



**Brighton & Hove**

# Schools' Bulletin

<i>Date: 05 January 2009</i>	<i>Ref: SH Consultation 10-11</i>
<b>To: Governors and Headteachers of all Schools, East Sussex County Council, West Sussex County Council and Diocesan Authorities.</b>	<b>From: Head of School Admissions and Transport</b>
<b>Title: School Admissions Consultation 2010/2011</b>	<b>Action Required By : Voluntary Aided schools 5<sup>th</sup> January 2009, others 1<sup>st</sup> March 2009</b>
<p><b>Admission Arrangements for Brighton &amp; Hove Schools 2010/11</b></p> <p>Governing Bodies of all maintained schools in the City are invited to give their views on the proposals for admission arrangements to Community Schools. The responses to this consultation will be presented to the Cabinet Member for CYPT at a meeting in March 2009. The Admission Forum's comments and advice on the proposed arrangements will also be made known to the Cabinet Member meeting. For the first time this year the consultation must also invite comment from parents in the City who have a child or children between the ages of 2 and 16 years of age. Parents will be directed to the consultation materials through a public notice and may access the consultation through the Council website, or by accessing a hard copy. At the same time the admission arrangements for Voluntary Aided Schools must also be consulted upon. As in the past the Council will provide access for other schools to view Voluntary Aided policies via Education Online, but for the first time will also make them available for public comment on the Council website or by providing hard copy. Please read the section below about Voluntary Aided school consultation.</p> <p>In line with new guidance and regulations from the Department for Children, Schools and Families the consultation process must conclude by 1<sup>st</sup> March 2009, and must run for a period of at least 8 weeks. This also means that Voluntary Aided Schools must provide their draft admission priorities for consultation before Christmas 2008. The two Diocesan Authorities have been in contact with schools to advise them about these changes.</p> <p>Following this consultation, admission authorities that do not change their admission priorities and arrangements will not need to consult again until arrangements for the 2012/13 admissions exercise are due.</p> <p><b>Secondary Schools</b></p> <p>This part of consultation is about the process for the secondary schools admissions system which remains a catchment area system with ballots being used as the tie breaker in each admission priority in the event of oversubscription.</p> <p>No changes are proposed to the over subscription priorities which are applied in the context of an equal preference system as required by the Admissions Code. They are:</p> <ol style="list-style-type: none"> <li>1. Children in the care of a local authority (looked after children).</li> </ol>	

2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. Those pupils living in the designated catchment area for the school.
5. Other children.

A separate consultation process has been taking place at the suggestion of the Schools Adjudicator as to whether the designated catchment area for Patcham High School should be extended to include the Brangwyn/Westdene area, which is currently in the joint catchment area for Hove Park and Blatchington Mill. This has taken place through a series of public meetings in November and December 2008 and the distribution of consultation documents to those living in the areas affected by the proposal, which are Westdene, Brangwyn, Patcham and the current Hove Park/Blatchington Mill catchment area. This process came to an end on 5<sup>th</sup> December, the final date for the return of the consultation documents. A decision will be made on this proposal by the Cabinet Member for CYPT in January, based on those consultation responses. For the purposes of this consultation it should be noted that the Patcham catchment area could either stay as it is or be extended as described above depending upon the decision in January. No other changes to catchment areas are proposed for the 2010/2011 admission year.

Another school specific change relates to Falmer High School which will become an Academy with effect from 2010/2011. Whilst it will be retaining the same admission priorities as secondary age Community Schools in Brighton & Hove, its admission number will be reduced from 211 to 180.

#### **Admissions Arrangements for Community Infant, Junior and Primary Schools**

No changes are proposed for the admission arrangements to Community Infant, Junior and Primary schools. The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. They will retain the current over subscription priorities of:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link. (For infant, junior and primary schools the sibling link only applies where the home to school distance as measured by the Council's admissions software is less than 2 miles.)
4. Home to school distance (measured by the shortest available route).

More detail about the primary and secondary admission arrangements can be found in the two school admission booklets. Schools have copies of the booklets which can also be viewed on the Brighton & Hove City Council web site.

#### **Relevant Area for Consultation**

The relevant area for school admissions in the city is currently defined as the area within the city boundary. This is the area which the LA uses when consulting on admissions arrangements, and can include other admission authorities and voluntary aided schools outside the city. The area can be larger than LA boundary, or smaller through the operation of a number of different relevant areas within the LA. The use of a relevant area was a requirement of the School Standards and Framework Act 1998, and this requirement remains in force. It is currently defined as the area within the Brighton & Hove city boundaries, so all voluntary aided schools within the city are required to consult all schools within the city boundary about their proposed admission arrangements. No change is proposed to the relevant area for 2010/11.

#### **Voluntary Aided Schools Consultation**

As in previous years Voluntary Aided schools are required to consult with all other city schools and the LA about their proposed admission arrangements for 2010/11. Additionally they must also now consult with parents in the City who have children between the ages of 2 and 16. We will continue to publish proposed arrangements on Education Online, but in order to allow the parental consultation we will also publish on the Council's website. Schools not wishing to use this method of consultation must conduct their own consultation process. In any event they must consult the LA and other City schools before finalising their admission arrangements. Consultation must be completed by 1<sup>st</sup> March 2009, and the Governors must have settled the final version of their admission arrangements by 15<sup>th</sup> April 2009. If you received guidance from the Schools Adjudicator relating to your admissions arrangements for 2009/10 you would be advised to incorporate any changes he recommended.

If schools do not consult then their admission arrangements will be open to challenge by parents and by appeal panels. I cannot emphasise strongly enough that failure to consult will lead to very difficult consequences for the schools concerned. Church of England and Roman Catholic VA schools are reminded that in law they must consult their diocesan authority with their proposed admission priorities before consulting anyone else.

In order to comply with the new DCSF regulations VA schools must consult for a period of 8 weeks before 1<sup>st</sup> March 2009. This means that those schools wishing to use the LA website and Education Online to meet their consultation requirements must provide an electronic copy (Word format please) by 5<sup>th</sup> January 2009 at the latest. Realistically the Christmas break means that it would be better if the documents were forwarded to the School Admissions Team by the end of the autumn term. Diocesan Authorities have already been in contact with schools about the new consultation requirements.

VA Schools have already been informed of this process.

### **Published Admission Numbers**

The proposed admission numbers for each school are attached to this bulletin. Schools are asked to comment on whether they agree with the number shown. These numbers are based on the net capacity range of each school, or in some cases a higher figure. As previously, this list includes the expected admission numbers for voluntary aided schools, which act as their own admission authorities and set their own admission number. I should be grateful for a response from all schools as to whether they agree with the number shown on the attached list.

Please note that the published number of 120 for Davigdor Infants will be subject to the separate consultation process on enlarging the school which has already started. If the outcome of that process is a decision not to extend the school premises then the number will return to 90 for 2010/11.

Another separate consultation process will also be taken forward on the possibility of the St Luke's Infant and Junior schools being reconfigured as an all through primary school. For the purposes of this consultation separate admission numbers have been given for the Infant and the Junior schools which are unchanged from those published last year.

With regards to Balfour Junior School, a separate consultation is under way which could lead to an increase in the school's admission number from 96 to 128. This is dependent upon changes to the school premises. If the increase in admission number is approved it will be introduced for the 2010/11 admission year.

### **Co-ordinated Admission Schemes for 2010/11**

The coordinated schemes are attached for comment.

### **The Admission Timetable for 2010/11**

The dates for applications and allocations for admission for the 2010/11 school year will be:

Infant and Primary Schools:	Closing date	5 <sup>th</sup> February 2010
	Letters to parents/carers	4 <sup>th</sup> May 2010
Junior Schools:	Closing date	13 <sup>th</sup> November 2009
	Letters to parents/carers	22 <sup>nd</sup> January 2010
Secondary schools:	Closing date	23 <sup>rd</sup> October 2009
	Letters to parents/carers	1 <sup>st</sup> March 2010

These dates are set out in more detail in the co-ordinated schemes.

### **The Consultation Timetable**

**5<sup>th</sup> January 2009** Voluntary Aided Schools to have provided the LA with their proposed admission arrangements for 2010/11 for publication if they wish to make use of the LA school and public consultation process using Education Online and the Council website.

**1<sup>st</sup> March 2009** Schools and others to have returned any response to the Community School admission arrangements for 2010/11.

**Mid March 2009** Cabinet Member for CYPT to consider admission arrangements for Community schools, taking into account the consultation responses and any advice provided by the Admission Forum. The proposed admission arrangements for Voluntary Aided schools may also be discussed at this meeting and may be commented upon. Schools and other admission authorities will be notified of the Sub-Committee's conclusions within 2 weeks of the meeting.

### **Documents attached**

1. Reply form
2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme - primary

### **Consultation Responses**

Governing Bodies are asked to respond to this bulletin as soon as possible, using the attached response form. The closing date for responses is 1<sup>st</sup> March **2009**. Please note that this consultation bulletin and its attachments are being sent to all schools. The neighbouring Local Authorities of East and West Sussex are also being consulted in accordance with the Admissions Code requirements, and views will also be sought from the Church of England and the Roman Catholic Diocesan authorities. VA colleagues are again reminded that they must have determined their proposed admission arrangements by **5<sup>th</sup> January 2009** and sent them to the admissions team by that date for inclusion on the Council website consultation.

<p><b>Contact Name:</b> Steve Healey <b>Telephone:</b> (01273) 293444 <b>Email:</b> <a href="mailto:schooladmissions@brighton-hove.gov.uk">schooladmissions@brighton-hove.gov.uk</a> <b>Address:</b> King's House, Grand Avenue, Hove</p>	
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**Reply Form – Please return this form to School Admissions, 3<sup>rd</sup> Floor, King's House, Grand Avenue, Hove, by 1<sup>st</sup> March 2009.**

**School Admissions Consultation - Admissions for the 2010/11 academic year**

**Name of School:**

**Name of Respondent:**  
(Please print)

**Signature:**

**School Admission Arrangements and Over Subscription Priorities – Community Secondary Schools**

Please set out below any comments or changes you would propose to the published arrangements.

**School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools**

Please set out any comments or changes you would propose to the published arrangements.

**Published Admission Number**

This school agrees/disagrees\* with the proposed admission number.

Comments on admission number.

**Voluntary Aided Admission Priorities** (for completion by VA schools only)

I confirm that this school will formally consult with maintained schools in the LA area (the Relevant Area), with the LA, parents and carers and with other consultation partners as required in law about the school's proposed admission arrangements for 2010/11 and will/has provide(d) draft admission arrangements for publication in Education Online. (Please tick the box.)