

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Leslie Manning  
**direct line** 0300 300 5132  
**date** 16 March 2012

## NOTICE OF MEETING

### CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

**Tuesday, 27 March 2012 4.30 p.m.**

Venue at

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE ADMISSIONS FORUM:

Local Authority:	Cllr M A G Versallion	Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Mrs C Neale	Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth
	Mrs A Phillips	Headteacher, Streetfield Middle School, Caddington
	Mrs J Woodthorpe	Headteacher, Campton Lower School, Campton
Foundation and Trust Schools:	Mr S Fell	Headteacher, Harlington Upper School, Harlington
Voluntary Aided Schools:	Mr N Sharpe	Ashton Middle School, Dunstable
	Mrs C Spurgeon	Headteacher, St Mary's C of E Lower School, Clophill

Academy:	Mr J Kemp	Vice-Principal, All Saints Academy, Dunstable
Church of England Diocese:	Mr R Garrard	Diocesan Representative, Diocese of St Albans
Roman Catholic Diocese:	Mrs F Image	Diocesan Representative, Diocese of Northampton
Parent Governor:	Mr I Robinson	Parent Governor, Caldecote VC Lower School, Upper Caldecote
	Mr B Sear	Parent Governor, Alameda Middle School, Ampthill
Local Community:	Ms W Anderson-Welsh	(representing Ethnic Minority Groups)
	Mrs D Day	Virtual School Headteacher, Central Bedfordshire Council (representing Looked After Children)
	Squadron Leader T Sellers	RAF Henlow (representing the Armed Forces)

# AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes and Matters Arising**

To approve as a correct record the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 1 November 2011 (copy attached) and to note any actions taken since that meeting.

3. **Admission Arrangements September 2013**

**(a) Consultation Process and Responses**

The purpose of this report is to inform the Forum of the outcome of the consultation process on the proposed admission arrangements.

**(b) Standard Admissions Policy - Community and Voluntary Controlled Schools**

The purpose of this report is to seek agreement for the Standard Admissions Policy for community and voluntary controlled schools.

**(c) Additions to Standards Admissions Policy - Community and Voluntary Controlled Schools**

The purpose of this report is to seek agreement for additions to be added to the Standard Admissions Policy for specified community and voluntary controlled schools.

**(d) Admission Numbers - Community and Voluntary Controlled Schools**

The purpose of this report is to seek agreement for the admission numbers for community and voluntary controlled schools and to note the exceptions which may result in the admission number for a school being exceeded.

**(e) Co-ordinated Admission Schemes**

The purpose of this report is to seek agreement for the co-ordinated admissions schemes for 2013/2014.

4. **Determination of Admission Arrangements - September 2013**

To note the requirements for the determination of admission arrangements for September 2013.

5. **School Open Days/Evenings**

To determine whether the local authority should continue to publish middle and upper school open evening information and to consider whether co-ordinated dates for lower/primary school open days should be introduced and published.

6. **Future of the Admissions Forum**

To consider an oral report on the future of the Admissions Forum.

7. **Dates of Future Meetings**

To agree the dates of future meetings of the Admissions Forum.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held at Room 3, Priory House, Monks Walk, Shefford on Tuesday, 1 November 2011

Local Authority:	Cllr M A G Versallion	Executive Member for Children's Services
Community and Voluntary Controlled Schools:	Ms Neale	Governor, Dunton VC Lower School, Dunton and Wrestlingworth VC Lower School, Wrestlingworth
	Mrs J Woodthorpe	Headteacher, Campton Lower School, Campton
Church of England Diocese:	Mr R Garrard	Diocesan Representative, Diocese of St Albans
Parent Governor:	Mr I Robinson	Parent Governor, Caldecote VA Lower School, Upper Caldecote
Apologies for Absence:	Ms W Anderson-Welsh Mrs D Day Mr S Fell Mrs F Image Mr J Kemp Mrs A Phillips Mr B Sear Squadron Leader T Sellers Mr N Sharpe Mrs C Spurgeon	
Officers in Attendance:	Mrs R Bonwick Ms L Braisher Mr L Manning Mrs H Redding	Admissions Manager Senior Admissions Officer Committee Services Officer Head of School Support

**CBAF/11/10 Election of Chairman**

**RESOLVED**

**that Councillor M A G Versallion be elected Chairman of the Forum for the 2011/12 municipal year.**

**CBAF/11/11 Election of Vice-Chairman**

Nominations were sought for the position of Vice-Chairman of the Forum for the 2011/12 municipal year. However no nominations were forthcoming.

CBAF/11/12 **Minutes and Matters Arising**

There were no matters arising.

**RESOLVED**

**that the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 28 June 2011 be confirmed and signed by the Chairman as a correct record.**

CBAF/11/13 **Admission Arrangements September 2013 - Consultation**

The Forum considered a report which informed Members of proposed revisions to the requirement to consult on changes to the admission arrangements. The meeting noted that, under the current Schools Admission Code, admission authorities were required to consult every three years on their admission arrangements unless changes to them were proposed within that period. It was now suggested, under the replacement draft School Admissions Code, that admission authorities need only consult every seven years on their admission arrangements unless changes were proposed within that period.

It was further noted that it was not clear whether all admission authorities would be required to consult on their admission arrangements in September 2013.

The Forum was advised that there were no proposals to change the dates of the consultation which would still need to last a minimum of eight weeks and take place between 1 November and 1 March.

The draft Code would require admissions authorities to consult with:

- relevant parents (currently defined as a parent living in the local area with a child aged between two and sixteen and who has been, is, or will be eligible to apply to the school or academy in question)
- their local authority
- neighbouring local authorities
- the relevant religious authority (in the case of faith schools)
- other groups with an interest in the local area (for example community groups and Admission Forums)

There would no longer be a requirement to consult on any increase to the Published Admission Number.

Last, the meeting noted that the local authority would be writing to its schools and academies to advise them of the consultation requirements once the new School Admissions Code was published.

**NOTED**

**the proposed revisions within the draft School Admissions Code on the requirement to consult on proposed changes to admission arrangements.**

**CBAF/11/14 Admission Arrangements September 2013 - Standard Admissions Policy**

The Forum considered a report which informed Members that, although there had been no changes proposed to the oversubscription criteria, an amendment had been made to the notes section of the Standard Admissions Policy for Community and Voluntary Controlled Schools. The meeting was advised that the note (Note 2) referred to catchment area applications and the action taken when it was not possible to offer a place at the catchment area school. The current policy referred to a place being offered at the next nearest maintained school but that had now been amended by deleting the word 'maintained' and adding 'or academy' following 'school'. Members noted that the proposed change would be included in the consultation on admission arrangements for September 2013.

The Admissions Manager explained that the local authority would consult an academy first to establish whether it was willing to accept a pupil as the local authority could not require it to do so. The Head of School Support added that the local authority enjoyed an excellent working relationship with upper school academies and discussion with them on this issue had been very positive. However, a Member expressed concern that this position could change over time.

In connection with oversubscription, and following a request for clarification from the Chairman, the Admissions Manager advised on the composition of Appeals Panels.

At the request of the Chairman the Admissions Manager undertook to notify him when the new School Admission Appeals Codes were published and to provide him with the link to the website.

**NOTED**

**the change in the notes section of the Standard Admissions Policy for Community and Voluntary Controlled Schools as set out in Appendix A to the report of the Deputy Chief Executive/Director of Children's Services.**

**CBAF/11/15 Admission Arrangements September 2013 - Admission Numbers**

The Forum considered a report on changes to admission numbers and on the exceptions which could result in admissions to a school above the published admission number.

Members first noted that no changes were proposed to the admission numbers for any community and voluntary controlled schools. However, the Council would be contacting such schools about the arrangements proposed for September 2013 and any changes that arose would be reported to the next meeting of the Forum.

The meeting was next reminded that, at the last meeting, Members had discussed the exceptions which could result in the admission number for a school being exceeded. It had been agreed that the exception relating to Looked After Children be amended by removing the reference to the direction by the local authority acting as corporate parent. As such children were required to be admitted a direction was not required.

The meeting noted that the exception relating to twins or children from multiple births had been amended to remove the proviso that the admission should not breach infant class size limits. This was in accordance with the draft School Admissions Code which proposed that two new categories be added to the list of exceptions which permitted an infant class size to be over 30, these being twins and other multiple birth children and service children. The latter had been included as an additional exception which could lead to the admission number being exceeded.

In connection with the admission of service children a Member stated that service children tended to all go to one school in an area and the admission of a sizable group could have a major affect on infant class size. In response the Admissions Manager explained that if such a situation was likely then discussions would take place with the school. The physical constraints of classroom sizes would also be an influencing factor.

The Forum was reminded that the draft Code proposed that schools would no longer need local authority approval to admit pupils in-year above the published admission number. These exceptions would, therefore, only apply to the normal admissions round and to in-year admissions at community and voluntary controlled schools. The Admissions Manager sought Members' support for recommending to the governing bodies of foundation, trust and voluntary aided schools that they also adopt these exceptions as way of maintaining a consistent approach.

## **RESOLVED**

- 1** that the amendments to the exceptions which might result in the admission number being exceeded, as set out in Appendix A to the report of the Deputy Chief Executive/Director of Children's Services, be approved;
- 2** that it be recommended to the governing bodies of foundation, trust and voluntary aided schools that they adopt the exceptions in order to maintain consistency within Central Bedfordshire;



- 3 **that, subject to the approval of the Secretary of State, it be recommended to the governing bodies of academies that they adopt the exceptions in order to maintain consistency within Central Bedfordshire.**

CBAF/11/16 **Admission Arrangements September 2013 - Co-ordinated Admission Schemes**

The Forum considered a report which set out the proposed co-ordinated admissions scheme for the upper schools, upper phase academies and secondary schools and the proposed co-ordinated admissions scheme for middle, primary, lower schools and middle and lower phase academies for the academic year 2013/2014.

The Admissions Manager advised the meeting that the timescales for the transfer process had been updated in both schemes for the 2013/14 admissions round. In addition changes were proposed to the requirement that parents notify the School Admissions Service of whether they accepted or rejected the place offered. As parents who did not respond were deemed to have accepted the place offered it was felt that, in future, parents should only be asked to notify the Admissions Service if they rejected the place offered.

The meeting was aware that the draft School Admissions Code proposed the removal of the requirement on local authorities to co-ordinate in-year admissions. The Admissions Manager stated that the relevant sections within both admissions schemes would be reviewed once the new Code had been published.

**RESOLVED**

- 1 **that the proposed co-ordinated admissions scheme for upper schools, upper phase academies and secondary schools in the academic year 2013/14, as set out in Appendix A to the report of the Deputy Chief Executive/Director of Children's Services, be approved with the exception of the section on in-year admissions;**
- 2 **that the proposed co-ordinated admissions scheme for middle, primary and lower schools and middle and lower phase academies in the academic year 2013/14, as set out in Appendix B to the report of the Deputy Chief Executive/Director of Children's Services, be approved with the exception of the section on in-year admissions.**
- 3 **that the sections on in-year admissions found in both admissions schemes be reviewed following the publication of the new School Admissions Code.**

**CBAF/11/17 Admission Arrangements September 2013 - Open Evenings**

The Forum considered a report which advised Members of the proposed dates for open evenings for the September 2013 admissions round.

The proposed dates were as follows:

- Upper Schools and Academy: 17 September 2012 – 19 October 2012
- Middle Schools: 5 November 2012 – 23 November 2012

In response to a query the Admissions Manager stated that schools did hold open evenings outside of the recommended dates. The meeting also noted that lower schools made their own arrangements and usually organised open days rather than evenings. In response to a Member's query regarding optimal times for such open days the Admissions Manager stated that, given the closing date for applications was 15 January, open days should take place during the previous autumn term.

The meeting discussed the measures taken by some lower schools to ensure their pupil intake figure was at a viable level and the resulting impact on neighbouring schools.

With regard to upper and middle school open evening arrangements the Admissions Manager stated that information was issued to parents which included details on schools so that parents could visit before an application was made. With lower schools the situation was different because children were already likely to be attending the school nursery. She acknowledged, however, that this approach was inconsistent. A Member commented that introducing open days for lower schools as part of the admission arrangements would signal that the status of lower schools was as important as that of other schools. The Member added that holding the open days during a specified period would also make the process of showing parents around schools easier. In response the Admissions Manager stated that it would be difficult to introduce this before September 2014 due to the larger number of lower schools requiring co-ordination. The question was raised as to whether the local authority should publicise the middle and upper school open evenings. It was felt that this matter should be discussed further at the next meeting.

**RESOLVED**

- 1 that the proposed dates for the open evenings, as set out in the report of the Deputy Chief Executive/Director of Children's Services, be agreed and recommended to the middle and upper schools and academies for adoption;**
- 2a that the Admissions Manager examine the possibility of introducing dates for lower school open days during November to mid-December each year, starting as part of the admission arrangements from September 2014, and report to the Forum on her findings;**

- 2b that, as an alternative to 2a above, the Admissions Manager also consider whether the local authority should publish details of middle and upper school open evenings and report to the next meeting of the Forum.**

**CBAF/11/18 Future of the Admissions Forum**

The Forum considered a report by the Admissions Manager which reminded Members that, subject to the passage of the Education Bill 2011 and the Parliamentary process, the statutory requirement on local authorities to set up Admissions Forums was to be removed. Instead partnerships dealing with admissions issues would be left to develop as and when it was felt necessary at the local level.

Mindful that Members had previously supported the continuation of the Admissions Forum, the Admissions Manager suggested that the Forum could continue as an advisory group although this would be dependant on appropriate support being available to service the group. As an alternative she also suggested that the Forum cease to exist as a separate body and that its role be absorbed into existing headteacher groups or other group/representative meetings.

Discussion followed during which Members considered the possible creation of an advisory group and the range of representation. However, given the high number of changes elsewhere, Members felt that the Forum should continue, at least in the medium term. The meeting was also aware that the Children's Trust Board, although having lost its statutory basis, had continued in existence because it was viewed as providing a useful mechanism by its membership.

The meeting felt that the opportunity existed to encourage a wider range of representation on the Forum.

**RESOLVED**

- 1 that the Central Bedfordshire Admissions Forum continue in its current form following the removal of its statutory basis;**
- 2 that the Admissions Manager advise the Forum of those local authorities, if any, that decide to dissolve their forums;**
- 3 that the Admissions Manager consider the possible role and membership of an advisory group and report to the next meeting of the Forum.**

**CBAF/11/19 Dates of Future Meetings**

The Forum discussed possible dates for its next meeting. The meeting noted that this was due to be held towards the end of March 2012. The 26 and 28 March 2012 were identified as provisional dates.

To encourage future attendance the Forum felt that the dates of its meetings to be held in 2012/13 should be agreed and circulated to all Members during the summer.

**RESOLVED**

- 1 that the Admissions Manager, in consultation with the Chairman of the Forum, be authorised to decide the date for the next meeting of the Forum in March 2012, mindful of the provisional dates that have been identified;**
  
- 2 that the dates of the Forum's meetings in the municipal year 2012/13 be agreed and circulated during the summer of 2012.**

(Note: The meeting commenced at 8.30 a.m. and concluded at 9.44 a.m.)

Chairman .....

Dated .....

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Admission Arrangements September 2013  
Consultation Process and Responses  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to inform the Forum of the outcome of the consultation process.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

**To note that no responses were received to the consultation on the proposed admission arrangements**

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**Background**

1. The School Admissions Code and The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, do not require admission authorities to consult on their proposed admission arrangements for the academic year 2013 / 2014 and any subsequent year unless the admission arrangements are not the same as those determined following the last consultation. This is subject to the requirement that admission authorities consult on their admission arrangements at least once every seven years even if there have been no changes during that period.
2. An increase to the admission number or a change made to comply with a mandatory requirement of the School Admissions Code of the Regulations is not a change that would require consultation, except that a local authority, as an admission authority, has to consult the governing body of a community or voluntary controlled school if they propose an increase to the admission number. Consultation must last for a minimum of eight weeks and must take place between 1 November and 1 March.
3. Members of the Forum will recall from the meeting on 1 November 2011 that no significant changes to the admission arrangements were proposed, other than those required to comply with the new Code. However, the Authority decided to undertake a full consultation for September 2013 which would provide the starting point for any future consultations.

4. Following consultation with community and voluntary controlled schools about the admission arrangements, a number of schools requested changes to their oversubscription criteria. The local authority had no objections to some of the changes, details of which are provided in a later report.
  5. The local authority consulted on the proposed changes and that process took place between 29 December 2011 and 1 March 2012.
  6. In accordance with the Regulations the local authority consulted the following:
    - the governing bodies of all community and voluntary controlled schools
    - the governing bodies of all voluntary aided schools
    - the governing bodies of all foundation schools
    - the governing bodies of all trust schools
    - the governing body of all academies
    - all neighbouring local authorities
    - parents of children between the ages of two and eighteen who are resident in the relevant area (through publication of a notice in local newspapers)
    - other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admission arrangements (through publication of a notice in local newspapers).
  7. The consultation included:
    - the amendment to Note 2 of the standard admissions policy to include academies in the consideration of an alternative school when a place is not available at the catchment area school
    - the proposed changes to the oversubscription criteria for some community and voluntary controlled schools
    - the admission numbers – for information purposes, except where a reduction is proposed
    - the changes to the co-ordinated schemes for admissions relating to the reply slips and to in-year admissions.
  8. No responses were received to the consultation.
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March 2012

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Admission Arrangements September 2013  
Standard Admissions Policy – Community and Voluntary  
Controlled Schools  
**Report of:** Deputy Chief Executive/Director of Children’s Services  
**Summary:** The purpose of this report is to agree the Standard Admissions Policy  
for Community and Voluntary Controlled Schools.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

**That the Standard Admissions Policy for Community and Voluntary Controlled Schools be agreed**

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**Background**

1. Members of the Forum will recall, from the meeting on 1 November 2011, the proposed amendment to Note 2 of the standard admissions policy to include academies in the consideration of an alternative school when a place is not available at the catchment area school.
  2. The standard admissions policy (attached at Appendix A) has been amended to reflect this change, together with the changes required to comply with the mandatory provisions of the new School Admissions Code. The standard policy applies to those community and voluntary controlled schools listed in the appendix.
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**Appendices:**

Appendix A Standard Admissions Policy for Community and Voluntary Controlled Schools

March 2012

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## Appendix A

### Standard Admissions Policy 2013 Community and Voluntary Controlled Schools

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area;
4. 'Very exceptional' medical grounds (see definition);
5. Other siblings (see definition);
6. Any other children

#### Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

## Definitions

### 'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### 'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

### Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

**This policy applies to the following community and voluntary controlled schools:**

Ardley Hill Lower (pending conversion to academy status)  
Beaudesert Lower  
Beecroft Lower  
Caldecote VC Lower  
Campton Lower  
Chalton Lower  
Clipstone Brook Lower  
Downside Lower  
Fairfield Park Lower  
Flitwick Lower  
Gravenhurst Lower  
Hawthorn Park Lower  
Haynes Lower  
Heathwood Lower  
Houghton Conquest Lower  
Husborne Crawley Lower  
Kensworth VC Lower  
Kingsmoor Lower  
Lawnside Lower  
Leedon Lower  
Mary Bassett Lower  
Maulden Lower  
Raynsford VC Lower  
Ridgmont Lower  
Roecroft Lower  
Russell Lower  
Shefford Lower  
Shillington Lower  
Slip End Lower  
Southcott Lower  
Southill Lower  
Southlands Lower  
St. George's Lower (pending conversion to academy status)  
St. Swithun's VC Lower  
Stanbridge Lower  
Stondon Lower

Swallowfield Lower

Templefield Lower

Tithe Farm Lower

Toddington St. George Lower (pending conversion to academy status)

Totternhoe Lower

Watling Lower

Woburn Lower

Brewers Hill Middle (pending conversion to academy status)

Burgoyne Middle

Gilbert Inglefield Middle

Priory Middle (pending conversion to academy status)

Streetfield Middle

Caddington Village School

March 2012

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Additions to the Standard Admissions Policy -  
Community and Voluntary Controlled Schools  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to agree the additions to the Standard Admissions Policy for Community and Voluntary Controlled Schools.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

**That the additions to the Standard Admissions Policy for those schools listed in Appendix A be agreed.**

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**Background**

1. A number of community and voluntary controlled schools have additions to the standard admissions policy some of which have been in existence for a number of years. Those schools are listed at Appendix A.
2. The Governing Bodies of the following schools have requested additional criteria for September 2013 and those changes have been consulted upon. The changes are shown in italics in the same appendix:  
  
Doverly Down Lower School (pending conversion to academy status)  
Everton Lower School  
Wrestlingworth VC Lower School
3. The Governing Body of Southcott Lower School has requested the removal of one of its oversubscription criteria from September 2013 and that change was consulted upon. The change is set out in Appendix B. The standard admissions policy as set out in Appendix A will, therefore, apply to Southcott Lower School.

4. No other changes are proposed and no comments were received during the consultation process on the proposed changes.
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**Appendices:**

Appendix A	Additions to Standard Admissions Policy
Appendix B	Changes to Southcott Lower School Admissions Criteria

## ADMISSIONS POLICY SEPTEMBER 2013

	1	2	3	4	5		
Standard Policy (04) (05) (06) (07) (08) (10) (11) (13)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Any other children	

**Notes**

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

**ADDITIONS TO STANDARD POLICY**

\* Notes 1,2,3 above will be included after the final criterion for each school

Aspley Guise Lower (04) (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the Aspley Guise Pre- School	Any other children	
#Doverly Down Lower (13)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>Children attending The Acorn Pre- School</i>	Any other children	
Dunstable Icknield Lower (98) (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended the Nursery at Dunstable Icknield Lower School	Any other children	

# Pending conversion to Academy status

Dunton VC Lower (04)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Dunton Pre-School	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children
<i>Everton Lower (13)</i>	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>Children attending Evertots Pre-School</i>	Any other children	
Greenleas Lower (11)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Greeleas Nursery Unit	Children attending Willows Pre-school on the Greenleas School site	Any other children
Harlington Lower (12)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Harlington Pre-School	Any other children	
Hockliffe Lower (11)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Nursery aged children attending Hockliffe Lower School	Children attending Little Bluebells Playgroup at Hockliffe Lower School	Any other children
Houghton Regis Lower (04) (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the nursery provision at Houghton Regis Lower School	Any other children	
Lancot Lower (96) (05)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Lancot Nursery Unit	Any other children	



Linslade Lower (96)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Linslade Lower School Nursery	Any other children	
Ramsey Manor Lower (97)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area	Any other children	
Silsoe Lower (03)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Silsoe Pre-School	Any other children	
St. Andrews (VC) Lower (99)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	
#St Christophers Lower (04) (05) (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend St Christopher's pre-school	Any other children	
#St. Mary's (VC) Lower, Stotfold (96)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	

# Pending conversion to Academy status

Studham Lower (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Studham Pre-School	Any other children	
Thomas Johnson Lower (98)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending the nursery unit	Any other children	
Thornhill Lower (07)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended Thornhill nursery	Any other children	
<i>Wrestlingworth VC Lower (13)</i>	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	<i>Children attending Wrestlingworth Pre-School</i>	<i>Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *</i>	Any other children

\* A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

Edward Peake Middle VC (99)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	
#Henlow (VC) Middle (96) (04) (11)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	
#Kings Houghton Middle (98)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who are currently attending feeder lower schools in Houghton Regis i.e.Hawthorn Park, Houghton Regis, St Vincents, Thomas Whitehead, Thornhill and Tithe Farm Lower Schools	Any other children	

\* A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

# Pending conversion to Academy status

Leighton Middle School (98)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have spent a significant time(3 years or more)in a Leighton Buzzard/ Linslade/ Hockliffe Lower School i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St Georges, St Leonards, Stanbridge and Hockliffe Lower Schools	Any other children	

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## Appendix B

### Southcott Lower School Admissions Criteria for September 2013

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions);
2. Pupils living in the catchment area with siblings at the school (see definition of sibling);
3. Other pupils living in the catchment area;
4. 'Very exceptional' medical grounds (see definition);
5. Other siblings (see definition);
6. *Children who are attending Bluebell Playgroup\**
7. Any other children

*\*The criterion relating to children attending Bluebell Playgroup has been removed.*

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Admission Numbers – Community and Voluntary Controlled Schools  
**Report of:** Deputy Chief Executive/Director of Children’s Services  
**Summary:** The purpose of this report is to agree the admission numbers for community and voluntary controlled schools and to note the exceptions which may result in the admission number for a school being exceeded.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

1. That the proposed admission numbers for those schools listed in Appendix A be agreed
2. To note the exceptions which may result in the admission number being exceeded

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**Admission Numbers**

1. The proposed admission numbers for community and voluntary controlled schools for September 2013 are set out in Appendix A. The proposed changes are shown in bold and Members of the Forum will note that some of the changes are subject to the outcome of further considerations.
2. No responses were received to the consultation on the proposed changes.

**Admissions above the published admission number**

3. The exceptions which may result in the admission number for a school being exceeded are attached at Appendix B. The in-year exceptions have been amended to include previously ‘looked after’ children.
-

**Appendices:**

Appendix A - Community and Voluntary Controlled Schools –Admission Numbers  
September 2013

Appendix B - Admissions above the published admission number

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Appendix A

<b>CENTRAL BEDFORDSHIRE</b>		
<b>COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS</b>		
<b>ADMISSION NUMBERS 2013</b>		
<b>Lower Schools</b>	<b>Year R</b>	
Ardley Hill	60	Pending conversion to Academy status
Aspley Guise	27	
Beaudesert	55	
Beecroft	60	
Caldecote VC	24	
Campton	22	
Chalton	15	
Clipstone Brook	45	
Doverly Down	30	Pending conversion to Academy status
Downside	30	
Dunstable Icknield	60	
Dunton VC	12	
Everton	10	
Fairfield Park	<b>60</b>	Increase from 30 subject to outcome of statutory proposals
Flitwick	60	
Gravenhurst	10	
Greenleas	<b>60/120</b>	Increase subject to outcome of consultation on provision of additional places
Harlington	30	
Hawthorn Park	60	
Haynes	<b>24</b>	Increase from 20
Heathwood	30	
Hockliffe	15	
Houghton Conquest	20	
Houghton Regis	45	
Husborne Crawley	12	
Kensworth VC	15	
Kingsmoor	45	
Lancot	60	
Lawnside	60	
Leedon	60	
Linslade	45	
Mary Bassett	60	
Maulden	30	
Ramsey Manor	58	
Raynsford VC	30	
Ridgmont	15	
Roecroft	60	
Russell	54	
Shefford	<b>90</b>	Increase from 60 subject to outcome of statutory proposals
Shillington	<b>30</b>	Increase from 28
Silsoe VC	27	
Slip End	22	
Southcott	60	
Southill	15	
Southlands	60	
St Andrew's VC	90	
St Christopher's	<b>45 / 30</b>	Pending conversion to Academy status - reduction subject to decision on changing the age range
St George's	30	Pending conversion to Academy status
St Mary's (Stot) VC	45	Pending conversion to Academy status
St Swithun's VC	30	
Stanbridge	24	
Stondon	<b>30</b>	Increase from 24
Studham VC	15	
Swallowfield	58	
Templefield	60	
Thomas Johnson	18	
Thornhill	<b>40 / 30</b>	Reduction subject to decision on changing the age range
Tithe Farm	60	
Toddington St George	60	Pending conversion to Academy status
Totterhoe	29	
Watling	45	
Woburn	12	

Appendix A

<b>COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS</b>		
Wrestlingworth VC	13	
<b>Middle Schools</b>	<b>Year 5</b>	
Brewers Hill	120	Pending conversion to Academy status
Burgoyne	90	
Edward Peake VC	120	
Gilbert Inglefield	140	Pending conversion to Academy status
Henlow VC	140	Pending conversion to Academy status
Kings Houghton	120	Pending conversion to Academy status
Leighton	120	
Priory	123	Pending conversion to Academy status
Streetfield	130	
<b>Combined</b>		
Caddington Village School	Year R 60 Year 5 15	

## Appendix B

### Admissions above the published admission number

The Central Bedfordshire Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded.

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however, a guarantee of a place

For in-year admissions:

- The admission of pupils who have a Statement of Special Educational Needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round
- The admission of pupils in accordance with the Fair Access Protocol
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admission authority should consult their Local Authority who will be able to advise whether the first of these conditions applies
- The admission of a looked after child or a previously looked after child (as defined in the School Admissions Code) outside of the normal admissions round
- The admission of a twin or children from multiple births
- The admission of service children
- The admission of a child in very exceptional circumstances in which the Local Authority and the headteacher are in agreement that not to agree to admit the child would be perverse

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Co-ordinated Admission Schemes  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to agree the co-ordinated admissions schemes for 2013/2014.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

1. To agree the co-ordinated admissions scheme for upper schools, upper phase academies and secondary schools
2. To agree the co-ordinated admissions scheme for middle, primary, lower schools and middle and lower phase academies

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**Co-ordinated Schemes for Admissions – Academic Year 2013/2014**

1. The co-ordinated scheme for upper schools, upper phase academies and secondary schools is attached at Appendix A and the co-ordinated scheme for middle, primary, lower schools and middle and lower phase academies is attached at Appendix B.
2. Following publication of the new School Admissions Code and the removal of the requirement on local authorities to co-ordinate in-year admissions, the section on in-year admissions in both schemes has been amended.
3. No responses were received to the consultation on the proposed changes.

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**Appendices:**

Appendix A - Co-ordinated Scheme for Admissions Upper Schools, Upper Phase Academies and Secondary Schools - Academic Year 2013/2014

Appendix B - Co-ordinated Scheme for Admissions Middle, Primary, Lower Schools and Middle and Lower Phase Academies - Academic Year 2013/2014

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## Appendix A

### CO-ORDINATED SCHEME FOR ADMISSIONS TO UPPER SCHOOLS, UPPER PHASE ACADEMIES AND SECONDARY SCHOOLS ACADEMIC YEAR 2013/2014

#### Section 1

##### Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation, trust school or academy in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools and academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all upper school and upper phase academy and secondary school admissions in the Central Bedfordshire Council area from September 2013.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.

#### Section 2

##### The Scheme

- 2.1 There will be a standard form known as the Standard Application Form (SAF).
- 2.2 The SAF will be used for the purposes of admitting pupils into the first year of an upper school or upper phase academy (Year 9) or into the first year of a secondary school at Year 7.
- 2.3 Parents of all children living in Central Bedfordshire and attending a middle school or middle phase academy or primary school in the Local Authority area will receive details about the transfer process. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:

the schools and academies in Central Bedfordshire;  
 dates of open evenings;  
 schools' and academies admission numbers and admissions criteria;  
 how to complete the standard application form;  
 how to make an online application;  
 how places are allocated;  
 timetable for the application and allocation process;  
 school transport

## Appendix A

who to contact for advice

- 2.4 Parents of children attending a middle school, or middle phase academy or primary school, in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a middle school, or middle phase academy or primary school in the Local Authority area and those who wish to apply for a school place in another Local Authority may obtain the SAF from the School Admissions Service. The SAF is also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will be able to apply online for a school or academy place.
- 2.7 The SAF or online application form will enable parents / carers to:
  - express a preference for up to 3 schools / academies
  - give reasons for their preferences
  - rank their preferences
- 2.8 Parents of children living in Central Bedfordshire who wish to apply for a secondary school place (Year 7) in another Local Authority can obtain the Transfer to Secondary School application form from the School Admissions Service. The form is also available to download from the Local Authority website. Parents are **not** able to apply online for a secondary school place.

### The Timetable

- 2.9 In **September 2012** information is sent to parents of all children living in and attending a middle school or middle phase academy or primary school in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.
- 2.10 Completed SAFs are to be returned to the School Admissions Service by **31 October 2012** via the middle school, middle phase academy, primary school, or directly to the School Admissions Service. Online applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.
- 2.11 By **3 December 2012** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **11 January 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.13 By **22 January 2013** the admission authority for each foundation, voluntary aided, trust school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.



Appendix A

- 2.14 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated.

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 2.15 Between **4 February 2013 and 15 February 2013** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.

- 2.16 Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.

- 2.17 On **28 February 2013** all upper schools, upper phase academies and secondary schools will have access to details of the pupils to be offered places via the web based School Admissions Module.

- 2.18 On **1 March 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for an upper, secondary school or academy place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.

- 2.19 By **15 March 2013** parents are to notify the School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.

- 2.20 By **15 March 2013** parents not offered a place will be invited to request a place at a school or academy with vacancies.

- 2.21 From **2 April 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **1 March 2013** and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

### Waiting Lists

- 2.22 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school or academy, they will not be considered for re-

**Appendix A**

allocation, unless there has been a significant change in their personal circumstances.

- 2.23 Waiting lists will be maintained until **the end of the Autumn term 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

**Late Applications**

- 2.24 The closing date for applications in the normal admissions round is **31 October 2012**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for *a good reason* will be accepted provided they are received before **11 January 2013**, the date the allocation procedure begins.
- 2.25 Applications received late with *good reason* after the allocation procedure has begun on **11 January 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **1 March 2013**.
- 2.26 Late applications not considered as part of the allocation round and any applications received after **1 March 2013** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school or academy that has a place available. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available. However, it may be necessary to make a priority placement available for children living in rural areas whose application is late for *good reason*.

**In-year Admissions (applications received on or after 1 September 2013)**

- 2.27 If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 2.28 The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available to download from the Local Authority website.
- 2.29 The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Service for determination.
- 2.30 If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form

**Appendix A**

will then be submitted to the School Admissions Service and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Service will liaise with the school / academy to determine whether a place can be offered.

- 2.31 Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 2.32 If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.

Appendix A

**Timetable for Co-ordinated Upper School, Upper Phase  
Academy and Secondary School Admissions - September 2013**

<b>September 2012:</b>	Information about the transfer process issued
<b>31 October 2012:</b>	Closing date for receipt of applications
<b>3 December 2012:</b>	Applications for places in other Local Authority schools and academies sent to those authorities
<b>11 January 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>22 January 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide the School Admissions Service with ranked lists of applicants
<b>4 February 2013 – 15 February 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>28 February 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>1 March 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>15 March 2013:</b>	Date by which parents reject the offer of a place if this is no longer required.
<b>15 March 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 2 April 2013:</b>	School Admissions Service will start to allocate any places that have become available

March 2012

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO MIDDLE,  
PRIMARY, LOWER SCHOOLS AND MIDDLE AND LOWER PHASE ACADEMIES  
ACADEMIC YEAR 2013/2014**

**Section 1**

**Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, voluntary aided, foundation or trust school or academy in the Central Bedfordshire Council area.
- 1.3 The Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for voluntary aided, foundation and trust schools and academies is the governing body of the school or academy.
- 1.4 This scheme will apply to all middle, primary, lower school and middle and lower phase academy admissions in the Central Bedfordshire Council area from September 2013.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 The scheme is in two parts. Part A relates to middle schools and middle phase academies and Part B relates to primary and lower schools and lower phase academies.

## Appendix B

### Section 2 - The Scheme

#### Part A – Middle Schools and middle phase Academies

- 2.1 There will be a standard form known as the Standard Application Forms (SAF).
- 2.2 The SAF will be used for the purposes of admitting children into the first year of a middle school or middle phase academy (Year 5).
- 2.3 Parents of all children living in Central Bedfordshire and attending a lower school, or lower phase academy, in the Local Authority area will receive the details about the transfer process. The School Transfer booklet, available on request and on the Local Authority website, will contain information on:
  - the schools and academies in Central Bedfordshire;
  - dates of open evenings;
  - schools' and academies admission numbers and admissions criteria;
  - how to complete the standard application form;
  - how to make an online application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport
  - who to contact for advice
- 2.4 Parents of children attending a lower school, or lower phase academy, in Central Bedfordshire who do not live in the Local Authority area must complete an application form available from their home Local Authority.
- 2.5 Parents of children living in Central Bedfordshire but not attending a lower school, or lower phase academy, in the Local Authority area and those who wish to apply for a middle school or middle phase academy place in another Local Authority may obtain the SAF and School Transfer booklet from the School Admissions Service. The SAF and booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Central Bedfordshire will be able to apply online for a school or academy place.
- 2.7 The SAF or online application form will enable parents/carers to:
  - express a preference for up to 3 schools / academies
  - give reasons for their preferences
  - rank their preferences

#### The Timetable

- 2.8 In **October 2012** information is sent to parents of all children living in and attending a lower school or lower phase academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority.

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- 2.9 Completed SAFs are to be returned to the School Admissions Service by **15 January 2013** via the lower school, lower phase academy, or directly to the School Admissions Service. Online applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their home Local Authority.
- 2.10 By **11 February 2013** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.11 All preferences will be logged on the database and by **25 February 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.12 By **6 March 2013** the admission authority for each foundation, voluntary aided, trust school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.13 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
- where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.14 Between **13 March 2013 and 20 March 2013** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 2.15 Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.16 On **27 March 2013** all middle schools and middle phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.17 On **28 March 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.

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- 2.18 By **19 April 2013** parents are to notify School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 2.19 By **19 April 2013** parents not offered a place will be invited to request a place at a school or academy with vacancies.
- 2.20 From **7 May 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **28 March 2013** and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

## Waiting Lists

- 2.21 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school or academy, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.22 Waiting lists will be maintained until **the end of the Autumn term 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

## Late Applications

- 2.23 The closing date for applications in the normal admissions round is **15 January 2013**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for *a good reason* will be accepted provided they are received before **25 February 2013**, the date the allocation procedure begins.
- 2.24 Applications received late with *good reason* after the allocation procedure has begun on **25 February 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **28 March 2013**.
- 2.25 Late applications not considered as part of the allocation round and any applications received after **28 March 2013** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school or academy that has a place available. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.



## Appendix B

### Part B – Primary and Lower Schools and lower phase Academies

- 2.26 There will be a standard form known as the Standard Application Form (SAF).
- 2.27 The SAF will be used for the purposes of admitting pupils into the intake year of a primary, lower school or lower phase academy (Year R).
- 2.28 Parents of all children born between **1/9/08 and 31/8/09** and living in Central Bedfordshire will be able to apply for a school or academy place using the SAF. The SAF will be available from any local primary, lower school or lower phase academy, from the School Admissions Service or it can be downloaded from the Local Authority website.
- 2.29 The Starting School booklet available on request and on the local authority website will contain information on:
- the schools and academies in Central Bedfordshire;
  - schools' and academies admission numbers and admissions criteria;
  - how to complete the standard application form;
  - how to make an online application;
  - how places are allocated;
  - timetable for the application and allocation process;
  - school transport
  - who to contact for advice
- 2.30 Parents of children living in Central Bedfordshire who wish to apply for a primary, lower school or lower phase academy place in another Local Authority must also use this application form.
- 2.31 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must complete an application form available from their home Local Authority.
- 2.32 Parents of children living in Central Bedfordshire will be able to apply online for a school or academy place.
- 2.33 The SAF or online application form will enable parents/carers to:
- express a preference for up to 3 schools / academies
  - give reasons for their preferences
  - rank their preferences

### The Timetable

- 2.34 In **October 2012**, the Local Authority Starting School booklet and the SAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must contact their home Local Authority for an application form.
- 2.35 Completed SAFs are to be returned to the School Admissions Service by **15 January 2013**. Online applications are also to be submitted by this date. Parents of children who do not live in Central Bedfordshire must return their form to their

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home Local Authority.

- 2.36 All preferences will be logged on the database and by **4 March 2013** applications for places in other Local Authority schools / academies are sent to those authorities.
- 2.37 By **8 March 2013** the School Admissions Service will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy.
- 2.38 By **15 March 2013** the admission authority for each foundation, voluntary aided, trust school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.39 The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated and:
- where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
- where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 2.40 Between **20 March 2013 and 28 March 2013** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 2.41 Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 2.42 On **29 April 2013** all primary, lower schools and lower phase academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 2.43 On **30 April 2013** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 2.44 By **14 May 2013** parents are to notify School Admissions Service of the rejection of place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.

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- 2.45 By **14 May 2013** parents not offered a school place will be invited to request a place at a school or academy with vacancies.
- 2.46 From **3 June 2013** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **30 April 2013** and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

### Deferred Entry

- 2.47 Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of compulsory school age. Parents cannot defer admission beyond compulsory school age nor beyond the academic year for which the place was offered.

### Waiting Lists

- 2.48 Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school or academy, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.49 Waiting lists will be maintained until **the end of the Autumn term 2013**. Parents wishing their children to remain on the waiting list for a Central Bedfordshire school or academy beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

### Late Applications

- 2.50 The closing date for applications in the normal admissions round is **15 January 2013**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for *a good reason* will be accepted provided they are received before **8 March 2013**, the date the allocation procedure begins.
- 2.51 Applications received late with *good reason* after the allocation procedure has begun on **8 March 2013**, will be considered if practicable, but there can be no guarantee that preferences will be considered before places are offered on **30 April 2012**.
- 2.52 Late applications not considered as part of the allocation round and any applications received after **30 April 2013** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school or academy that has a place available. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for *good reason*.

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**In-year Admissions (applications received on or after 1 September 2013)**

- 2.53 If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 2.54 The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available to download from the Local Authority website.
- 2.55 The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Service for determination.
- 2.56 If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Service and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Service will liaise with the school / academy to determine whether a place can be offered.
- 2.57 Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 2.58 If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school or academy.

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**Timetable for Co-ordinated Admissions to Middle Schools and middle phase Academies - September 2013**

<b>October 2012:</b>	Information about the transfer process issued
<b>15 January 2013:</b>	Closing date for receipt of applications
<b>11 February 2013:</b>	Applications for places in other Local Authority middle schools and academies sent to those authorities
<b>25 February 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>6 March 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
<b>13 March 2013 – 20 March 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>27 March 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>28 March 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>19 April 2013:</b>	Date by which parents reject the offer of a place if not required.
<b>19 April 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 7 May 2013:</b>	School Admissions Service will allocate any places that have become available

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**Timetable for Co-ordinated Admissions to Primary and Lower Schools and lower phase Academies - September 2013**

<b>October 2012:</b>	Lower school booklet and Standard Application Form available
<b>15 January 2013:</b>	Closing date for receipt of applications
<b>4 March 2013:</b>	Applications for places in other Local Authority schools and academies sent to those authorities
<b>8 March 2013:</b>	By this date details of applications to be sent to foundation, voluntary aided and trust schools and academies
<b>15 March 2013:</b>	By this date foundation, voluntary aided and trust schools and academies provide School Admissions Service with ranked lists of applicants
<b>20 March 2013 – 28 March 2013</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>29 April 2013:</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>30 April 2013:</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>14 May 2013:</b>	Date by which parents reject the offer of a place if not required.
<b>14 May 2013:</b>	Date by which parents not offered a place can request a place at a school or academy with vacancies
<b>From 3 June 2013:</b>	School Admissions Service will allocate any places that have become available

March 2012

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** Determination of Admission Arrangements - September 2013  
**Report of:** Deputy Chief Executive/Director of Children's Services  
**Summary:** The purpose of this report is to inform the Forum of the arrangements for the determination of admission arrangements.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATION:**

**To note the requirements for determining the admission arrangements**

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**Background**

1. All admission authorities are required to determine their admission arrangements by 15 April 2012, irrespective of whether those arrangements have changed from those determined for September 2012.
2. Admission authorities (where they are not the local authority) must, within 14 days of determining their admission arrangements give notice of that determination to their local authority, other bodies that would have been consulted and any parents that responded to the consultation. They must place a copy of the determined admission arrangements on their website, where they have one, which must be displayed for the whole offer year, unless amended. Admission authorities must send a copy of their full determined arrangements to the local authority before 1 May. Admission authorities for faith schools must also send a copy of their determined arrangements to the body or person representing their religion or religious denomination. The local authority has reminded all foundation, trust, voluntary aided schools and academies of this requirement.
3. Local authorities must, by 1 May, publish on their websites and in a newspaper circulating in the local authority area, the following information:
  - details of where the determined arrangements for all schools, including academies can be viewed
  - information on how to refer objections to the Schools Adjudicator and the date by which this should happen (30 June)

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**Meeting:** CENTRAL BEDFORDSHIRE ADMISSIONS FORUM  
**Date:** 27 March 2012  
**Subject:** School Open Days / Evenings  
**Report of:** Deputy Chief Executive/Director of Children's Services

**Summary:** The purpose of this report is to determine whether the local authority should continue to publish middle and upper school open evening information and to consider whether co-ordinated dates for lower / primary school open days should be introduced and published.

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Contact Officer: Rosa Bonwick

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**RECOMMENDATIONS:**

1. To agree that the local authority continues to publish the dates for middle and upper school open evenings
2. To note the reasons why the introduction of co-ordinated dates for lower / primary schools would not be feasible

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**Background**

1. At the last meeting of the Forum on 1 November 2011, members discussed and agreed the dates of the open evenings for the September 2013 middle and upper school admission rounds.
2. Members discussed also the possibility of introducing dates for lower school open days as part of the September 2014 admissions round or as an alternative consider whether the local authority should continue to publish details of the middle and upper school open evenings.
3. Officers were asked to consider these options and to report back to the Forum.

**Middle and Upper School Open Evenings**

4. The School Information Regulations require local authorities to provide parents with information as to where and by what means parents may access sources of general information relating to schools in their area, including school open days and evenings. Although there is no requirement to publish the dates in the composite prospectus, the local authority has traditionally provided the information at phase transfer, even though many schools place their own advert in the local press advising parents of the dates.

5. The local authority currently co-ordinates the dates of middle and upper school open evenings to ensure that there is no conflict of dates between schools in a local area. Having co-ordinated the process, the publication of the dates in the school transfer booklet requires very little additional resource.
6. Although the school transfer booklet is no longer sent to parents, information about the transfer process which includes the dates of the open evenings is provided for every child in Year 4 and Year 8. Advance notice of the dates enables parents to plan their visits accordingly. If the local authority were to no longer provide the information, parents would be required to contact individual schools or access the school websites for the information.
7. The local authority believes that the benefits of providing the information at phase transfer outweigh the minimal input required to co-ordinate and publish the dates.

### **Lower / Primary School Open Days**

8. In order to assess the feasibility of introducing open days for lower and primary schools, the local authority has surveyed schools to determine whether or not open days are held and to seek their views on introducing a co-ordinated approach.
9. Of the 96 schools with a reception year intake, 39 responses were received (41%). Of those schools that responded 23 hold open day or evening events. However, many of those schools hold open days several times a year rather than at a specific time, others also offer parents individual appointments. Four of those schools would not support a co-ordinated timeframe with open days being held during November to December but would prefer to continue with their current arrangements. Others, whilst supporting a co-ordinated approach, would also want to continue to hold additional events throughout the year.
10. Of the 16 schools that do not currently hold open days, eight would not support a co-ordinated timeframe for the following reasons:
  - Regular tours already take place, which are flexible and work well
  - Very limited uptake at past open days
  - Prefer 1:1 visits
  - November / December not a good time with Christmas productions
11. The remaining eight would support a co-ordinated timeframe, but some had concerns about those events being held in November / December and others would still arrange individual visits.
12. Given the range of options currently offered to parents by some schools, a co-ordinated timeframe would appear to be over-prescriptive and could disadvantage schools that do not wish to hold open day events, but would prefer the individual approach of 1:1 visits.
13. The co-ordination and publication of open day events would provide the local authority with a significant challenge given the number of lower / primary schools. There would also be resource implications in terms of managing the process and publishing the information.

14. For these reasons the local authority believes that it would not be feasible to introduce a co-ordinated timeframe for lower / primary school open days.
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March 2012

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