children are given a high priority. They have strong processes in place and ensure that the information they receive is acted upon quickly. Staff are well trained on all aspects of safeguarding and know how and when to report any concerns about a child's welfare.

Although staff are vigilant and pupils are kept safe, some records and policies are not updated as well as they might be.

What does the school need to do to improve?

(Information for the school and appropriate authority)

- Leaders have used the national curriculum to create new plans for teaching science, history, art and religious education. Learning in these subjects is being linked together by a coherent sequence of knowledge, skills and vocabulary. Leaders need to make sure that staff are given the support, time and training necessary to implement these new plans and to develop other foundation subjects.
- A small number of teachers do not always plan activities that are challenging enough, particularly in mathematics. Leaders need to ensure that all teachers have consistently high expectations of what all pupils, regardless of their ability, can achieve.

How can I feed back my views?

You can use [Ofsted Parent View](#) to give Ofsted your opinion on your child's school, or to find out what other parents and carers think. We use Ofsted Parent View information when deciding which schools to inspect, when to inspect them and as part of their inspection.

The Department for Education has further [guidance](#) on how to complain about a school.

If you're not happy with the inspection or the report, you can [complain to Ofsted](#).

Further information

You can search for [published performance information](#) about the school.

In the report, '[disadvantaged pupils](#)' refers to those pupils who attract government pupil premium funding: pupils claiming free school meals at any point in the last six years and pupils in care or who left care through adoption or another formal route.

School details

Unique reference number	114541
Local authority	Brighton and Hove
Inspection number	10122219
Type of school	Primary
School category	Voluntary aided
Age range of pupils	3 to 11
Gender of pupils	Mixed
Number of pupils on the school roll	192
Appropriate authority	The governing body
Chairs of governing body	Margaret McHugh and Kate Fryer
Headteacher	Andrea Wilson
Website	www.stmarymags.brighton-hove.dbprimary.com/
Date of previous inspection	11–12 May 2016

Information about this school

- This is a voluntary-aided Roman Catholic school.
- The school had a section 48 inspection of denominational education in June 2019.
- The headteacher took up her position in January 2017. The deputy headteacher took up her position in September 2017.
- There are two co-chairs of the governing body who took up their positions in July 2019.
- The school is smaller than the average-sized primary school.
- 58% of pupils speak English as an additional language. This is significantly above the national average.

Information about this inspection

We carried out this inspection under section 5 of the Education Act 2005.

- We held a wide range of meetings during this inspection including with the headteacher, deputy headteacher, senior and middle leaders, the school business

manager, and governors.

- We met with a representative of the local authority and with a representative of the diocese.
- We took account of 24 responses to Ofsted’s Parent View survey and 21 free-text comments. We also took account of 15 responses to the staff survey. No pupils responded to the pupil survey.
- We did deep dives in these subjects: reading, mathematics, history and art. We met with leaders of these subjects, visited lessons, looked at teachers’ planning, heard pupils read, talked to teachers and pupils, and looked at work in books.
- We checked the school’s record of recruitment checks for adults in the school. We met with the designated safeguarding leader to discuss safeguarding. We looked at some records of incidents reported by staff and the subsequent actions carried out.

Inspection team

Marcia Goodwin, lead inspector

Ofsted Inspector

Timothy Rome

Ofsted Inspector

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Subject:	School Admission Arrangements 2021-22		
Date of Meeting:	13 January 2020		
Report of:	Executive Director for Families, Children & Learning		
Contact Officer:	Name:	Richard Barker,	Tel: 01273 290732,
	Email:	richard.barker@brighton-hove.gov.uk,	
Ward(s) affected:	All		

FOR GENERAL RELEASE

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 consultation on proposals to reduce the Published Admission Number of four schools did not conclude until Monday 6 January.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report details the proposed school admission arrangements for the city's schools, for which the Council is the admission authority, for the academic year 2021-22.
- 1.2 The report provides an update on the outcome of the consultation on the proposed changes to the Published Admission Number of four schools, including the three public meetings held in the areas that could be affected.
- 1.3 The committee will be asked to approve to the recommendations in this report and determine the admission arrangements, including the scheme for co-ordinated admissions and the "relevant area" for the academic year 2021-22.

2. RECOMMENDATIONS:

- 2.1 That the committee agree to make no changes to the council's school admission arrangements or school catchment areas, except for the changes listed in subparagraphs 2.2- 2.4 below, which will result in a reduction in the total of school places in the city by 120 places.
- 2.2 The committee agree to a change to the Published Admission Number (PAN) for West Hove Infant School (Connaught Road site) from 90 pupils to 60 pupils.
- 2.3 That the committee agree to a change to the PAN for Hove Junior School (Holland Road site) from 128 pupils to 90 pupils.
- 2.4 That the Committee agree to a change of PAN for Mile Oak Primary School from 90 pupils to 60 pupils.

- 2.5 That the Committee agree to a change of PAN for Hangleton Primary School from 90 pupils to 60 pupils.
- 2.6 That the Committee agree to make no change to the “relevant area”.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The School Admission Code determines the procedure by which the Published Admission Number of schools is set and amended. The council is required to abide by these regulations to ensure the correct procedures are followed. Therefore it is not possible to manage the situation more flexibly without following the process outlined in the School Admission Code requiring the involvement of the Schools Adjudicator.
- 3.2 The Code also outlines who must be consulted in relation to school admission arrangements. This includes parents of children between the ages of two and eighteen; other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; all other admission authorities within the relevant area and any adjoining neighbouring local authority areas, where the admission authority is the local authority.
- 3.3 On 4 November 2019, all schools were advised via a Schools Bulletin article, of the proposals being put to the CYP&S committee on 11 November 2019 to seek approval to undertake a consultation on the proposed reduction of PAN at four schools. Headteachers were also informed that the council would welcome any further suggestions of possible reductions in PAN at other schools.
- 3.4 On 18 November 2019, all schools were notified of the consultation and requested to draw parents’ attention to the consultation. All documentations were supplied with the bulletin and a description of the council’s own action to issue a press release and direct parents to the consultation via the council’s website was also detailed.
- 3.5 The consultation started on 15 November 2019 and closed on 6 January 2020. It remained open during the pre-election period and over the school holidays. It was open for 7 complete weeks and a total of 52 days.
- 3.6 On 25 November the Council published a news story confirming details of the proposed changes and the confirmed details of the three public meetings that were to be held at:
- West Hove Infant School, Connaught Road, on Thursday 28 November from 5.30pm
Mile Oak Primary School, Mile Oak Road, on Tuesday 3 December from 5.45pm
Hangleton Primary School, Dale View, Tuesday 10 December, 6pm
- 3.7 The council has been able to update its projection of future pupil numbers with information provided about the number of GP registrations in the city. In total the council anticipates that the following number of places are required:
- September 2020 - 2,561
September 2021 - 2,488

September 2022 - 2,293

September 2023 - 2,191

- 3.8 There are currently 2910 spaces in the reception year across the city. This means that there are will be the following number of surplus places:

September 2020 - 349

September 2021 - 422

September 2022 - 617

September 2023 - 719

- 3.9 Whilst the projection of pupil numbers fluctuates each year there is a clear trend of increasing surplus places. For the purpose of planning school places the city's primary schools are split into eight planning areas and the numbers of children requiring places within those areas is shown in Appendix 7.
- 3.10 In the Portslade area there are due to be in the region of 100 surplus places in the coming four years. In the Central Hove area surplus places are due to grow to over 100 in 2023. In the West Blatchington and North Hangleton area there are expected to be over 60 surplus places each year between 2021 and 2023.
- 3.11 The School Admission Code details that once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority unless the admission authority consider such changes to be necessary in view of a "major change in circumstances" Such proposals must be referred to the Schools Adjudicator for approval.
- 3.12 A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator.
- 3.13 In seeking committee approval at this stage to the reduction in the PAN at these schools the Council is aiming to avoid the uncertainty of a later application to the Schools Adjudicator, seeking a variation to admission arrangements that have been previously determined. Any such application would carry a risk that the Schools Adjudicator might not consider a low level of applications for a school to be a "major change in circumstances" when pupil projections are already indicating a rising number of surplus places across the city. A school could then be left with small class sizes which may present a financial pressure to the school.
- 3.14 The Council's concern about the involvement of the Schools Adjudicator does not relate to the ability of community and voluntary controlled schools to object to the Schools Adjudicator if the PAN set for them is lower than they would wish.
- 3.15 If any subsequent increase to the PAN of a particular school is required, should the number of applications mean an additional class is required to ensure children have a place at a local school, the Council will be able to agree the increase without reference to the Schools Adjudicator.

Consultation

- 3.16 The consultation events raised various concerns including the timing of the consultation, the prediction of future numbers of children in each area, the permanence of the proposals, the impact on parental preference, potential staff redundancies and the impact on each school's school improvement journey.
- 3.17 At the meeting at Mile Oak Primary School considerable discussion took place in relation to the housing development in close proximity to the school and a concern that the calculation of pupils requiring places at the school, linked to this development, was incorrect.
- 3.18 Neither Hangleton Primary School or Mile Oak Primary School support the proposals and considered they were mis-represented about their level of acceptance to the proposals being consulted upon in the first instance.
- 3.19 Both schools have made their own representation to the Chair of the CYP&S Committee articulating their concerns and views.
- 3.20 In total there were 82 responses to the proposals published on the council's consultation portal. A significant majority of responses were not in support of the proposals. Whilst many comments were similar to those received at the public meetings others highlighted the standing and impact each school has within the community, the reduction on parental preference and the potential increase in car journeys to school further away.
- 3.21 Support was provided to maintaining temporary changes of PAN as pupil numbers fluctuated.
- 3.22 Concerns were also expressed about the timing of the consultation and the notice provided to families about the proposals being consulted upon. It was suggested that more consideration should be given to the pupils who may live in the neighbouring local authority area and may attend a school in Brighton & Hove.
- 3.23 70 respondents (85%) stated that they tend to disagree or strongly disagree to the proposals to reduce the PAN of three primary schools and one junior school. 12 respondents (15%) stated that they strongly agree or tend to agree to the proposals.
- 3.24 Those supporting the proposals were able to identify the logic of the proposals and some responses additionally noted the need for a city wide solution and the need to ensure local demand could be met.

3.25 A table of all consultation respondents is provided below.

		Frequency	Percent	Valid Percent
Valid	Brighton & Hove resident	11	13.4	13.6
	Parent or guradian of a child(ren) directly affected by the proposed changes	35	42.7	43.2
	Parent or guardian of a child(ren) not directly affected by the proposed changes	20	24.4	24.7
	Teacher in one one of Brighton & Hove schools	8	9.8	9.9
	Governor at one of Brighton & Hove schools,	4	4.9	4.9
	Other	3	3.7	3.7
	Total	81	98.8	100.0
Missing	No response	1	1.2	
Total		82	100.0	

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Council only consulted upon the proposal to reduce the PAN of four schools. Any additional changes would not have been considered as part of a public consultation and therefore the views of the community on those alterations would not be known. Under the School Admission Code this must be undertaken following a consultation with the governing body. All admission authorities must consult where they propose a decrease to the PAN. Community schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator must have regard when considering any such objection.
- 4.2 The Council could seek to make no change to the PAN of any primary school. Whilst this may ensure the council can meet a high level of parental preferences it places more schools at risk of financial difficulty.
- 4.3 It is possible for the Council to again seek agreement from the Schools Adjudicator for a variation to the PAN of schools with effect from September 2021 after notifying all other admission authorities within the relevant area.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Council scrutinised the Voluntary Aided (VA) Schools and Free Schools' proposed admission arrangements for 2020/21. VA schools are required to consult their religious authority (in this case the Diocesan Authority) before consulting others. The Council will review the final document published by the Governing Bodies before deciding whether it should comment or act further.
- 5.2 The Council has previously requested that Headteachers and Chairs of Governors inform it if a future reduction in PAN was a proposal that they would wish to undertake. No other schools have indicated a willingness to undertake such a reduction.

5.3 Three public meetings were held at:

- West Hove Infant School, Connaught Road
- Mile Oak Primary School
- Hangleton Primary School

5.4 The consultation started on 15 November 2019 and closed on 6 January 2020. It was available on the council's consultation portal at:

<https://consultations.brighton-hove.gov.uk/children-and-learning/admission-arrangements-for-brighton-hove-schools-2/>

6. CONCLUSION

6.1 The projected number of children requiring a school place in Brighton & Hove is falling in the coming years, which is leading to an increase in surplus school places across the city. If a school's PAN is significantly higher than the number of places allocated then it could generate a financial pressure on the school. This would lead to staffing changes and a need to review the diversity and opportunities of curriculum delivery together with less funding to maintain the school's accommodation.

6.2 After admission arrangements are determined a variation can only be revised by detailing the "major change in circumstances" to the Schools Adjudicator and obtaining their approval.

6.3 After consultation on proposals to reduce the Published Admission Number it is recommended that the committee agree to a change to the Published Admission Number (PAN) for four schools:

- West Hove Infant School (Connaught Road site)
- Hove Junior School (Holland Road site)
- Mile Oak Primary School
- Hangleton Primary School

6.4 With it being recognised by the DfE that between 5-10% surplus places is appropriate, the projections demonstrate a need to address the continuing fall in pupil numbers with more proposed changes in PANs.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The main driver of a school's budget is pupil numbers, therefore as there are no proposed changes in admission arrangements or catchment areas, most schools will not be effected.

7.2 For the four schools Hangleton Primary, Mile Oak, West Hove Infant and Hove Junior schools, they will need to plan their budgets over the period of the change in PAN to reflect the expected reduction in pupils and budget accordingly.

Finance Officer Consulted: Andy Moore

Date: 07/01/2020

Legal Implications:

- 7.3 Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 require admission authorities to determine their admission arrangements annually. Arrangements must be determined 18 months in advance of the academic year to which they apply.
- 7.4 Where changes such as a decrease in the PAN are proposed to admission arrangements the admission authority must first publicly consult on those proposed arrangements. The School Admissions Code 2014 states that consultation must be for a minimum of six weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. The admission arrangements must be determined by 28 February 2020.
- 7.5 Community schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish.
- 7.6 The 1998 Act also requires local authorities to establish a relevant area in which admission authorities must consult regarding their admission arrangements. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires local authorities to consult on these proposals every two years.

Lawyer Consulted:

Serena Kynaston

Date: 07.01.2020

Equalities Implications:

- 7.7 An equality Impact Assessment has not been carried out. There are no proposed changes to the council's admission arrangements and it is not expected that the proposed change to PANs will result in a significant impact for those with protected characteristics.

Sustainability Implications:

- 7.8 There are no sustainability implications as a result of the proposals in this report.

Any Other Significant Implications:

- 7.9 None

SUPPORTING DOCUMENTATION

Appendices:

1. Various implications
2. Published Admission Numbers for Primary and Secondary schools.
3. Admission arrangements and priorities for community primary and secondary schools
4. Coordinated scheme of admissions – primary.
5. Coordinated scheme of admissions – secondary.
6. Coordinated scheme of admissions – in year arrangements
7. Primary Planning Areas

Documents in Members' Rooms

Consultation responses

Background Documents

None

Crime & Disorder Implications:

- 1.1 None

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

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

Primary Admissions Numbers 2021/22	Planned Admission No. 2021-22
Name of School	
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	60
Hertford Infant	60
Hertford Junior	60
Hove Junior School (Holland Road)	90
Hove Junior School (Portland Road)	128
Middle Street Primary	30
Mile Oak Primary	60
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 Lukes 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

Appendix 2

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)	60
Westdene Primary	60
Woodingdean Primary	60
Secondary Admission Numbers 2021-22	
Name of school	Planned admission no. 2021-22
Brighton Aldridge Community Academy	180
Blatchington Mill	330
Cardinal Newman Catholic	360
Dorothy Stringer	330
Hove Park	300
King's	150
Longhill High	270
Patcham High	225
Portslade Aldridge Community Academy	240
Varndean	300

Admission Arrangements for Brighton & Hove Schools 2021/22

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 in England or elsewhere but ceased to be so because they were adopted (or became subject to a child arrangement 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 in England or elsewhere but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. Sibling link.
4. For junior schools only: children attending a linked infant school.
5. Other Children.

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

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2021/22 (Admissions to Reception or year 3 of Junior School in September 2021)

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 2014 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 2021 and 08 March 2021 when the ranking order needs to be returned to the Local Authority.**

Key dates

- | | |
|---|------------------|
| • Online application facility available | 1 September 2020 |
| • Distribution of admission booklets | on request |
| • Closing date for applications | 15 January 2021 |

- Preference data exchanged with Voluntary aided schools and other LAs. 15 February 2021
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 08 March 2021
- Data exchanged with VA schools and neighbouring authorities 08 March 2021
- Consider qualifying late applications. 08 March 2021
- Finalise allocations and provide schools with offer details. 06 April 2021
- Decisions emailed to parents/carers, Letters posted to parents who applied on paper. 16 April 2021
- Deadline for acceptance of places and appeals to be heard in the main round. 18 May 2021

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 2020 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 2021**.
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 2021**
 - ❖ 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 an 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 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).
7. **No later than 8 March 2021**
 - ❖ 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 2021.

- ❖ 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 2021.
- ❖ 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 6 April 2021

- ❖ 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 2021.
- ❖ 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 2021

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 2020

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 2021 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 2021**.
- 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 **6 April 2021**. 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 2021 will be sent a letter or email allocating a school place on 16 April 2021 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 or email as soon as possible after 16 April 2021.
- 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 2021**.
- 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 application by **8 March 2021** 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**

2021 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 2021** and the home address has not changed, that changed preference will not be considered until after **30 June 2021**. 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 2021 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 2021**. 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 31st December.

- II. Parents/carers wishing to keep their child's name on the list for longer than the 31st December they 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 **18 May 2021** 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 2021**.
- 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 to infant, primary and junior schools – Admissions Year 2021/22 (Admissions to Reception or year 3 of Junior School in September 2021)

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 2014 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 2021 and 08 March 2021 when the ranking order needs to be returned to the Local Authority.**

Key dates

- | | |
|---|------------------|
| • Online application facility available | 1 September 2020 |
| • Distribution of admission booklets | on request |
| • Closing date for applications | 15 January 2021 |

- Preference data exchanged with Voluntary aided schools and other LAs. 15 February 2021
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 08 March 2021
- Data exchanged with VA schools and neighbouring authorities 08 March 2021
- Consider qualifying late applications. 08 March 2021
- Finalise allocations and provide schools with offer details. 06 April 2021
- Decisions emailed to parents/carers, Letters posted to parents who applied on paper. 16 April 2021
- Deadline for acceptance of places and appeals to be heard in the main round. 18 May 2021

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 2020 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 2021**.
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 2021**
 - ❖ LA will identify the numbers of preferences (first, second and third) received for each school.
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 - ❖ 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 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).
7. **No later than 8 March 2021**
 - ❖ 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 2021.

- ❖ 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 2021.
- ❖ 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 6 April 2021

- ❖ 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 2021.
- ❖ 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 2021

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 2020

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 2021 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 2021**.
- 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 **6 April 2021**. 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 2021 will be sent a letter or email allocating a school place on 16 April 2021 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 or email as soon as possible after 16 April 2021.
- 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 2021**.
- 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 application by **8 March 2021** 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**

2021 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 2021** and the home address has not changed, that changed preference will not be considered until after **30 June 2021**. 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 2021 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 2021**. 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 31st December.
- II. Parents/carers wishing to keep their child's name on the list for longer than the 31st December they 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 **18 May 2021** 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 2021**.
- 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 effect 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 to secondary schools – Admissions Year 2021/22 (Admissions to year 7 in September 2021)

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 2014 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 2020
- Distribution of admission leaflets by 12 September 2020
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2020
- Preference data exchanged with Cardinal

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| Newman School, King's School and neighbouring LAs | 20-27 November 2020 |
| • Cardinal Newman & King's School provide LA with provisional ranking order of applicants. | 18 December 2020 |
| • Consider qualifying late applications. | 22 January 2021 |
| • Finalise allocations and exchange offer details with Cardinal Newman, King's school and neighbouring LAs | Between 28 January- 8 Feb 2021 |
| • Notification e-mails sent to parents, decisions posted to applicants using paper forms | 1 March 2021 |
| • Deadline date for acceptance of places and appeals to be heard in the main round. | 1 April 2021 |

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 2020. 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 2020**. 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 20 November 2020.

- ❖ LA will identify the number of preferences (first, second or third) 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 third) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have an 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 third). Where the pupil has 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 18 December 2020

- ❖ 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 2021.

- ❖ 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 2021

- ❖ 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 2021

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 2021

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 2021 their application will be included in the main admissions round.

Late applications received before the 22 January 2021.

- 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 2021**. 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 2021 will be sent a letter or email allocating a school place on 1 March 2021 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 or email as soon as possible after 1 March 2021.
- 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 2021**. 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 2021** 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 2021.

- 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 2021 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 2021. 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, Brighton Aldridge Community Academy (BACA), Portslade Aldridge Community Academy (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 2021. 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 31st December.
- 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 31st December must inform the LA. They must renew the position on the reallocation pool 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 2021 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 2021.
- 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 In Year allocations – Admissions Year 2020/21

Introduction

The requirement for In-Year co-ordination was abolished by the School Admissions Code 2012, however there is still a requirement for the Local Authority 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 2020.

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 2020/21 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 will close re-allocation pools for **secondary** schools in year 11. Other admission authorities may continue to maintain waiting lists.

