

CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE ADDENDUM

4.00PM, MONDAY, 31 JANUARY 2022

COUNCIL CHAMBER, HOVE TOWN HALL

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ADDENDUM

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Brighton & Hove City Council

Children, Young People & Skills Committee

Agenda Item 62

Subject: Admission Arrangements September 2023

Date of meeting: 31 January 2022

Report of: Executive Director Families, Children & Learning

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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 in consideration of the consultation responses and the proposed recommendations it was felt essential to consider the pattern of preferences for schools in the city for September 2022 in order to ensure that the recommendations in this report are as informed as possible. The closing date for applications was 11:59pm on 15 January 2022 and the first summary of preferences was not available until 21 January 2022.

1. Purpose of the 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 2023-24.
- 1.2 The report details the outcome of the consultation undertaken in November and December 2021 on the proposed changes to the Published Admission Number of seven primary schools.
- 1.3 The committee will be asked to approve 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 2023-24.

2. Recommendations

- 2.1 That Committee agree to make no changes to the council's school admission arrangements or secondary school catchment areas.
- 2.2 That Committee agree to make no change to the Published Admission Number (PAN) for Bevendean Primary School and Nursery.

- 2.3 That Committee agree to make no change to the Published Admission Number (PAN) for Carden Nursery & Primary School.
- 2.4 That Committee agree to make no change to the Published Admission Number (PAN) for Coldean Primary School.
- 2.5 That Committee agree to make no change to the Published Admission Number (PAN) for Queen's Park Primary School.
- 2.6 That Committee agree to make no change to the Published Admission Number (PAN) for Rudyard Kipling Primary School & Nursery.
- 2.7 That Committee agree to make no change to the Published Admission Number (PAN) for Saltdean Primary School.
- 2.8 That Committee agree to make no change to the Published Admission Number (PAN) for Woodingdean Primary School.
- 2.9 That Committee agree to make no change to the co-ordinated scheme for admissions or to the "relevant area".

3. Context and background information

- 3.1 Pupil numbers overall across the city have been falling and are forecast to continue to fall over the next few years.
- 3.2 Schools are funded by the government, not the council. The funding is largely done on a per-pupil basis and nearly all of it covers staffing costs. If schools don't have enough pupils attending or suffer from fluctuating numbers, they may not be able to operate in a financially efficient way and risk entering a budget deficit. If the number of surplus places in the city is not addressed some schools could face significant financial issues that will impact on their ability to sustain their school improvement journey. Where schools do not take appropriate action to adjust their expenditure in line with changes in revenue, they risk incurring a deficit budget which has an implication for the school and the council's own budget.
- 3.3 This comes at a time when schools are also facing several other financial pressures generated by the scale of government funding and inflationary pressures on areas such as staff costs, energy bills and other goods/services.
- 3.4 As the admission authority for community schools the council has the responsibility to set the PAN (the numbers of children able to join a school in Year R) for these schools. In recent years the council has taken steps to reduce the number of surplus places in the city's primary schools predominantly with the support of governing bodies and in anticipation of the current forecast of pupil numbers continuing to fall, as part of its responsibility to ensure an efficient and sustainable education system. The council is not the admissions authority for academies or voluntary aided schools.

- 3.5 The council remains committed to keeping schools in the city open and to try to avoid the risk of an increase in schools experiencing financial pressures. It will ensure that the physical accommodation is available when the city receives an upturn in pupil numbers without a new capital programme being required. Councils have no control over the birth rate, or which schools parents prefer for their children. This makes planning for future school places a complex task.
- 3.6 The council has remained in dialogue with both the Diocese of Chichester and Diocese of Arundel & Brighton and expect them to consider the responses to the public consultation and the role that they have in managing the supply of primary school places in the coming years. Although it is recognized that the admission authority for Voluntary Aided schools is the governing body. We will continue to discuss the need for them to help address the surplus of primary school places in the city.
- 3.7 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012 (“the Regulations”) and the School Admissions Code 2021 determine the procedure by which the Published Admission Number of schools is set and amended. The council is required to abide by the regulations and Code to ensure the correct procedures are followed. Therefore, it is not possible to manage the situation more flexibly without following these processes.
- 3.8 The Office of the Schools Adjudicator is responsible for:
- ruling on objections to and referrals about state school admission arrangements
 - settling disputes over school organisation proposals
 - making decisions on requests to vary school admission arrangements

The School Adjudicators work independently from the Department for Education but are appointed by the Secretary of State for Education. Complaints about a decision made by an adjudicator cannot be considered; these can only be challenged through the courts. Complaints will only be considered about procedural issues i.e., how a case has been handled.

As a result, the council remains mindful that despite its frustration at the policy priorities informing their recent decisions regarding schools in the city it is unlikely that a challenge to the Schools Adjudicator will be successful. It is clear from the four recent successful challenges that the Schools Adjudicator is unlikely to uphold any decision to reduce the PAN of a school which results in the frustration of parental preference. However as primary pupil numbers continue to fall in the city over the next few years it is anticipated that the Council will be able to look to reduce the PAN in a wider range of schools, including some of the larger schools in the city, as the impact on parental preference will be much reduced.

- 3.9 On the 3 November 2021 Brunswick Primary School made a late objection to the Schools Adjudicator regarding the reduced Published Admission

Number of 90 that had been determined in January 2021. As a result of the Adjudicator’s determination the school’s PAN for 2022 has been revised to the original PAN of 120. Whilst the original consultation included consultation on a PAN of 90 this has been superseded by the determination and the school’s PAN as detailed in appendix 2 is now shown as 120. In addition, the forecast of future primary school places required, as detailed in appendix 1, has been adjusted to show the additional 30 places that have been reinstated.

Consultation Approach

- 3.10 The Regulations outline 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.
- 3.11 On 15 November 2021, all schools were advised via a Schools Bulletin article, of the agreement of the CYP&S committee on 8 November 2021 to undertake a consultation on the proposed reduction of PAN at 7 schools and were requested to draw parents’ attention to the consultation. All documentations were supplied with the bulletin.
- 3.12 The consultation started on 15 November 2021 and closed on 2 January 2022. It was open for 7 weeks and a total of 49 days, meeting the 6 week minimum requirement outlined in the Schools Admission Code.
- 3.13 The council has endeavoured to publicise the consultation by issuing press releases and advertising the consultation through various social media channels. Nursery and childcare providers in the city have been directly contacted to encourage participation in the consultation.
- 3.14 A series of 22 public meetings and one meeting with union representatives were arranged to facilitate discussion about the proposals and to collect views. Two meetings were arranged with a focus on each school featuring in the proposals, one during the daytime and one in the early evening, one in person at the school and one held virtually through Microsoft Teams. Several open, virtual meetings were also offered focusing on the proposals in general.
- 3.15 In total there were 320 attendees to virtual meetings and 268 attendees to in-person meetings and 451 responses to the online consultation response form. Table 1 below shows the range of respondents made through the consultation portal:

Table 1

Option - How have you be responding to this consultation?	Total	Percent
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Brighton & Hove resident	71	15.74%
Parent or guardian of a child(ren) directly affected by the proposed changes	264	58.54%
Parent or guardian of a child(ren) not directly affected by the proposed changes	52	11.53%
Teacher in one of Brighton & Hove schools	29	6.43%
Governor at one of Brighton & Hove schools, please give detail below	8	1.77%
Representative of a voluntary or community group, please give details below	1	0.22%
Other, please give details below	18	3.99%
Not Answered	8	1.77%

- 3.16 An offer was made for parents to contact the council to discuss the proposals and provide verbal response to the consultation that could be recorded by officers; however, this offer was not taken up by any respondents.
- 3.17 Additionally, the Council endeavoured to encourage responses to the consultation from groups in the city who might not usually participate with consultations on School admissions. PACC and Amaze issued information to parents in their community about the proposals and consultation and EMAS (Ethnic Minority Achievement Service) provided information, advice and assistance to complete the consultation to families through their Home:School Liaison workers.
- 3.18 In September 2023 the Council is projecting that there will be 2132 applications leaving 568 places unfilled should no further reduction of places take place.
- 3.19 In September 2024 pupil numbers are projected to be 2080 leaving 620 places unfilled if there is no change to current PANs.
- 3.20 The first indication of pupil numbers in September 2025 forecast there will be 1930 applications leaving 770 surplus places unfilled should no further reduction of places take place.
- 3.21 The School Admission Code details that once admission arrangements have been determined for a particular school year, they cannot be revised downwards 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.
- 3.22 In putting forward proposals for reductions in the PAN in some schools, the Council aimed to avoid the uncertainty of a later application to the Schools Adjudicator, seeking a variation to admission arrangements that have been previously determined.

- 3.23 68.96% of the 445 respondents stated they disagreed with the council proposing to reduce the total number of surplus school spaces in the city. Rather than progress the proposals consulted upon the council is proposing to make no change to the PANs of those primary schools in September 2023 and to look again at the strategy it has followed over recent years and respond to immediate concerns that develop each year when forecast data and actual allocation information becomes known.
- 3.24 The publication of this report is late so that the Council could scrutinise the numbers of preferences each primary school received for September 2022 so as to better inform the consideration of recommendations detailed in this report. These figures have been carefully considered alongside the preferences for each school between 2019-2021 as detailed in appendix 6 and the responses to the consultation which included several predictions and assertions about the changing level of applications for schools proposed to have a change in PAN.
- 3.25 Whilst proposals are not being taken forward for September 2023 this does not mean that a further proposal for these schools will not be forthcoming in future years. The schools will remain under scrutiny in relation to their numbers of pupils and ability to successfully manage their budget.
- 3.26 The council's Scheme for Financing Schools states that schools may not plan for a deficit budget unless otherwise approved by the Director Children's Services (DCS) and Section 151 Officer. Careful consideration will be made where a school seeks permission to set a deficit budget where the significant contributory factor is surplus places. It will be expected that any school where this is a feature of their financial difficulties will be required to carefully assess how more formal partnership arrangements and alternative staffing and leadership options can be utilized before consideration of a deficit is taken. The council has no budget for keeping schools open where pupil number forecasts suggest schools may encounter serious financial difficulties.
- 3.27 The most common theme across the consultation responses was that all schools in the city should play their part to reduce number of surplus places particularly larger schools and schools situated in areas of the city where there are accessible alternative schools. As detailed earlier in the report, it is hoped that taking a longer-term view of the issue will allow for this preferred approach to be more likely to succeed.
- 3.28 Other broad concerns raised in several responses included fears that schools subject to reduction in PAN might (i) make them less attractive to parents, (ii) make them vulnerable to closure in future years, and (iii) that strong, experienced teachers might leave thus making those schools more vulnerable to being unable to sustain their improvement journey.
- 3.29 Many responders felt that the accuracy of pupil forecast was questionable particularly given both the uncertainty around housing developments and the largely unknown effects of pandemic.

- 3.30 Almost all schools identified serve distinct communities and a common response was that pupils living in these areas would be unable to secure a place at their preferred or local school due to a reduced PAN. This would then necessitate a long or difficult journey to an alternative school with space.
- 3.31 When coupled with the concerns regarding the accuracy of pupil forecasts this can be understood, however proposals to reduce the PAN are based upon consideration of the numbers of children living in the area, housing developments and the number of applications a school may receive in the future. As such the council remains confident that no local children would be displaced from attending a local or preferred school if that was their preference because fewer children were in the vicinity needing school places.
- 3.32 During the consultation period it was frequently highlighted that the proposals under consideration ran at odds with some of the council's other stated priorities. One particular area of focus was on the declaration of a climate emergency and a number of responses noted that the proposals were not compatible with the council's carbon neutrality goal.
- 3.33 As paragraphs 3.31 outlines, it is not anticipated that a reduction in PANs will lead to an increase in the number or length of journey for families, as the aim is to ensure the number of pupils matches the places available at local schools. Work is already underway in trying to reduce the existing journeys taken by car to local schools with the introduction of school streets and other walking and cycling initiatives, such as improving walking and cycling infrastructure across the city. This indicates it is therefore not an accurate assumption that proximity to the school means less carbon emissions; as decisions about what school feature in parental preferences are varied. There is still work to do to encourage even those living close to a school to opt for more sustainable journeys. The Council continues with a programme of works to help secure carbon neutrality; of which energy, water, waste and nature and the environment feature as well as transport.
- 3.34 Responses also raised concerns regarding the unpopularity of mixed age classes with teachers due to the lack of training for delivering such a wide range of curriculum within a single class, particularly within schools with a high level of pupils on the SEN register.
- 3.35 Unpopularity of mixed age classes with teachers was thought to lead to experienced and valued teachers leaving these schools due to the additional workload and pressures further jeopardising the quality of education delivered.
- 3.36 It is acknowledged that mixed-age teaching is a challenge where teachers must constantly adapt their approach. However, it is anticipated that schools may need to consider this approach going forward given the continuing reduction in pupil numbers over the coming years.

Bevendean Primary School and Nursery

- 3.37 There were 412 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 2 below. In total 253 respondents (56.1%) tended to disagree or strongly disagreed with this proposal compared to 15 respondents (3.32%) who strongly agreed or tended to agree with this proposal. 127 respondents (28.16%) didn't offer an opinion or didn't answer the question.
- 3.38 Concerns were raised that as the school currently operates two smaller classes in each year group the reduction in PAN would mean both larger classes and the introduction of mixed age teaching. Many responders suggested that mixed age teaching does not work and that parents would not want to send their children to a school that had mixed age classes and that by making this change would effectively be putting the school on a trajectory to fail.
- 3.39 It was commented upon frequently that inclusion mentors within the school offer a great service to pupils and their families. By reducing the PAN of the school this level of staffing will be placed under greater pressure and any reduction is likely to result in a widening of the attainment gap.
- 3.40 It was noted that schools in the east of the city have a significant level of disadvantaged pupils and for some of the disadvantaged and looked after children the only constant and safe relationship they have is with their teacher. It was stated that the proposal will damage that relationship by making class sizes larger.
- 3.41 The school has a well-respected hearing impairment unit. The pupils spend part of their school time in the unit and part of the time in mainstream classes that have been specially adapted to accommodate this. It was stated that the increase in class sizes would have a detrimental impact on those hearing-impaired pupils.
- 3.42 It was noted that there is no viable alternative school for families living in Bevendean, to get to any other school requires catching at least 2 buses and many families do not have the resources to do this. This places greater emphasis on the accuracy of the forecast numbers. According to responses as approximately 10% to 12% of properties in Bevendean are currently HMOs, given the new student accommodation that is becoming available it was felt that figure is likely to fall with the result that more families might move into the area and require school places.
- 3.43 The school also highlighted that they are a school that regularly increase in size through in year admissions (across all year groups) and that a PAN reduction could impact upon their ability to offer a school place for families moving into the local area.
- 3.44 Having taken into consideration the comments received, in particular the impact of a reduction on the hearing impairment unit, together with the school's strong budget position and nursery figures, which the Schools Adjudicator has previously commented as potentially being an indicator of

future parental preference for the school, it is recommended that the school does not change its PAN. This will allow for all in-year applications to be provided with a school place and does not jeopardise the work undertaken with children in the hearing impairment unit.

Table 2

Option - to reduce the PAN at Bevendean	Total	Percent
Strongly agree	8	1.77%
Tend to agree	7	1.55%
Neither agree nor disagree	56	12.42%
Tend to disagree	45	9.98%
Strongly disagree	208	46.12%
Don't know / not sure	88	19.51%
Not Answered	39	8.65%

Carden Nursery & Primary School

- 3.45 There were 393 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 3 below. In total 290 respondents (64.3%) tended to disagree or strongly disagreed with this proposal compared to 15 respondents (3.33%) who strongly agreed or tended to agree with this proposal. 113 respondents (25.06%) didn't offer an opinion or didn't answer the question.
- 3.46 Many responses raised concerns about pupils being unable to secure a place at Carden if the PAN was reduced to 30 where, it is reported, parental preference has been increasing over the past few years.
- 3.47 With large numbers of siblings applying each year, a reduced PAN would potentially mean the school would be filled with a majority of siblings leaving other local children to be refused a place.
- 3.48 It was warned that a reduced PAN would affect the children who move into the area outside of the usual admission cycle and this would disproportionately affect traveller families living on the permanent site, families placed in temporary accommodation in Stanmer Heights and those housed in the local temporary supported accommodation.
- 3.49 Whilst the school's management of its budget is not a concern a reduction in PAN could cause financial difficulties for the school which has a large site and extensive grounds. It was felt that this would become unmanageable as a single form entry school and the PTA's impact in supporting the school which raised £24,000 for pupils last year would be diminished.
- 3.50 Several responses raised concerns about the impact on the Speech and Language Centre (SLC) as pupils from the Centre are integrated into mainstream classes for much of the day.

- 3.51 The governing body and local councillors indicated in their response that the school recognised the part it had to play in the city-wide problem and indicated that reducing to a PAN of 45 would be an appropriate compromise as this reflects current pupil numbers more appropriately than a reduction of 30 and would allow the school to continue making the provision for those pupils assigned to the SLC. However, they also highlighted that they would appreciate further time to understand their numbers over the coming years.
- 3.52 It is proposed that the school's PAN does not change to ensure the continued success of the SLC and ensuring parity in the approach proposed for Bevendean Primary School and its specialist provision. It is noted that any future proposals should be undertaken in tandem with Patcham Infant and Junior schools

Table 3

Option - to reduce the PAN at Carden	Total	Percent
Strongly agree	9	2.00%
Tend to agree	6	1.33%
Neither agree nor disagree	33	7.32%
Tend to disagree	18	3.99%
Strongly disagree	272	60.31%
Don't know / not sure	55	12.20%
Not Answered	58	12.86%

Coldean Primary School

- 3.53 There were 380 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 4 below. In total 224 respondents (49.67%) tended to disagree or strongly disagreed with this proposal compared to 16 respondents (3.54%) who strongly agreed or tended to agree with this proposal. 161 respondents (35.7%) didn't offer an opinion or didn't answer the question.
- 3.54 A significant concern was the 242 new homes being developed on Coldean Lane that were expected to become available in the summer 2023. A reduction in PAN would mean families moving to these new homes would be unable to get a place at their local school. Although this was taken into account when working up the original proposals.
- 3.55 As referenced in paragraph 3.37 responses also commented on the prevalence of HMOs in this part of the city and how this was changing due to new student accommodation becoming available and families moving back into those homes. Especially when the geography of the area was considered and the need to travel outside of the community to be able to attend another school.
- 3.56 The school is currently demonstrating an ability to manage its budget and the concern about ensuring the community is well served by its local school means that it is proposed that no change is made to the school's PAN.

Table 4

Option- to reduce the PAN at Coldean	Total	Percent
Strongly agree	8	1.77%
Tend to agree	8	1.77%
Neither agree nor disagree	50	11.09%
Tend to disagree	47	10.42%
Strongly disagree	177	39.25%
Don't know / not sure	90	19.96%
Not Answered	71	15.74%

Queen's Park Primary School

- 3.57 There were 378 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 5 below. In total 193 respondents (55.87%) tended to disagree or strongly disagreed with this proposal compared to 21 respondents (4.65%) who strongly agreed or tended to agree with this proposal. 172 respondents (38.14%) didn't offer an opinion or didn't answer the question.
- 3.58 Concern was expressed that the reduction in PAN would reduce diversity of the school's intake and limit the opportunity of families whose parents work in the surrounding area, such as the hospital, and who often arrive outside of the traditional admission round.
- 3.59 It was noted that, should these proposals go through, parents would be faced with the option of a large 'outstanding' primary school or several smaller schools meaning a lack of diversity for parents from which to choose.
- 3.60 The school originally had a PAN of 45, before expansion put forward by the council and it was raised in the consultation that the school's previous experience would allow it to adjust back to a PAN of 45 rather than learn from scratch how it would need to adjust to become a single form entry school.
- 3.61 However, the school is not requiring a licensed deficit currently but operates within its yearly budget allocation. Taking into consideration the issues raised, it is proposed that no change is made to the school's PAN at this time.

Table 5

Option- to reduce the PAN at Queens Park	Total	Percent
Strongly agree	7	1.55%
Tend to agree	14	3.10%
Neither agree nor disagree	65	14.41%
Tend to disagree	40	8.87%
Strongly disagree	153	33.92%

Don't know / not sure	99	21.95%
Not Answered	73	16.19%

Rudyard Kipling Primary School & Nursery

- 3.62 There were 388 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 6 below. In total 215 respondents (47.67%) tended to disagree or strongly disagreed with this proposal compared to 29 respondents (6.43%) who strongly agreed or tended to agree with this proposal. 150 respondents (33.26%) didn't offer an opinion or didn't answer the question.
- 3.63 Responses noted the high percentage of disadvantaged pupils and pupils with Special Educational Needs on roll and therefore the disproportionate impact that a change in PAN would have on those pupils.
- 3.64 As was also noted in the responses received in relation to Woodingdean Primary School, there were significant concerns about the introduction of mixed age classes because of a reduction in PAN to 45.
- 3.65 It was observed that a further change after the recent restructure that the new headteacher was required to implement upon arrival could impact on the morale of staff and create further uncertainty for the community.
- 3.66 Concerns were expressed about the potential introduction of a two-tiered school system in Woodingdean, if the two schools were treated differently. There was support for the opportunity to give the school and its new leadership team time to have an impact upon the school's popularity.
- 3.67 In addition to the recent restructure of staffing the school is taking steps to come out of a licensed deficit. Changes at this time may further de-stabilise the school's position and it is recommended that the school does not change its PAN.

Table 6

Option- to reduce the PAN at Rudyard Kipling	Total	Percent
Strongly agree	10	2.22%
Tend to agree	19	4.21%
Neither agree nor disagree	57	12.64%
Tend to disagree	35	7.76%
Strongly disagree	180	39.91%
Don't know / not sure	87	19.29%
Not Answered	63	13.97%

Saltdean Primary School

- 3.68 There were 385 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 7 below. In total 194 respondents (43.01%) tended to disagree or strongly

disagreed with this proposal compared to 39 respondents (8.65%) who strongly agreed or tended to agree with this proposal. 153 respondents (33.92%) didn't offer an opinion or didn't answer the question.

- 3.69 A significant number of responses highlighted a concern that the forecasts of future pupil numbers did not adequately reflect the situation in the area. Additional enquiries had been made to the nurseries and GP practices locally and it was reported that the figures obtained suggested a higher number of children in the area. As a result, it was felt that a reduction in PAN would not be appropriate.
- 3.70 In addition, reference was also made to impact that housing developments in Saltdean, Rottingdean and Ovingdean would bring should the PAN of the school reduce.
- 3.71 Responses stressed the need to consider the uniqueness of the area serviced by the school including the authority boundary which runs through Saltdean. Alongside the impact generated by schools in East Sussex including the current Ofsted judgment for Telscombe Primary School.
- 3.72 The school has a strong budget position and whilst it has been expanded in recent years to admit 90 pupils its admission number has often fluctuated. However, the concerns raised about mixed age teaching and the intention to provide opportunity for all residents of Saltdean to secure a place at the school it is proposed that no change to the school's PAN is made.

Table 7

Option- to reduce the PAN at Saltdean	Total	Percent
Strongly agree	12	2.66%
Tend to agree	27	5.99%
Neither agree nor disagree	65	14.41%
Tend to disagree	36	7.98%
Strongly disagree	158	35.03%
Don't know / not sure	87	19.29%
Not Answered	66	14.63%

Woodingdean Primary School

- 3.73 There were 391 responses to this part of the proposal through the consultation portal and a summary of the responses are provided in Table 8 below. In total 247 respondents (54.76%) tended to disagree or strongly disagreed with this proposal compared to 20 respondents (4.43%) who strongly agreed or tended to agree with this proposal. 138 respondents (30.59%) didn't offer an opinion or didn't answer the question.
- 3.74 Several responses highlighted the school's increasing popularity and therefore a reduction in PAN would frustrate parental preference, as the school was oversubscribed this year.

- 3.75 As detailed earlier in the report, there were significant concerns about the introduction of mixed age classes as a consequence of a reduction in PAN to 45. By reducing both schools in Woodingdean parents will have no choice other than to attend a school that has mixed age teaching and this was described as discriminatory. The school supplied data showing that staff would not choose to teach in a mixed aged class school and responses detailed that it was a method of teaching that was particularly hard for newly qualified teachers and for teachers who have not experienced it before.
- 3.76 The school has a strong budget position with plans to enhance the facilities on the school site which would be put at risk if a change in PAN took place.
- 3.77 As referenced in paragraph 3.70 there is concern about treating the schools in Woodingdean differently in relation to admission arrangements. In addition, taking into consideration the sense of concern in the community about mixed aged teaching and the strong budget position of the school it is recommended that the school does not change its PAN.

Table 8

Option- to reduce the PAN at Woodingdean	Total	Percent
Strongly agree	8	1.77%
Tend to agree	12	2.66%
Neither agree nor disagree	46	10.20%
Tend to disagree	36	7.98%
Strongly disagree	211	46.78%
Don't know / not sure	78	17.29%
Not Answered	60	13.30%

Secondary school admission arrangements

- 3.78 There were 75 responses provided to this part of the consultation with the majority supporting no change to the current arrangements. A small number of individual points were made regarding possible changes to the oversubscription criteria such as using distance tie break rather than random allocation, the prioritisation of siblings from outside the catchment area and priority for families in temporary accommodation. However, these do not indicate a need to amend the proposals and therefore it is recommended that no change is made to the secondary school admission arrangements.

Infant & Primary school admission arrangements

- 3.79 There were 44 responses provided to this part of the consultation with the majority supporting no change to the current arrangements. A small number of individual points were made regarding possible changes to the oversubscription criteria such as giving priority for low-income families and priority for families in temporary accommodation. These responses do not indicate a need to amend the proposals and therefore it is recommended that no change is made to the Infant & Primary school admission arrangements.

The co-ordinated admission schemes for 2023/24

- 3.80 Only 28 responses were received regarding this matter. Most responses were not specifically relevant to the schemes and where individual points were made regarding the co-ordinated scheme these do not indicate a need to amend the proposals and therefore it is recommended that no change is made to these schemes.

The 'relevant area' for consultation

- 3.81 There were 44 responses were provided to this part of the consultation with the majority supporting no change to the current arrangements. A small number of individual points were made regarding possible changes to the oversubscription criteria such as giving priority for low-income families and priority for families in temporary accommodation. It is recommended that no change is made to the 'relevant area as currently stated.

4. Analysis and consideration of alternative options

- 4.1 The Council only consulted upon proposals to reduce the PAN at the seven primary schools detailed in this report. Any additional changes to other schools were not 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.
- 4.2 The Council could seek to make the change to the PAN originally consulted upon however this would not take account of the responses received especially the strong assertion from some schools that despite not reaching their PAN the school remains financially viable with no detrimental impact on the education provision. Whilst this may ensure the council is working in advance of anticipated pressures in future years it would be acting against the majority view of responders to the consultation and the specific responses of governing bodies, where these were received.
- 4.3 It is possible for the Council to seek agreement from the Schools Adjudicator for a variation to the PAN of schools with effect from September 2023 after notifying all other admission authorities within the relevant area. This needs to follow a major change in circumstances which, the council would need to argue, could include details of actual preferences received for specific schools from January 2023 onwards.

5. Community engagement and consultation

- 5.1 The Council scrutinised the Voluntary Aided (VA) Schools, Academies and Free Schools' proposed admission arrangements for 2022/23. 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 and trusts before deciding whether it should comment or act further.

- 5.2 The Council has met with all Headteachers and Chairs of Governors of larger primary schools in the city to discuss whether a future reduction in PAN was a proposal that they would wish to undertake. No schools have yet indicated a willingness to undertake such a reduction. The council is committed to continuing this discussion.
- 5.3 Two public meetings, one during the day and one in the early evening were facilitated for each school where there is a proposed reduction in PAN. One of these meetings was in person at the school and the other was held virtually. An additional 8 open, virtual meetings were also held giving interested parties the opportunity to discuss the proposals in general. The virtual meetings were conducted through Microsoft Teams. There was a range of attendance from no parents at some events up to 100 participants at others.
- 5.4 The consultation started on 15 November 2021 and closed on 2 January 2022. Information about the consultation and links to the virtual public meetings was available on the council's website www.brighton-hove.gov.uk/SchoolAdmissionsConsultation. Background information and frequently asked questions were provided and updated throughout the consultation period.
- 5.5 Responses could be provided to the consultation through the council's consultation portal <https://consultations.brighton-hove.gov.uk> or by email to the school admission team. Notes of any themes raised at the public meetings were recorded and there was the opportunity for parents to provide a verbal response to the consultation by telephone.
- 5.6 An Equalities Impact Assessment was conducted to ensure that the consultation was conducted to ensure that groups with protected characteristics were included. Responses from the consultation portal show that between 74% and 80% of responses completed the equalities monitoring questions depending upon the specific question answered.
- 5.7 Feedback from the Ethnic Minority Achievement Service (EMAS) indicated that many parents from ethnic minorities or with English as an additional language found the consultation confusing even with assistance. There was a reluctance to participate from some groups as they felt that it didn't affect them partly due to the uncertainty of the housing situations so children may have to move schools anyway and a trust that whatever school children are allocated it will be a good school. The difficulty of not being able to attend a local school was however identified as a potential problem. We will look into how this can be addressed for any consultations in future years.

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 The council is required to manage the availability of school places in the city and with pupil numbers falling there is a demonstrable need to reduce the number of surplus places in the city in the coming years. The aim of the proposals put forward to public consultation were to support the whole family of schools by acting early which was having to be balanced against the impact on individual schools some of which may not yet have been directly affected by a significant drop in pupils on roll.
- 6.4 After consultation on proposals to reduce the Published Admission Number it is recommended that no change is made to the Published Admission Number (PAN) of the following 7 primary schools:
- Carden Nursery & Primary School
 - Coldean Primary School
 - Queen's Park Primary School
 - Saltdean Primary School
 - Bevendean Primary School and Nursery
 - Rudyard Kipling Primary School & Nursery
 - Woodingdean Primary School
- 6.5 Whilst changes to PAN have not been recommended it is still possible that they will once again be under consideration when arrangements for September 2024 are consulted upon. There is a need to maintain a focus upon the school's ability to manage its budget successfully and the levels of applications as well as numbers of children on roll.
- 6.6 The city will be left with a high level of surplus places but the preferred approach going forward is to focus on:
- Schools of 3 or more forms of entry to reduce in size
 - Allowing schools with surplus places but manageable budget pressures to maintain their current size
 - Continuing to communicate with the diocese on how they can address surplus places in VA schools
- 6.7 This will give more time to ascertain if the forecast drop in pupil numbers continues and also allow time to consider the changing patterns of working arising from Covid and the shifting pattern of home ownership in the city and whether these are significant enough to counter some of the responses to the consultation regarding the long-range forecasts.
- 6.8 In addition, it is expected to also give time for the fall in pupil numbers to affect the pattern of parental preferences which may allow the council to re-

consider approaching some of the larger schools that have previously successfully appealed to the Schools Adjudicator. It may also allow those governing bodies of larger schools to re-consider their role in contributing to the solution

- 6.9 School closure remains a possible option but the least favoured, due to the role that schools play within their communities. However, the limitations on the council's ability to act strategically in advance of negative impacts on a school mean that this will be a possible course of action in future years.

7. Financial implications

- 7.1 School budgets are determined in accordance with criteria set by the government and school funding regulations dictate that at least 80% of the delegated schools block of funding must be allocated through pupil-led factors. This means that schools with falling pupil numbers are likely to see reductions in annual budgets. This situation can be particularly challenging where pupil numbers in year groups fall well below the expected number based on the PAN of a school.
- 7.2 The fall in pupil numbers will result in some schools having lower pupil numbers. Across the City these schools will have lower pupil numbers than their PAN allows. Without a planned reduction in PAN this will be challenging for those schools to plan ahead for staff reductions and set a balanced budget. It is possible that some schools may struggle to be financially viable. Analysis has shown that, currently, the greatest financial pressure within the city's schools is in smaller schools, particularly one form entry schools. This is for a variety of reasons including the lack of economies of scale and low occupancy within year groups, but also because these schools support a higher concentration of SEND and disadvantaged pupils than larger primary schools.

Name of finance officer consulted: Louise Hoten Date consulted: 26/01/22

8. Legal implications

- 8.1 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.
- 8.2 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 2021 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. For the academic year 2023/24 the arrangements must therefore be determined by 28 February 2022.

- 8.3 Any body or person who considers that the admission arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. In particular, paragraph 1.3 of the Code states that “Community and voluntary controlled 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.” Any objections to admission arrangements must be referred to the Schools Adjudicator by 15 May in the determination year i.e, by 15 May 2022 for the purposes of these admission arrangements.
- 8.4 As stated in the body of the report, Admission authorities may propose variations to determined arrangements, such as a reduction to the PAN of a school, to the Schools Adjudicator where they consider such changes necessary in view of a ‘major change of circumstance’. There is no definition of what would constitute a ‘major change in circumstance’ in the legislation or Code. There is therefore no guarantee that the Adjudicator would view a reduction in the number of applicants to a school as a major change in circumstances which would justify a reduction in the PAN. The Authority must consult the governing body of the school before making any such a referral.
- 8.5 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 LA’s to consult on these proposals every two years.

Name of lawyer consulted: Serena Kynaston Date consulted: 20/01/2022

9. Equalities implications

- 9.1 As no changes are being proposed an Equality Impact Assessment has not been published. Concerns expressed about the potential impact of the proposals on all people in relation to their ‘protected characteristics’ were raised through the consultation process and have informed the recommendations in this report
- 9.2 It is worth noting that the admission process is ‘blind’, by virtue of applications being considered in line with the published admission arrangements that do not take account of a person’s protected characteristics.
- 9.3 However, the availability of school places across the city could have an impact on certain groups by virtue of their proximity to certain schools and the availability of places should families make a late application.
- 9.4 When determining admission arrangements, the council needs to ensure that there are sufficient school places available within a reasonable distance for families who may contain members who have special educational needs,

disabilities, speak English as an additional language and of various races/ethnicities. This will ensure that if families apply after the deadline date they will not be significantly disadvantaged and face the prospect of a lengthy journey to school.

- 9.5 It is recognised that to foster strong community cohesion school's intake should seek to reflect the city's diversity.

10. Sustainability implications

- 10.1 As detailed in the report there is concern about the implications of these proposals on the area of sustainable travel and transport. As detailed in the report there is potentially a negative impact if the pattern of future applications and in accurate forecasting by the council results in children being unable to attend their local school. Thereby creating more journeys to school than would have been the case.
- 10.2 Accurate forecasting and proportionate changes to PAN will allow local schools to accommodate local children. The council has considered the concerns that have been expressed, there is confidence in the accuracy of the forecasting but no change is being proposed to the PAN of the schools consulted upon.
- 10.3 It is recognised that schools are at the heart of their communities and have a significant role to play for families in supporting their local community. However, in the longer term the reduction in pupil numbers could lead to schools having additional financial pressures which could threaten their long-term viability.

Supporting Documentation

1. Appendices

Appendix 1 - Primary School forecast

Appendix 2 - Published Admission Numbers

Appendix 3 - Admission arrangements and priorities for community primary and secondary schools

Appendix 4 - Coordinated scheme of admissions – primary.

Appendix 5 - Coordinated scheme of admissions – secondary.

Appendix 6 - Preference Numbers 2019-2021

Date of Birth / school year	School yr in Sept 22	Grand Total all planning areas from 2021 data	pupils likely to want a school place based on 90% of GP reg data	Permanent places in Year R in 2022	Surplus places or shortfall of places	Comparison with 2020 data	
All planning Areas						Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021
places in each school year from Sept 2022							
01 September 11 to 31 August 12	6	3,005	2,705				
01 September 12 to 31 August 13	5	2,860	2,574				
01 September 13 to 31 August 14	4	2,891	2,602				
01 September 14 to 31 August 15	3	2,747	2,472				
01 September 15 to 31 August 16	2	2,708	2,437				
01 September 16 to 31 August 17	1	2,669	2,402				
01 September 17 to 31 August 18	R	2,486	2,237	2,700	463	357	106
01 September 18 to 31 August 19	2023	2,369	2,132	2,700	568	476	92
01 September 19 to 31 August 20	2024	2,311	2,080	2,700	620	594	26
01 September 20 to 31 August 21	2025	2,144	1,930	2,700	770		

357
476
595

Date of Birth / school year	School year in Sept 2022	Portslade	Central Hove	West Blatchington and North Hangleton	Central City	Patcham	City East	The Deans	City North
All planning Areas									
places in each school year from Sept 2022									
		1	2	3	4	5	6	7	8
		270	690	90	600	150	450	270	180
		0	0	0	0	0	0	0	0
01 September 11 to 31 August 12	6	253	0	0	0	167	0	0	0
01 September 12 to 31 August 13	5	228	0	0	0	207	0	0	0
01 September 13 to 31 August 14	4	253	0	0	0	150	0	0	0
01 September 14 to 31 August 15	3	248	0	0	0	161	0	0	0
01 September 15 to 31 August 16	2	212	0	0	0	174	0	0	0
01 September 16 to 31 August 17	1	237	0	0	0	153	0	0	0
01 September 17 to 31 August 18	R	222	600	86	433	149	403	176	168
01 September 18 to 31 August 19	2023	229	572	85	413	120	389	166	159
01 September 19 to 31 August 20	2024	176	554	77	415	127	414	154	164
01 September 20 to 31 August 21	2025	176	519	47	430	96	377	137	148

Date of Birth / school year	School year in Sept 2022	BN41 1	BN41 2	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
1 Portslade		St Peters Primary Benfield Primary St Marys Primary	Brackenburg Primary St Nicolas Primary Mile Oak Primary Peter Gladwin Pri	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022								
		90	180	270				
01 September 11 to 31 August 12	6	93	188	281	253			
01 September 12 to 31 August 13	5	68	185	253	228			
01 September 13 to 31 August 14	4	78	203	281	253			
01 September 14 to 31 August 15	3	82	193	275	248			
01 September 15 to 31 August 16	2	64	172	236	212			
01 September 16 to 31 August 17	1	73	190	263	237			
01 September 17 to 31 August 18	R	81	166	247	222	48	49	-1
01 September 18 to 31 August 19	2023	72	182	254	229	41	44	-3
01 September 19 to 31 August 20	2024	72	123	195	176	95	85	10
01 September 20 to 31 August 21	2025	58	137	195	176	95		

Date of Birth / school year	School year in Sept 2022	BN3 1	BN3 2	BN3 3	BN3 4	BN3 5	BN3 6	BN3 7	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
2 Central Hove		Hove Juniors Holland Road Brunswick Primary		West Hove inf @ Connaught St Andrews Primary		West Hove Infant Hove Junior	Cottesmore Primary Bilingual Primary School	Aldrington Primay Goldstone Primary				Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022		120		150		120	150	150	690				
01 September 11 to 31 August 12	6	77	48	116	108	169	152	158	828				
01 September 12 to 31 August 13	5	77	43	108	93	147	143	158	769				
01 September 13 to 31 August 14	4	87	52	134	93	162	153	148	829				
01 September 14 to 31 August 15	3	79	34	124	71	147	131	141	727				
01 September 15 to 31 August 16	2	93	45	91	63	153	135	146	726				
01 September 16 to 31 August 17	1	65	39	139	82	140	103	138	706				
01 September 17 to 31 August 18	R	85	39	122	58	141	107	115	667	600	90	39	51
01 September 18 to 31 August 19	2023	73	44	110	72	135	106	96	636	572	118	63	55
01 September 19 to 31 August 20	2024	78	46	104	78	122	85	103	616	554	136	96	40
01 September 20 to 31 August 21	2025	79	47	120	44	119	83	85	577	519	171		

Date of Birth / school year	School year in Sept 2022	BN3 8	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
3 West Blatchington and North Hangleton		Hangleton Primary West Blatch Prim				Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022		90	90				
01 September 11 to 31 August 12	6	124	124				
01 September 12 to 31 August 13	5	113	113				
01 September 13 to 31 August 14	4	132	132				
01 September 14 to 31 August 15	3	116	116				
01 September 15 to 31 August 16	2	115	115				
01 September 16 to 31 August 17	1	89	89				
01 September 17 to 31 August 18	R	95	95	86	5	-3	8
01 September 18 to 31 August 19	2023	94	94	85	5	11	-6
01 September 19 to 31 August 20	2024	85	85	77	14	16	-3
01 September 20 to 31 August 21	2025	52	52	47	43		

Date of Birth / school year	School year in Sept 2022	BN1 2	BN1 3	BN1 5	BN1 1	BN1 4	BN1 6	BN1 7	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
4 Central City			St Mary Mags Prim St Pauls Primary	Stanford Infant Stanford Junior Westdene Primary	Middle Street Primary	St Bartholomews	Downs Infant Downs Junior Balfour Primary St Bernadettes Pri	Hertford Infant Hertford Junior St Josephs Primary				Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022			60	150	30	30	240	90	600				
01 September 11 to 31 August 12	6	22	73	132	7	57	211	112	614				
01 September 12 to 31 August 13	5	27	63	138	8	38	198	94	566				
01 September 13 to 31 August 14	4	30	65	127	7	51	195	98	573				
01 September 14 to 31 August 15	3	23	58	125	≤5	60	201	94	561				
01 September 15 to 31 August 16	2	25	83	105	16	59	155	97	540				
01 September 16 to 31 August 17	1	34	55	110	13	57	155	95	519				
01 September 17 to 31 August 18	R	27	69	106	6	33	155	85	481	433	167	120	47
01 September 18 to 31 August 19	2023	19	77	84	10	60	148	61	459	413	187	162	25
01 September 19 to 31 August 20	2024	32	73	78	14	42	143	79	461	415	185	170	15
01 September 20 to 31 August 21	2025	26	81	99	10	60	127	75	478	430	170		

Date of Birth / school year	School year in Sept 2022	BN1 8	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
5 Patcham		Patcham Infant Patcham Junior Carden Primary				Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022		150	150				
01 September 11 to 31 August 12	6	186	186	167	-17		
01 September 12 to 31 August 13	5	230	230	207	-57		
01 September 13 to 31 August 14	4	167	167	150	-0		
01 September 14 to 31 August 15	3	179	179	161	-11		
01 September 15 to 31 August 16	2	193	193	174	-24		
01 September 16 to 31 August 17	1	170	170	153	-3		
01 September 17 to 31 August 18	R	165	165	149	2	0	2
01 September 18 to 31 August 19	2023	133	133	120	30	36	-6
01 September 19 to 31 August 20	2024	141	141	127	23	37	-14
01 September 20 to 31 August 21	2025	107	107	96	54		

Date of Birth / school year	School year in Sept 2022	BN2 0	BN2 1	BN2 2	BN2 3	BN2 5	BN2 9	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Comparison with 2020 data	
6 City East		Queens Park Pri St John the Baptist Primary			Elm Grove Primary Fairlight Primary St Martins Primary	St Marks Primary City Academy Whitehawk	Carlton Hill Primary St Lukes Primary				Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022		90			150	90	120	450				
01 September 11 to 31 August 12	6	53	58	≤5	96	158	140	505				
01 September 12 to 31 August 13	5	57	55	≤5	78	155	140	485				
01 September 13 to 31 August 14	4	56	51	≤5	81	146	123	457				
01 September 14 to 31 August 15	3	46	41	≤5	77	142	128	434				
01 September 15 to 31 August 16	2	55	50	≤5	98	120	129	452				
01 September 16 to 31 August 17	1	53	52	≤5	102	129	137	473				
01 September 17 to 31 August 18	R	49	37	≤5	89	137	136	448	403	47	34	13
01 September 18 to 31 August 19	2023	40	54	≤5	87	117	134	432	389	61	54	7
01 September 19 to 31 August 20	2024	44	62	≤5	92	121	141	460	414	36	46	-10
01 September 20 to 31 August 21	2025	41	48	≤5	105	99	126	419	377	73		

Date of Birth / school year	School year in Sept 2022	BN2 6	BN2 7	BN2 8			Comparison with 2020 data		
7 The Deans		Rudyard Kipling Pri Woodingdean Prim	Our Lady of Lourdes Pri St Margarets Pri	Saltdean Primary	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by
places in each school year from Sept 2022		120	60	90	270				
01 September 11 to 31 August 12	6	114	37	100	251				
01 September 12 to 31 August 13	5	115	46	84	245				
01 September 13 to 31 August 14	4	131	22	89	242				
01 September 14 to 31 August 15	3	121	36	93	250				
01 September 15 to 31 August 16	2	114	34	83	231				
01 September 16 to 31 August 17	1	124	32	75	231				
01 September 17 to 31 August 18	R	100	28	68	196	176	94	107	-13
01 September 18 to 31 August 19	2023	92	27	65	184	166	104	89	15
01 September 19 to 31 August 20	2024	85	20	66	171	154	116	127	-11
01 September 20 to 31 August 21	2025	78	20	54	152	137	133		

Date of Birth / school year	School year in Sept 2022	BN1 9	BN2 4				Comparison with 2020 data		
8 City North		Coldean Primary	Bevendean Primary Coombe Rd Primary Moulsecocomb Prim	TOTALS	pupils likely to want a school place based on 90% of GP reg data	Surplus places or shortfall of places	Surplus places or shortfall of places based on 2020 data	Number of surplus places have risen fallen between 2020 and 2021 by	
places in each school year from Sept 2022		60	120	180					
01 September 11 to 31 August 12	6	59	157	216					
01 September 12 to 31 August 13	5	54	145	199					
01 September 13 to 31 August 14	4	56	154	210					
01 September 14 to 31 August 15	3	46	159	205					
01 September 15 to 31 August 16	2	45	170	215					
01 September 16 to 31 August 17	1	54	164	218					
01 September 17 to 31 August 18	R	50	137	187	168	12	11	1	
01 September 18 to 31 August 19	2023	37	140	177	159	21	17	4	
01 September 19 to 31 August 20	2024	34	148	182	164	16	18	-2	
01 September 20 to 31 August 21	2025	32	132	164	148	32			

Primary Admissions Numbers 2023/24	Planned Admission No. 2023-24
Name of School	
Aldrington CE Primary	60
Balfour Primary	90
Benfield Primary	30
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	30
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
St Peter's Community Primary	30
Stanford Infant	90
Stanford Junior	96
West Blatchington Primary	30
West Hove Infant (Portland Road)	120
West Hove Infant (Connaught Road)	60
Westdene Primary	60
Woodingdean Primary	60
Secondary Admission Numbers 2023-24	
Name of school	Planned admission no. 2023-24
Brighton Aldridge Community Academy	180
Blatchington Mill	330
Cardinal Newman Catholic	360
Dorothy Stringer	330
Hove Park	180
King's	165
Longhill High	270
Patcham High	225
Portslade Aldridge Community Academy	220
Varndean	300

Admission Arrangements for Brighton & Hove Schools 2023/24

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. Cardinal Newman Catholic School, King's School, Brighton Aldridge Community Academy (BACA) and Portslade Aldridge Community Academy (PACA) have their own admission priorities (please visit www.brighton-hove.gov.uk/schooladmissions or the schools' websites for details).

If a school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the oversubscription criteria set out below.

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

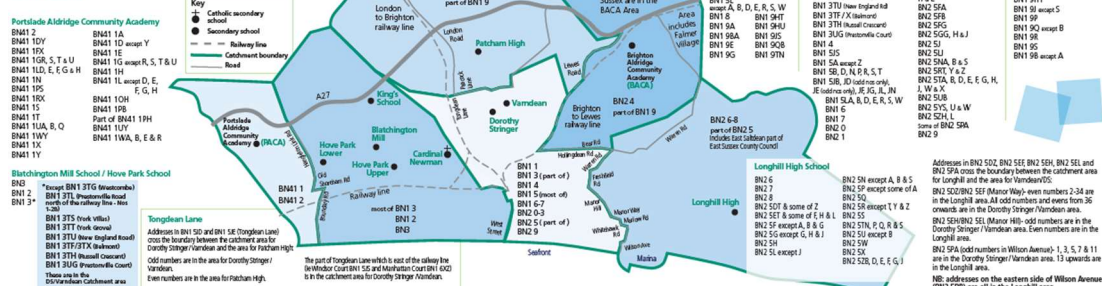
1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
2. Compelling medical or other exceptional reasons** for attending 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 below catchment area map. It also includes information about which post codes are in each of the catchment areas.

Catchment area postcodes

Below is a list of the postcodes which fall within each catchment area. Catchment areas are listed from west to east across the city. If you are in any doubt as to the catchment area in which you live, please contact the school admissions team on 01273 293653



Admissions Arrangements for Community Infant, Junior and Primary Schools

Parents must make a separate application for any transfer from nursery to primary school and from infant to junior school. If a school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the oversubscription criteria set out below.

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

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
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 which will be measured by the shortest route from the child's home to the nearest of the school's gates. This will be measured by specialist computer software based on Ordnance Survey data. It measures using the road network supplied by Ordnance Survey and some other public rights of way which are paved and lit. Routes across public parks or open spaces will not be accepted. When using roads for measurement purposes the computer measures along the middle of the road. It measures from the address point in the property to the nearest point on the road network and from there to the nearest of the school's gates to the child's home. No other measurement systems will be used for school admissions decisions. Where the home addresses of two or more pupils are an equal distance from the school (e.g. two children living in the same block of flats) and only one place remains available at the school in question, the place will be allocated randomly by computer to one of these pupils.

Late applications

If an application is returned after the closing date without good reason it will be considered after all the on-time preferences have been dealt with and school places allocated to them.

If there is a good reason for the application being late, such as a recent house move to Brighton & Hove, it will be considered as on-time if it is received by 20 January (Secondary) or 8 March (Infant, Primary & Junior) and is accompanied by independent supporting evidence demonstrating why the form is late, e.g. solicitor's letter confirming exchange of contracts or a recently signed tenancy agreement.

Applications submitted after the closing date listing revised preferences will only be considered from July onwards **unless** there has been a house move. This is to ensure that parents and carers who do this do not gain an unfair advantage over others by having the opportunity to list more than three preferences.

Home Address - The school admissions team will allocate school places using the address at which a child lives on the closing date for applications 31 October (Secondary) or 15 January (Infant, Primary & Junior) although late changes of address will be considered if proof of address is received by 20 January (Secondary) or 8 March (Infant, Primary & Junior). Only one address can be used for admission purposes even if the pupil spends equal time at two households. If it is unclear what is the pupil's main address this will be taken as the address where the child is registered with a doctor.

Deferred admission - Children start school in the school year during which they have their fifth birthday. Children are allowed to start full-time in September or can defer admission or attend part-time until they reach compulsory school age. Children become compulsory school age in the term after their fifth birthday. Children whose fifth birthday falls between 1 September and 31 December may defer or attend part time until January. Children whose fifth birthday falls between 1 January and 31 March can defer admission or attend part time until the start of the summer term. Children whose fifth birthday is between 1 April and 31 August don't become compulsory school age until the following September however they can also defer admission or attend part time until the start of the summer term. Where a place is deferred it will not be given to another child provided the place is taken up by the beginning of the school term following the child's fifth birthday and within the school year that the offer was made.

Parents can request for a 'summer born' child to start school **outside of their normal age group**, and be admitted to reception rather than Year 1 as detailed below.

Admission outside a normal age group

Parents who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

Parents who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort.

Applications should be accompanied with the additional form to request that the child is educated out of year group. Reasons for the request and any evidence to support the case should be included with the form. Evidence could include: information about the child's personal, social, emotional development and academic development; If relevant, medical history and views of a medical professional; whether the child has previously been educated out of year group and whether the child was born prematurely.

The admission authority, will consider each case on its merits taking into account the child's best interests and either agree or refuse the request on that basis. Where the council is the admission authority, the views of the headteacher of each school will be sought before a decision is taken. Parents will be made aware of the outcome of the request for admission out of year group before national offer day and reasons for the decision will be shared with them. Late requests will be considered up until 8 March (Infant, Primary and Junior) or 22 January (Secondary) if there is good reason why the request could not be made by the closing date for applications. Requests made after this date will not be considered until after national offer day.

Waiting lists

The council holds waiting lists for community schools, and Bilingual primary school. Pupils who have not been offered one of these schools as their first preference will have their name added to the waiting list for this school. Parents can request that their child's name is also added to the waiting list for their second and/or third preference school by contacting the school admissions team. Waiting lists are held until 31st December at which point pupils' names will be removed from the list. Parents can keep their child's name on the waiting list for the following term by contacting the admissions team in the last week of each term to request this. Pupils are added to waiting lists according to the oversubscription priorities listed above and consequently a pupil's name can move down the list as well as up. Waiting lists for secondary schools are called reallocation pools. Each time the council is able to offer a place, or places at a school with a reallocation pool, the list is re-randomised and the place allocated to the child at the top of the list.

Late applicants will also be added to waiting lists as soon as possible after they apply. Late changes of preference (revised applications) will be added to the waiting list for the new preference as soon as possible from July onwards.

The pupil's name will be removed from the waiting list for the previous preferences.

Notes:

***Previously looked after children** - Previously looked after children are such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

****Exceptional Circumstances** - This priority applies to pupils with a specific need that can only be met by one school rather than any other. This could include medical or social reasons that make it essential for the child to attend a particular school. Independent supporting information must be provided from a professional, for example a doctor, consultant, social worker or other professionals working with the family which makes a compelling case as to why the child's needs can only be met at the preferred school and no other. A medical condition or diagnosis in itself will not automatically result in priority being given. Advice may be sought from the consultant community paediatrician or other relevant professionals where necessary to determine whether or not the evidence provided is sufficiently compelling to qualify under this category.

*****Sibling link** - For the purposes of the school admissions process, children are siblings if they share the same main address and live as part of the same household. A sibling link will apply if the sibling will be attending the school in September 2023. Where separate junior and infant schools are linked (see linked Infant/Junior school below), the sibling link will apply across both linked schools the sibling may be at either school and may be older or younger. If two children, of whom one is due to start junior school and the other infant school in the same September, the junior school child's allocation will be done first and a sibling link will count for the infant child. A sibling link is only taken into account if children live at the same main address and the sibling has already been allocated a place at the school. Twins or multiple births do not qualify for the sibling link unless one child has already been offered a place. Where a sibling attends a nursery class on the same school site, or a sixth form it will not be counted as a link for admissions purposes.

******Linked infant/Junior Schools** - Children who are attending or have been offered a place at an infant school in the list below will have priority for places at the linked junior school providing the allocation took place by 8 March in the admission year.

Downs Infant - Downs Junior
Hertford Infant - Hertford Junior

Patcham Infant - Patcham Junior
Stanford Infant - Stanford Junior
West Hove Infant Portland Road – Hove Junior Portland Road
West Hove Infant Holland Road - Hove Junior Holland Road

There is no link between West Hove Infant Holland Road and Hove Junior Portland Road, or between West Hove Infant Portland Road and Hove Junior Holland Road.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2023/24 (Admissions to Reception or year 3 of Junior School in September 2023)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of an infant, primary or junior school place. This will be on a set date following the conclusion of the normal admission round for pupils seeking admission to school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies (for the purposes of this document Free Schools are included as Academies), and voluntary aided schools which act as their own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2021.

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 20 February 2023 and 10 March 2023 when the ranking order needs to be returned to the Local Authority.**

Key dates

- | | |
|---|------------------|
| • Online application facility available | 1 September 2022 |
| • Distribution of admission booklets | on request |
| • Closing date for applications | 15 January 2023 |

- Preference data exchanged with Voluntary aided schools and other LAs. 20 February 2023
- Consider qualifying late applications. 08 March 2023
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 10 March 2023
- Finalise allocations and exchange offer details with neighbouring LAs Between 20 March - 6 April 2023
- Finalise allocations and provide schools with offer details. 11 April 2023
- Notification e-mails sent to parents, decisions posted to applicants without an email address 17 April 2023
- Deadline date for acceptance of places 2 May 2023
- Deadline for acceptance of places and appeals to be heard in the main round. 16 May 2023

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

1. The school admissions guidance 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 2022 encouraging parents to apply online. Posters will be sent to schools, other council services, early years settings, the press and other media to remind parents of those pupils requiring a school place to apply.
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 online or by completing a paper 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 application 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 2023**.
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 to the school 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.

5. Parents are encouraged to apply online however, if using an application form rather than the online application parents and carers are strongly advised to return their application 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 as they are received, ideally scanned and sent by email. 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 20 February 2023**
- ❖ 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 10 March 2023**
- ❖ 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 and emails are sent on 17 April 2023.
 - ❖ 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.
 - ❖ Consideration will be given to qualifying late applications received before 8 March 2023.
8. **Between 23 March and 6 April 2023**

- ❖ 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.
- ❖ 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. 17 April 2023

Online applicants will receive their decisions by e-mail. Letters will be sent only to parents/carers who do not have an email address. 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.
- ❖ 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 or a voluntary aided school.
- ❖ Details about waiting lists for preferences that could not be met.

10. 2 May 2023

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.

11. 16 May 2023

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.

12. 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 an application with the evidence of the move by 8 March 2023 their application will be included in the main admission round.

Late applications received before national offer day

- I. With the exception of families moving into the area and cases as described at V below, applications 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 2023**.
- II. Any applications 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 **8 April 2023**. 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 2023 will be sent a letter or email allocating a school place on 17 April 2023 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 17 April 2023.
- IV. Applications received after the closing date will be sent an email or letter allocating a school place as soon as possible after the main notification date of **17 April 2023**.
- V. 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 2023** 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.
- VI. 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 2023** 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.

Late applications received after national offer day

- 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 or paper 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 application. 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.
- II. If a change of preference is received following the decision letter on **17 April 2023** and the home address has not changed, that changed preference will not be considered until July **2023**. 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.
- III. All applications received after the beginning of the autumn term 2023 will be regarded as outside this admission round.

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 **17 April 2023**. 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.

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 **16 May 2023** 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 July **2023**.
- 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 secondary schools – Admissions Year 2023/24 (Admissions to year 7 in September 2023)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies (for the purposes of this document Free Schools are included as Academies), Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Admission Arrangements and Co ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2021.

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 2022
- Notify year 6 parents of the need to apply by 12 September 2022
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2022

- Preference data exchanged with own admission authority schools (Cardinal Newman, King's, BACA & PACA) and neighbouring LAs 20-27 November 2022
- Own admission authority schools provide LA with provisional ranking order of applicants. 16 December 2022
- Consider qualifying late applications. 22 January 2023
- Finalise allocations and exchange offer details with own admission authority schools and neighbouring LAs Between 31 January- 7 Feb 2023
- Notification e-mails sent to parents, decisions posted to applicants without an email address 1 March 2023
- Deadline date for acceptance of places 15 March 2023
- Deadline for appeals to be heard in the main round. 30 March 2023

Process and detailed time scale

1. Information about the application process and how to apply will be distributed to parents via primary and junior schools at the beginning of September 2022.
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. All residents in the City must use the Brighton & Hove school admission 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 application 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 2022**. 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 these schools.
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 to the school 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.

5. Parents are encouraged to apply online. 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 as they are received, ideally scanned and sent by email. 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 27 November 2022.

- ❖ LA will identify the number of preferences (first, second or third) received for each school.
- ❖ Own admission authority schools 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 16 December 2022

- ❖ Own admission authority schools 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 2023.
- ❖ 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 31 January and 7 February 2023

- ❖ 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 2023

Online applicants will receive their decisions by e-mail. Letters will be sent only to parents/carers who do not have an email address. 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 Academies, Free schools and schools in other LA's, who to contact.
- ❖ Details about waiting lists and reallocation pools for preferences that could not be met.

15 March 2023

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.

30 March 2023

Parents should 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 2023 their application will be included in the main admissions round.

Late applications received before the 22 January 2023.

- I. With the exception of families moving into the area and cases as described at V below, applications 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 applications received for own admission authority schools 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 2023**. 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 own admission authority schools and 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 2023 will be sent a letter or email allocating a school place on 1 March 2023 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 2023.
- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who submit the new application and evidence of the address change will have that change considered in the main round of allocations if it is received by **22 January 2023**. 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 2023** 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 2023.

- 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 application. 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 2023 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 July 2023. 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 in-year applications and outside this admission round.

Re-allocation Pool

- I. Brighton & Hove will operate a re-allocation pool system for its community schools. The ranking of re-allocation pools 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 2023. 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. Own admission authority schools (BACA, PACA, Cardinal Newman and Kings) and other local authorities will operate their own waiting list/reallocation arrangements. 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 30 March 2023 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 application. If a parent/carer wishes to receive a decision for a school not included in their original preferences, 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 July 2023.
- 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.

Numbers in brackets are numbers allocated.

Allocation year	School name	Published Admission Number (PAN)	No of on-time 1 st preferences	No of on-time 2 nd preferences	No of on-time 3 rd preferences	Total no of preferences
2021-22	Bevendean Primary	60	34(34)	22 (2)	20(1)	76 (37)
	Carden Primary	60	37 (37)	24 (1)	32 (1)	93 (39)
	Coldean Primary	60	31 (31)	10 (0)	14 (0)	55 (31)
	Queens Park Primary	60	36 (36)	36 (14)	47 (1)	119 (51)
	Rudyard Kipling Primary	60	35 (35)	52 (8)	9 (0)	96 (43)
	Saltdean Primary	90	73 (73)	11 (0)	26 (0)	110 (73)
	Woodingdean Primary	60	69 (59)	31 (1)	18 (0)	118 (60)
2020-21	Bevendean Primary	60	39 (39)	16 (1)	14 (0)	69 (40)
	Carden Primary	60	41 (41)	31 (5)	33 (1)	105 (47)
	Coldean Primary	60	32 (32)	21 (3)	10 (1)	63 (36)
	Queens Park Primary	60	29 (29)	38 (11)	59 (4)	126 (44)
	Rudyard Kipling Primary	60	44 (44)	24 (1)	7 (0)	75 (45)
	Saltdean Primary	90	69 (69)	19 (5)	23 (0)	111 (74)
	Woodingdean Primary	60	49 (49)	39 (2)	18 (0)	106 (51)
2019-20	Bevendean Primary	60	35 (35)	11 (0)	14 (0)	60 (35)
	Carden Primary	60	33 (33)	27 (3)	26 (1)	86 (37)
	Coldean Primary	60	35 (35)	20 (0)	12 (0)	67 (35)
	Queens Park Primary	60	28 (28)	47 (10)	57 (8)	132 (46)
	Rudyard Kipling Primary	60	35 (35)	22 (1)	11 (0)	68 (36)
	Saltdean Primary	90	93 (90)	12 (0)	15 (0)	120 (90)
	Woodingdean Primary	60	45 (45)	39 (2)	12 (1)	96 (48)

