

MEETING: CABINET MEMBER - CHILDREN'S SERVICES  
DATE: Tuesday 22 March 2011  
TIME: 9.30 am  
VENUE: Town Hall, Bootle (This meeting will also be video conferenced at the Town Hall, Southport)

DECISION MAKER: Councillor Moncur  
SUBSTITUTE: Councillor P. Dowd

SPOKESPERSONS: Councillor Cuthbertson Councillor Preece

SUBSTITUTES: Councillor Dutton Councillor Howe

COMMITTEE OFFICER: Lyndzay Roberts  
Telephone: 0151 934 2033  
Fax: 0151 934 2034  
E-mail: [lyndzay.roberts@sefton.gov.uk](mailto:lyndzay.roberts@sefton.gov.uk)

The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an \* on the agenda involve Key Decisions

A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

**If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.**

This page is intentionally left blank.

# A G E N D A

Items marked with an \* involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>
1.	<b>Apologies for Absence</b>	
2.	<b>Declarations of Interest</b> Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.	
3.	<b>Minutes</b> Minutes of the meeting held on 8 February 2011.	(Pages 5 - 6)
* 4.	<b>Sefton Primary Schools Admissions Scheme 2012/13</b> Report of the Strategic Director - Children, Schools and Families	All Wards; (Pages 7 - 28)
* 5.	<b>Sefton Secondary Schools Admissions Scheme 2012/13</b> Report of the Strategic Director - Children, Schools and Families	All Wards; (Pages 29 - 64)
6.	<b>Sefton In-Year School Admissions Scheme 2011-12</b> Report of the Strategic Director - Children, Schools and Families	All Wards; (Pages 65 - 76)
7.	<b>Appointment of Local Authority Representatives to Governing Bodies of Maintained Schools</b> Report of the Strategic Director - Children, Schools and Families	All Wards; (Pages 77 - 82)

This page is intentionally left blank



**THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY 16 FEBRUARY 2011. MINUTE NO. 85 IS NOT SUBJECT TO "CALL-IN".**

## **CABINET MEMBER - CHILDREN'S SERVICES**

### **MEETING HELD AT THE TOWN HALL, BOOTLE ON TUESDAY 8 FEBRUARY 2011**

PRESENT: Councillor Moncur

ALSO PRESENT: Councillors Cuthbertson, Hands and Preece  
Mr.A.Bell, Archdiocesan Representative  
Mr.R.Gregson, Sefton Governors' Forum

#### **82. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

#### **83. DECLARATIONS OF INTEREST**

No declarations of interest were received.

#### **84. MINUTES**

RESOLVED:

That the Minutes of the meeting held on the 18 January 2011 be confirmed as a correct record.

#### **85. AIMING HIGH FOR DISABLED CHILDREN: ADDITIONAL SCHEMES**

The Cabinet Member considered the report of the Strategic Director - Children, Schools and Families seeking approval of schemes to be funded from the Aiming High for Disabled Children Capital Allocation.

The report indicated that it was proposed to expend £10,000 towards the Short Breaks lounge at Crosby Lakeside Adventure Centre to allow the flexibility required to provide short breaks for families with disabled children; and that it was proposed to use a further £65,589 to purchase additional playground equipment for disabled children which were currently unavailable at any of Sefton's parks.

RESOLVED: That

- (1) the scheme at the Crosby Lakeside Adventure Centre and the purchase of additional playground equipment be approved; and
- (2) Cabinet be recommended to include the proposed expenditure in the Children, Schools and Families Capital Programme 2010/11.

# Agenda Item 3

CABINET MEMBER - CHILDREN'S SERVICES- TUESDAY 8 FEBRUARY 2011

## **86. NEW HUMAN RESOURCES POLICY AND PROCEDURES FOR SCHOOLS**

The Cabinet Member considered the report of the Strategic Director – Children, Schools and Families seeking approval for the new policy and procedure for maintained schools in relation to; Adoption Leave (Teachers), Retirement (Age Regulations), Maternity Support (Paternity) Leave, Drugs Alcohol and Other Substance Misuse, Probationary Policy and Confidential Reporting (Whistle Blowing in the Public Interest).

A copy of the policies and procedures were attached as annexes to the report.

RESOLVED:

That the new Human Resources Policy and Procedure for Schools in relation to Adoption Leave (Teachers), Retirement (Age Regulations), Maternity Support (Paternity) Leave, Drugs Alcohol and Other Substance Misuse, Probationary Policy and Confidential Reporting (Whistle Blowing in the Public Interest) be approved.

## **87. LOOKED AFTER CHILDREN PLACEMENT STRATEGY**

The Cabinet Member considered the report of the Strategic Director – Children, Schools and Families advising of the Looked After Children Placement Strategy and the progress towards delivering the Fostering Strategy.

A copy of the Looked After Children Placement Strategy 2010 – 2013 was attached as an appendix to the report.

RESOLVED:

That the report advising of the Looked After Children Placement Strategy and the progress towards delivering the Fostering Strategy be approved.

## **88. SILLS FUNDING AGENCY (SFA)/EUROPEAN SOCIAL FUND (ESF) PROVISION ( GREATER MERSEYSIDE PROVISION FOR NEET ESF 2011 - 2013 YOUTH PROGRAMME)**

The Strategic Director – Children, Schools and Families reported that he had received notification that the bid for the Greater Merseyside Provision for NEET ESF 2011-2013 Youth Programme had been unsuccessful. Therefore, the report was not to be considered and withdrawn from the agenda.

# Agenda Item 4

**REPORT TO:** CABINET MEMBER, CHILDREN'S SERVICES

**DATE:** 22<sup>ND</sup> MARCH 2011

**SUBJECT:** SEFTON PRIMARY SCHOOLS ADMISSIONS SCHEME 2012/13

**WARDS AFFECTED:** ALL WARDS

**REPORT OF:** PETER MORGAN STRATEGIC DIRECTOR CHILDREN SCHOOLS AND FAMILIES

**CONTACT OFFICER:** JANE CLARK (0151 934 3487)

**EXEMPT/  
CONFIDENTIAL:** NO

**PURPOSE/SUMMARY:**

To ask the Cabinet Member to approve the determined admission arrangements in relation to the Primary Schools Admissions Scheme for 2012/13.

**REASON WHY DECISION REQUIRED:**

The Cabinet Member has delegated powers to approve to the Primary Schools determined admissions arrangements (scheme) for 2012/13.

**RECOMMENDATION(S):**

The Cabinet Member is asked to approve the enclosed determined scheme under the Schools the Education and Skills Act 2008).

**KEY DECISION:** Yes

**FORWARD PLAN:** Yes – Published 16 February 2011

**IMPLEMENTATION DATE:** Following the expiry of the "call-in" period for the Minutes of the Cabinet Member meeting.

**ALTERNATIVE OPTIONS:**

# Agenda Item 4

--

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:** None.

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None.

**Risk Assessment:** N/A.

**Asset Management:** N/A.

**CONSULTATION UNDERTAKEN/VIEWS**

The annual consultation exercise was undertaken throughout December 2010 and January 2011. The consultation was inserted on to the Sefton Website.

The exercise involved direct consultation with:

- All schools in Sefton;
- Neighbouring Local Authorities;
- The Church of England Diocese;
- The Catholic Archdiocesan Schools Department;
- Sefton Community and Parent Groups.

**CORPORATE OBJECTIVE MONITORING:**

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

**LINKS TO ENSURING INTEGRATION:**

Not Applicable.

**IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:**

**CYPP**

- 3.1 Parents and Carers receive support in helping their children Enjoy and achieve.**
- 3.4 Children and Young People are enabled and encouraged to attend and enjoy school and achieve highly.**
- 3.8 Children with Young People with Learning difficulties and Disabilities are helped to enjoy and achieve.**

**LAA**

- 8 Educational Achievement and Training**
- 9 Looked After Children**

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

None

# Agenda Item 4

## **SEFTON PRIMARY SCHOOLS ADMISSIONS SCHEME 2012/13**

### **1. Background**

- 1.1 Under the terms of the legislation referred to above, Local Authorities are required to undertake an annual consultation exercise with respect to the proposed primary schools admission arrangements for the following academic year, i.e. 2012/13.
- 1.2 After this period of consultation, the arrangements for primary schools admissions are presented to, agreed and determined via the Sefton Admissions Forum.
- 1.3 The enclosed Primary Schools Admissions Scheme has now been consulted upon, agreed and approved via the Sefton Admissions Forum on 8<sup>th</sup> February 2011.

### **2. Proposals**

- 2.1 The Cabinet Member is asked to approve the enclosed determined Primary Schools Admissions Scheme and arrangements for 2012/13.

### **3. Recommendations**

- 3.1 The Cabinet Member is asked to approve the enclosed determined scheme under the Schools Standards and Framework act 1998 (as amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).

## **DETERMINED ADMISSION ARRANGEMENTS FOR SEFTON PRIMARY SCHOOLS** **2012/13**

In Sefton, Primary School Admission application forms are distributed to primary schools 12 Months before the start of the academic year in which the children are due to start school.

By law, children must start Primary school in the academic year in which they become 5. In practice this means that most children start school before they are 5. The Authority will therefore allocate (offer) reception places to children to start school at the beginning of the school year in which they have their fifth birthday.

This means children who have their fifth birthday on or between 1 September 2012 and 31 August 2013, should take up a place from the beginning of the Autumn term in September 2012.

For Community & Voluntary Controlled primary schools, parents may wish their child to start school later in January 2013 or April 2013, this *will* be possible, provided the place already offered is taken up no later than the last day of term in the year academic year in which they become 5.

### **Examples:-**

- if the child is 5 in October, they can delay starting school until the start of the term after Christmas.
- if the child is 5 in February, they can delay starting school until the beginning of the Summer term
- if the child is 5 in June they can only delay starting school until the last day of the Summer term (this is because they have to start school in the academic year they are 5 by law).
- if the child is 5 in August they can also only delay starting school but only until the last day of the Summer term for the same reasons as above

If a place has been deferred, families can now choose to start on a full time or part time basis.

The child deferring their allocated school place can also take a **nursery place** (up to 15 hrs per week) during that year before they are 5 but must still take up the school place by the end of the academic year.

Parents need to discuss a later start with the Headteacher in these circumstances. When a deferred place is held for the child it is not available to be offered to another child.

**Please note that attendance at a Community or Voluntary Controlled primary school's nursery does not guarantee a place in reception class at the school. Applications**

# Agenda Item 4

**must be made in the normal way and the admission arrangements will be applied as stated below.**

**Completion of an interest form for nursery or giving personal details to a nursery DOES NOT count as any type of admission application for a reception school place.**

Every effort is made to allocate children a place at their highest preferred school. It is however unlikely that this will be possible in all cases. Some schools may have more applications than places available, when this occurs, the published admissions criteria will be used to decide which children are to be allocated places. If an applicant cannot be offered a place at their first preference school they will automatically be informed of their right of appeal to an independent appeal panel.

## **PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

Where a pupil has a Statement of Special Educational Need and the Authority has named this school as provision, the child must normally be offered a place. Where such pupils are known about at the time of the annual allocation procedures for Community schools, they will be allocated the appropriate named school.

## **INFANT CLASS SIZES**

The School Standards and Framework Act 1998 requires all primary schools to organise infant classes of no more than 30 pupils where there is one qualified teacher. The Authority sets its admission numbers for Community and Voluntary Controlled primary schools to ensure this requirement can be satisfied.

## **APPEALS**

The Local Authority will endeavour, within the limits of its admission policy and admissions legislation, to meet parents' stated preferences. If an applicant cannot be offered a place at their first preference school they will be informed of their right of appeal to an independent appeal panel.

Each appeals panel is convened by the Democratic Services Section in accordance with legislation and the School Admission Appeals Codes. Parents can appeal for any school, where they have been refused a place in writing.

## **ADMISSION CRITERIA for ALL SEFTON COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS APART FROM RESOURCED SCHOOLS OR CATCHMENT AREA SCHOOLS**

( LISTED SEPARATELY)

**First Priority:** Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.



# Agenda Item 4

**Second Priority:** Children who have a brother or sister \* living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

**Third Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions:**

### **\* Brothers and sisters of children who go to a community primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

## **Twins/Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **ADMISSION CRITERIA for Community Schools (Catchment area:)**

**Aintree Davenhill Community Primary School - (Catchment area and Resourced)**

**Bedford Community Primary School**

**Melling Community Primary School**

**Norwood Community Primary School (2) please see below**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.

# Agenda Item 4

**Second Priority:** Children who have a brother or sister \* living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

**Third Priority:** Children who live in the areas, for which the schools are designated. The schools should normally be able to offer places to all pupils living in the area. If, however, it cannot do so, priority is given to those pupils living closest, by walking distance, to the school (1).

(2) **Third Priority for Norwood Primary School:** the home to school distance is measured as above except it is measured to the boundary of the catchment area rather than the nearest school gate.

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions:**

### **\* Brothers and sisters of children who go to a community Primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

## **Twins/Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **ADMISSION CRITERIA for Community and Voluntary Controlled**

### **Resourced Schools :**

**Aintree Davenhill Community Primary School (Resourced and Catchment area )**

**Larkfield Community Primary School**

**Litherland Moss Community Primary School**

**Springwell Park Community Primary School**

**Summerhill Community Primary School**

**Valewood Community Primary School**

**Rimrose Hope Church of England Primary School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to the school.

# Agenda Item 4

Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for the above schools if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances

**Second Priority:** Children who have a brother or sister \* living in the same house who already attend the primary school provided that they will still be in attendance at the school in September 2012. (1)

**Third Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions:**

### **\* Brothers and sisters of children who go to a community primary school in Sefton**

Includes step-children, foster children and half-brothers and sisters, children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will be at the school in September 2012.

### **Twins/Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **Primary school Admission Numbers 2012-13**

Each school has an Indicated Admissions Number (IAN) that is calculated using the Net Capacity Formula for measuring the size of the school.

The proposed published admission number (based on the IAN) is the number of places that will be available for the admission to reception for each school in 2012.

The Admissions Authority should not offer places in excess of this number once it has been determined.

<p><b>Sefton Authority is the Admission Authority for the following Community Primary and Voluntary Controlled Church of England Schools</b></p>
--

# Agenda Item 4

<b>Community Schools</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b><i>Determined Admission Number 2012/13</i></b>
Aintree Davenhill Community Primary	60	60
Bedford Community Primary	60	60
Birkdale Community Primary	45	45
Churchtown Community Primary	120	120
Farnborough Road Community Infant	120	120
Farnborough Road Community Junior	120	120
Forefield Community Infant and Nursery	90	90
Forefield Community Junior	90	90
Freshfield Community Primary	30	30
Green Park Community Primary	30	30
Hatton Hill Community Primary	60	60
Hudson Community Primary	30	30
<b>Kew Woods Community Primary</b>	<b>45</b>	<b>60*</b>
Kings Meadow Community Primary	20	20
Lander Road Community Primary	30	30
Larkfield Community Primary	45	45
Linacre Community Primary (Bootle)	30	30
Linaker Community Primary (Southport)	60	60
Litherland Moss Community Primary	30	30
Lydiate Community Primary	50	50
Marshside Community Primary	30	30
Melling Community Primary	30	30
Netherton Moss Community Primary	40	40
<b>Community Schools (cont'd)</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b><i>Determined Admission Number 2012/13</i></b>
Springwell Park Community Primary	60	60
Northway Community Primary	45	45
Norwood Community Primary	60	60
Redgate Community Primary	30	30
Shoreside Community Primary	30	30
Summerhill Community Primary	30	30
The Grange Community Primary	30	30
Thomas Gray Community Primary	30	30
Valewood Community Primary	30	30
Waterloo Community Primary	60	60
Woodlands Community Primary	45	45

**\* Please note increased PAN for Kew Woods is due to accommodation changes.**

# Agenda Item 4

<b>Voluntary Controlled CE Schools</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b><i>Determined Admission Number 2012-13</i></b>
Christ Church CE Primary	45	45
Rimrose Hope CE Primary	45	45
St Andrew's CE Primary	60	60
St John's CE Primary, Crossens	30	30
St Luke's CE Primary	60	60
St Philip's CE Primary, Litherland	30	30

The Governing Body of the School is the Admission Authority for the following Voluntary- Aided Catholic and Church of England Primary Schools

<b>Catholic Voluntary Aided Schools</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b><i>Determined Admission Number 2012-13</i></b>
All Saints Catholic Primary	60	60
English Martyrs Catholic Primary	60	60
Great Crosby Catholic Primary	90	90
Holy Family Catholic Primary	30	30
Holy Rosary Catholic Primary	60	60
Holy Spirit Catholic Primary	30	30
Our Lady of Compassion Catholic Primary	30	30
Our Lady of Lourdes Catholic Primary	60	60
<b>Our Lady of Walsingham Catholic Primary</b>	<b>45</b>	<b>30#</b>
<b>Catholic Voluntary Aided Schools (cont'd)</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b><i>Determined Admission Number 2012-13</i></b>
Our Lady Queen of Peace Catholic Primary	30	30
Our Lady Star of the Sea Catholic Primary	30	30
St Benedict's Catholic Primary	30	30
St Edmund's and St Thomas Catholic Primary	45	45
St Elizabeth's Catholic Primary	60	60
St George's Catholic Primary	30	30
St George's Catholic Primary	30	30
St Gregory's Catholic Primary	30	30
St Jerome's Catholic Primary	30	30
St John Bosco Catholic Primary	30	30
St Mary's Catholic Primary	15	15
St Monica's Catholic Primary	60	60
St Patrick's Catholic Primary	50	50
St Robert Bellarmine Catholic Primary	30	30

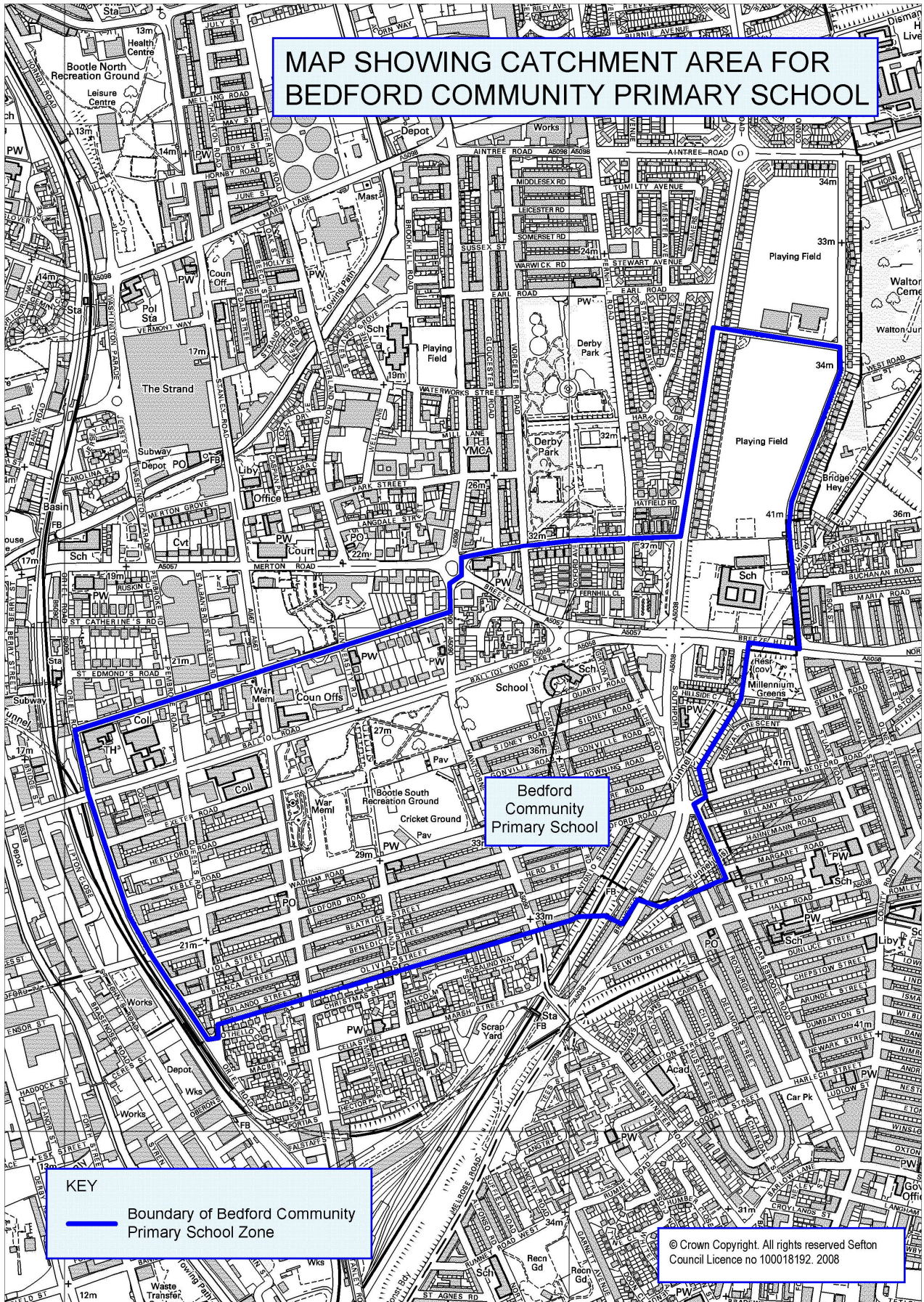
# Agenda Item 4

St Teresa's Catholic Infant	30	30
St William of York Catholic Primary	30	30
Ursuline Catholic Primary	60	60

## # Reduced PAN requested for Our Lady of Walsingham Catholic Primary School

<b>Church of England Voluntary Aided Schools</b>	<b><i>Published Admission Number 2011/2012</i></b>	<b>Determined Admission Number 2012-13</b>
Ainsdale St Johns CE Primary	30	30
Bishop David Sheppard CE Primary	30	30
Holy Trinity CE Primary	30	30
St John's CE Primary, Waterloo	30	30
St Luke's CE Halsall Primary	30	30
St Nicholas CE Primary	30	30
St Oswald's CE Primary	30	30
St Philip's CE Primary, Southport	30	30
St Thomas' CE Primary	30	30
Trinity St Peter's CE Primary	30	30

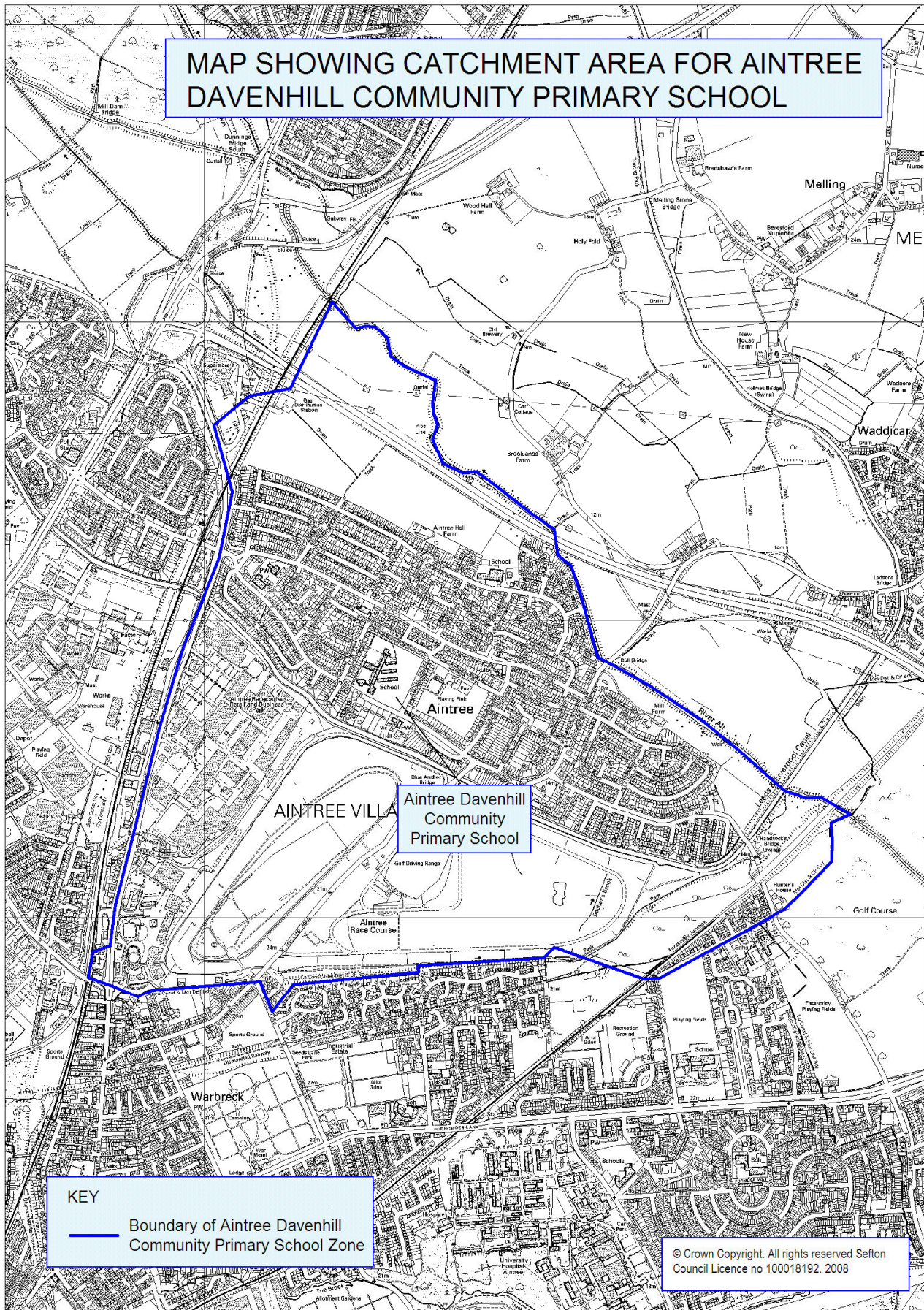




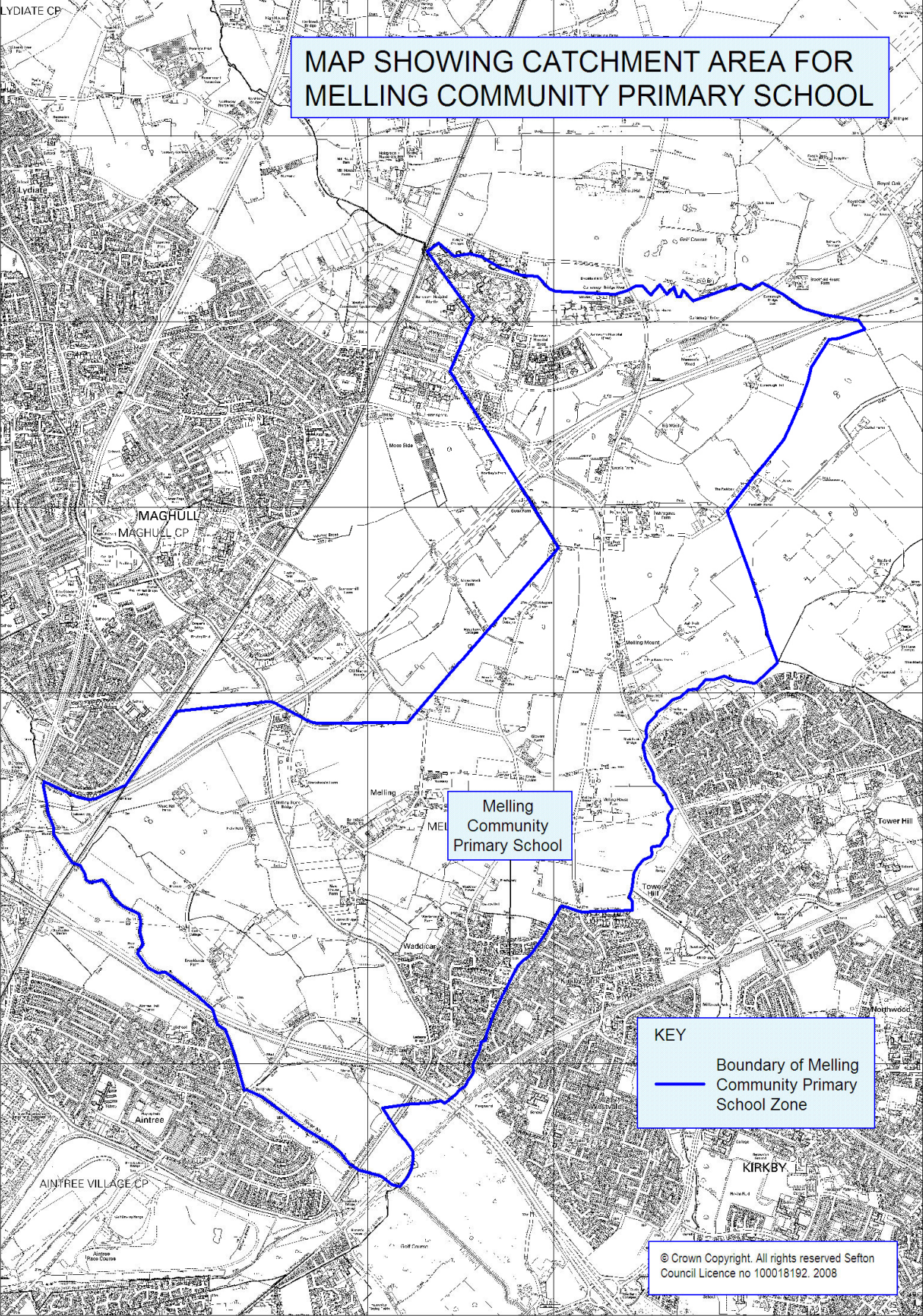


# Agenda Item 4

## APPENDIX 2

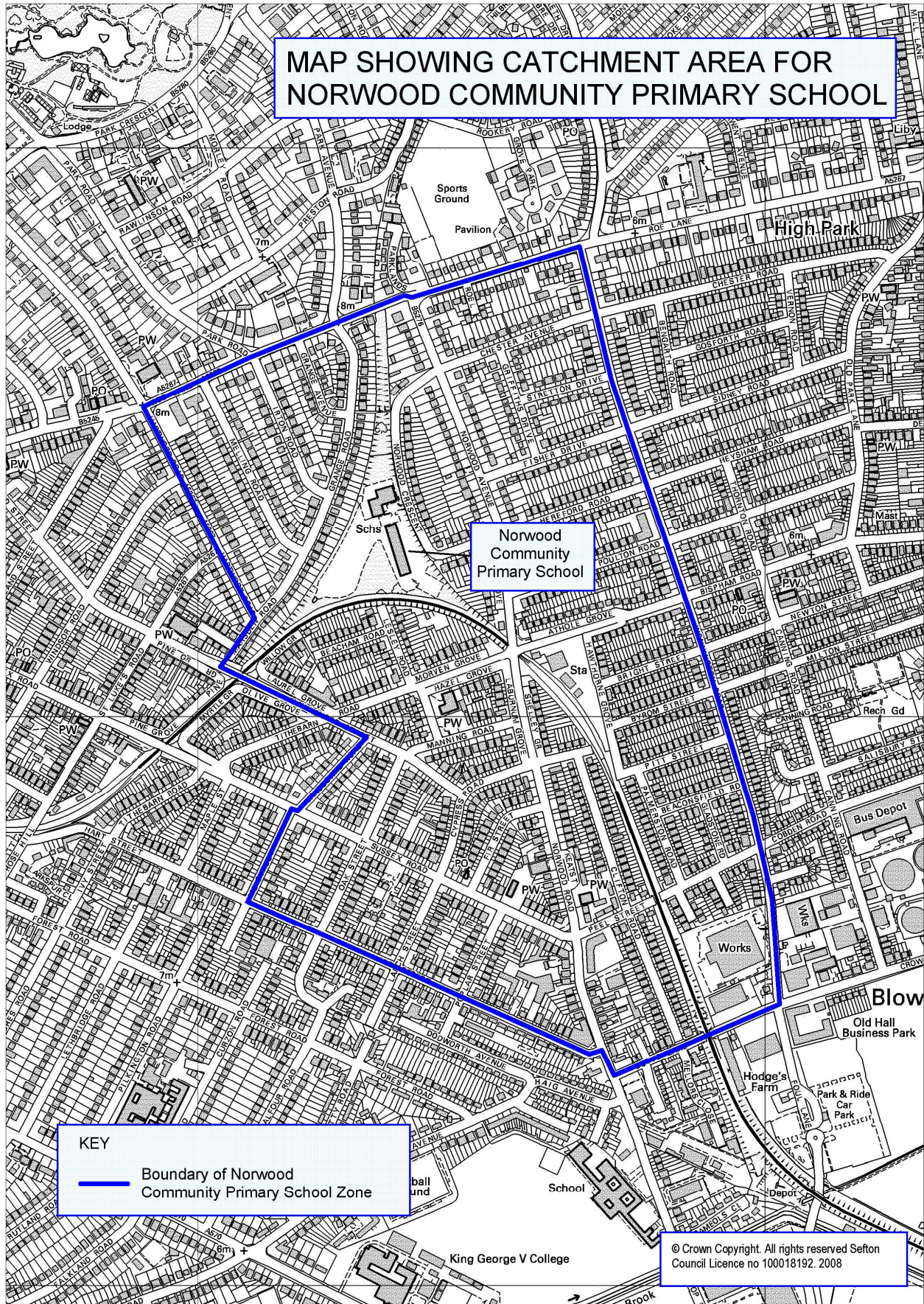








# Agenda Item 4





## **The Scheme for Co-ordinating Admissions to Sefton Authority Primary Schools for the Academic Year 2012/13**

The proposed Scheme will come in to force for primary school applications submitted between 1 September 2011 and 15<sup>th</sup> January 2012 for pupils who are of age to be admitted to reception class in September 2012.

All applications for reception allocation **MUST** now to be submitted to the Authority where the family is resident

All Sefton Authority Community Primary Schools, Voluntary Aided Primary Schools and Voluntary Controlled Primary Schools will be included in the Scheme.

### **1. APPLICATION FORMS - (Sefton Residents)**

- ❖ **1<sup>st</sup> September 2011**, Sefton Authority will publish the information and arrangements within the Sefton Admission to Primary School booklet for 2012-13, along with the admission application form. The application form will allow Sefton residents to express three preferences, in ranked order, for any primary schools (whether the primary school is inside or outside of Sefton).
- ❖ The booklet and application form will be made available to all Sefton Authority primary schools and upon request to all Sefton residents directly. **The application form will also be available on-line via the Sefton Authority website.** An application can be submitted to the Authority either via the website, or by returning an application to the Primary school or sent to the Authority directly. If the application form is returned to the Primary school it should be returned to the school named as first preference. **The school must provide the parent with a standard receipt that should be kept by the parent in case of any query.**

#### **Submission of the Admissions Application Form**

- ❖ The form allows Sefton residents to list up to three preferences for any school, in ranked order (whether the school is inside or outside of Sefton). Parents will have the option to give reasons for their preferences. **The Sefton residents application form can either be completed on line, returned to the school named as first preference, or submitted to the Authority directly. The Authority recommends applications are made on-line.**
- ❖ Voluntary Aided primary schools will require parents to complete a supplementary form in addition to the Authority application form, which should be returned directly to the school. (Church schools may also require sight of a baptism certificate to authenticate any statements

# Agenda Item 4

made.) **It should be noted that any such form is not a valid admissions application on its own; the school must also have been named on the admission application form.**

- ❖ The forms handed in directly to schools must be submitted to the Authority no later than the **17th January**. A list of the pupils from each school for whom applications have been received should also be submitted to the Authority Admissions Office with the application forms. Confirmation will then be sent to each school to confirm receipt of each batch of forms and lists. Each school can, if they wish take a copy of the application form before submitting the original to the Sefton Authority Admissions Office.
- ❖ **Applications must be submitted to primary schools on or before 15th January 2012. No applications received after this date will be included in the initial allocation on 23 April 2012**

## **Processing of Admission Application Form**

- ❖ The closing date for the receipt of applications is **15 January 2012**.
- ❖ Primary schools will forward all applications received at the school before or on 15<sup>th</sup> January with lists of names to the Authority **by 17<sup>th</sup> January 2012**.
- ❖ By **10<sup>th</sup> February 2012** Sefton LA will exchange applicant information with other LA'S

## **2. Determining Offers**

- ❖ Admissions to all Sefton Authority Primary Schools will be made using an **Equal Preference Co-ordinated Scheme**.
- ❖ All preferences expressed for all schools will initially be **treated as equal** regardless of parents ranking. If more than one school place can potentially be offered by any admitting Authority, a single offer for the school which has been ranked highest by the parent will be made.
- ❖ If the Authority is unable to make an offer to a parent for any of their preferred schools, then a place will be offered at the next nearest appropriate school with a vacancy.
- ❖ If a parent has expressed only one preference that is for a Catholic School but cannot be granted a place and the child is a baptised Catholic, then a place will be offered at the next nearest Catholic School with a vacancy.
- ❖ Each primary school has a published admission number. The published admission number is the number of places offered for the particular year

of admission. **The relevant Admission Authority should not offer places in excess of this number once it has been determined.**

- ❖ **By 10th February 2012** Local Authorities will exchange applicant information with other Authorities
- ❖ **By 17th February 2012** Application information that has been submitted to the Authority naming a Voluntary Aided school, will be sent to the schools named.
- ❖ **By 20th March 2012 VA Schools return offers to LA.** Each Voluntary Aided school (Governors) will have made decisions on each preference (applicant) listed for their school according to the agreed policy. The Voluntary Aided schools will return the list of preferences/applicants to the Authority Admissions Office. **The school should also add the criteria under which each preference applicant has been offered a place (rankings).**
- ❖ **31<sup>st</sup> March 2012.** Final date for exchange of information between Local Authorities.
- ❖ **13<sup>th</sup> April 2012** – Date by which final validations and requested changes from applications received before 15<sup>th</sup> January can be made for 26<sup>th</sup> April allocation (confirmation of addresses etc). If an applicant has not provided relevant proof of address etc by this date, the application will be assessed using previous address or refused if the address cannot be verified,
- ❖ **Where no stated preference can be offered, Sefton Authority will seek to offer a place at the nearest appropriate school with available places.**
- ❖ **April 2012** Sefton Authority will send confirmed lists of pupils allocated places to all Sefton Authority primary schools.

### 3. **ALLOCATION OF PRIMARY SCHOOL PLACES**

**By 23rd April 2012, allocation letters will be sent to all applicants. This date is dependent on all VA Schools decisions having been received by the LA by 20th March 2012.**

- ❖ Where an applicant has been offered a place at a primary school other than their first preference, they will be informed of **their right of appeal**, the appeals process and the deadlines for appeals.

**Late applications received after the 15<sup>th</sup> January 2012** closing date will be set aside until the initial allocation has been done on 23rd April 2012. **All late Applications will then be considered in the strict date order of receipt.**

# Agenda Item 4

- ❖ Where late applications are received for Community Schools that are oversubscribed after 23rd April allocation, the late applications will be added to the waiting list according to eligibility using the admissions criteria.
- ❖ Where late applications are received for schools that still have places available, the applications will be considered in strict date of receipt.
- ❖ If the application is for a Community or Controlled school and the school is already full then the child's name will be added to the waiting list using the admissions criteria. In the case of Voluntary Aided schools the office will forward them to the appropriate admission authority for consideration.

## Waiting Lists

- ❖ Sefton Local Authority will operate a waiting list for every Sefton Community school that is oversubscribed from the time the places are allocated on 23rd April until the end of December 2012 (the first term of the 2012/13 school year). The lists will be ordered in accordance with the eligibility of each pupil within the schools admissions criteria and if a place becomes available it will be offered to the next child on the list. The contact will be via telephone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place. Please note the lists may change because of removals in to the area, late applications or children accepting places at alternative schools. Any new applicants (including In-year admissions) can also be added to waiting lists.
- ❖ The Governing Body of Voluntary Aided Schools may maintain a waiting list for their school
- ❖ Any applicant not offered a place at their highest preference school will be automatically placed on the waiting list of the school. Where a vacancy occurs below the published admission number Sefton Authority Admissions Office will offer the place from the waiting list
- ❖ All other applications outside the normal admission round must be made directly to the Sefton Admissions Office at the Local Authority. Applicants on a waiting list may be contacted (in criteria order) if a place becomes available. The contact will be via phone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place.

# Agenda Item 4

## **TIMETABLE FOR CO-ORDINATING PRIMARY ADMISSIONS FOR SEPTEMBER 2012**

Sefton recommends that forms are submitted before 31<sup>st</sup> October 2011 The final **national** closing date for all applications is  
**15 January 2012**

All application forms plus pupil lists sent from Primary Schools to Sefton Authority by  
**17 January 2012**  
(applications handed in at the Local Authority or received in the post from individuals after **16 January 2012** will **NOT BE** considered for inclusion in 26th April allocation date )

LA exchange applicant information with other LA'S by  
**10 February 2012**

Application information to be sent to Voluntary-Aided Schools by  
**17 February 2012**

VA Schools **MUST** return decisions and allocation lists (rankings) to LA by  
**20 March 2012**  
**Otherwise the Authority cannot allocate places by 23 April 2012**

No changes to existing applications (received by 15 January) can be made after this date  
**13 April 2012**

Sefton LA to inform Primary Schools  
of the allocations to be made for their schools before offer letters are sent to parents

Allocation letters sent to all Sefton residents by the LA by  
**23 April 2012**

Appeals hearings take place  
**Summer term 2012**

This page is intentionally left blank



# Agenda Item 5

**REPORT TO:** CABINET MEMBER, CHILDRENS SERVICES

**DATE:** 22 MARCH 2011

**SUBJECT:** SEFTON SECONDARY SCHOOLS ADMISSIONS SCHEME 2012/13

**WARDS AFFECTED:** ALL WARDS

**REPORT OF:** PETER MORGAN STRATEGIC DIRECTOR, CHILDREN, SCHOOLS & FAMILIES

**CONTACT OFFICER:** JANE CLARK (0151 934 3487)

**EXEMPT/  
CONFIDENTIAL:** NO

**PURPOSE/SUMMARY:**

To ask the Cabinet Member to approve the determined admission arrangements in relation to the Secondary Schools Admissions Scheme for 2012/13.

**REASON WHY DECISION REQUIRED:**

The Cabinet Member has delegated powers to approve to the Secondary Schools determined admissions arrangements (scheme) for 2012/13.

**RECOMMENDATION(S):**

The Cabinet Member is asked to approve the following determined scheme under the Schools Standards and Framework Act 1998 (amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).

**KEY DECISION:** Yes

**FORWARD PLAN:** Yes – Published 16 February 2011

**IMPLEMENTATION DATE:** Following the expiry of the “call-in” period for the Minutes of the Cabinet Member meeting.

# Agenda Item 5

**ALTERNATIVE OPTIONS:**

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:** None.

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None.

**Risk Assessment:** N/A

**Asset Management:** N/A

**CONSULTATION UNDERTAKEN/VIEWS**

The annual consultation exercise was undertaken throughout December 2009 and January 2010. The consultation was inserted on to the Sefton Website.

The exercise involved consultation with:

- All schools in Sefton;
- Neighbouring Local Authorities;
- The Church of England Diocese;
- The Catholic Archdiocesan Schools Department;
- Sefton Community and Parent Groups.

**CORPORATE OBJECTIVE MONITORING:**

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

**LINKS TO ENSURING INTEGRATION:**

Not applicable.

**IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:**

**CYPP**

**3.1 Parents and Carers receive support in helping their children Enjoy and achieve.**

**3.4 Children and Young People are enabled and encouraged to attend and enjoy school and achieve highly.**

**3.8 Children with Young People with Learning difficulties and Disabilities are helped to enjoy and achieve.**

**LAA**

**8 Educational Achievement and Training**

**9 Looked After Children**

<p><b>LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT</b> None</p>
--

# Agenda Item 5

## SEFTON SECONDARY SCHOOLS ADMISSIONS SCHEME 2012/13

### **1. Background**

- 1.1 Under the terms of the legislation referred to above, Local Authorities are required to undertake an annual consultation exercise with respect to the proposed secondary schools admission arrangements for the following academic year, i.e. 2012/13.
- 1.2 After this period of consultation, the arrangements for secondary schools admissions are presented to, agreed and determined via the Sefton Admissions Forum.
- 1.3 The enclosed Secondary Schools Admissions Scheme has now been consulted upon, agreed and determined via the Sefton Admissions Forum on 8 February 2011.

### **2. Proposals**

- 2.1 The Cabinet Member is asked to approve the enclosed determined Secondary Schools Admissions Scheme and arrangements for 2012/13.

### **3. Recommendations**

- 3.1 The Cabinet Member is asked to approve the following determined scheme under the Schools Standards and Framework Act 1998 (as amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).

# Agenda Item 5

## **DETERMINED ADMISSION ARRANGEMENTS AND CRITERIA FOR SEFTON COMMUNITY SECONDARY SCHOOLS 2012/13 ( Including Hillside High School- Foundation School)**

Children transfer from primary to secondary schools in the September following their eleventh birthday.

### **ADMISSION NUMBER**

Each secondary school has a published admission number. The published admission number is the number of places each school can admit for the particular year of admission. The Admissions Authority should not offer places in excess of this number once it has been determined.

### **PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

Where a pupil has a Statement of Special Educational Need and the Authority have named this school as provision, the child must normally be admitted. Where such pupils are known about at the time of the annual allocation procedures for Community schools, they will be placed within the first priority of the admissions criteria.

### **ADMISSIONS CRITERIA**

Where the number of applications for any Sefton High School is greater than the number of places available, the admission authority must apply its published admission criteria to decide which applicants can be offered places.

### **COMMUNITY HIGH SCHOOLS AND ST MICHAELS CHURCH OF ENGLAND HIGH SCHOOL**

Admissions to Community High Schools and St Michael's Church of England High School in Sefton are based on either catchment areas or "contributory" Primary Schools. Each community Secondary school is linked to either the parents home address or certain Primary Schools.

### **CATHOLIC HIGH SCHOOLS**

Admissions to Catholic High Schools in Sefton are based on contributory parishes and associated Primary Schools.

### **APPEALS**

The Authority will endeavour, within the limits of its admission policy and admissions legislation, to meet parents' stated preferences. Unless an applicant has been offered a place at their first preference school they will be informed of their right of appeal to an independent appeal panel. This panel is convened by the Democratic Services team within Sefton MBC in accordance with legislation and the School Admission Appeals Code of Practice. Parents can appeal for any school where they have been refused a place

### **CO-ORDINATED ADMISSION ARRANGEMENTS & TIMETABLES**

Proposed admission numbers, admission arrangements, timescales and deadlines for Sefton High Schools are located in the Sefton Secondary Scheme for Co-ordinated Admissions Arrangements for 2012/13 on page 22-23 onwards.

The Secondary Co-ordinated Admissions Scheme includes a national requirement that all offers for September 2012 admissions will be sent on 1<sup>st</sup> March 2012.

### **ADMISSION CRITERIA**

# Agenda Item 5

## **Birkdale High School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a brother(\*) living in the same house who already attends Birkdale High School as long as they will still be at the school in September 2012. (¹)

**Third Priority:** Children transferring from a Primary School who live in the area served by the school which is:-

***The Ainsdale area extending northwards to an area bounded by a line running from the shore along Park Road West, Albert Road, Park Crescent, Park Avenue, railway line (disused), Lesley Road, Manning Road, Oak Street, disused railway, Balfour Road, Scarisbrick New Road, Everard Road, Southbank Road, to Fine Jane's Brook. (¹)***

**Fourth Priority:** Other requests that name the school as a preference. (¹)

(¹) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Brothers**

Includes step-children, foster children and half-brothers, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

Birkdale High and Greenbank High Catchment Area



# Agenda Item 5

## Chesterfield High School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who are transferring from a primary school who have a brother or sister (\*) living in the same house who already attends the school, as long as they will still be at the school in September 2012. (1)

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Forefield Junior School, Thornton Primary School, Rimrose Hope CE Primary School (ex William Gladstone pupils), and children on the roll of Waterloo Primary School who live in the part of Crosby and Waterloo to the east of a line running down the middle of Liverpool Road and Crosby Road North to its junction with Greenbank and Brooklands Avenue to its junction with Brookvale. (1)

NB. Any child admitted to Rimrose Hope CE Primary School in to yr 6 (not ex William Gladstone pupils) that expresses a preference for Chesterfield High School will be treated as an ex William Gladstone pupil if their address is closer to the ex William Gladstone school rather than the ex Beach Road School.

**Fourth Priority:** Children who live in Crosby, Waterloo, Seaforth and Thornton who, at the start of the Spring Term 2012, are on the roll of a primary school. (1)

**Fifth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### Definitions

#### **(\*) Brothers and sisters**

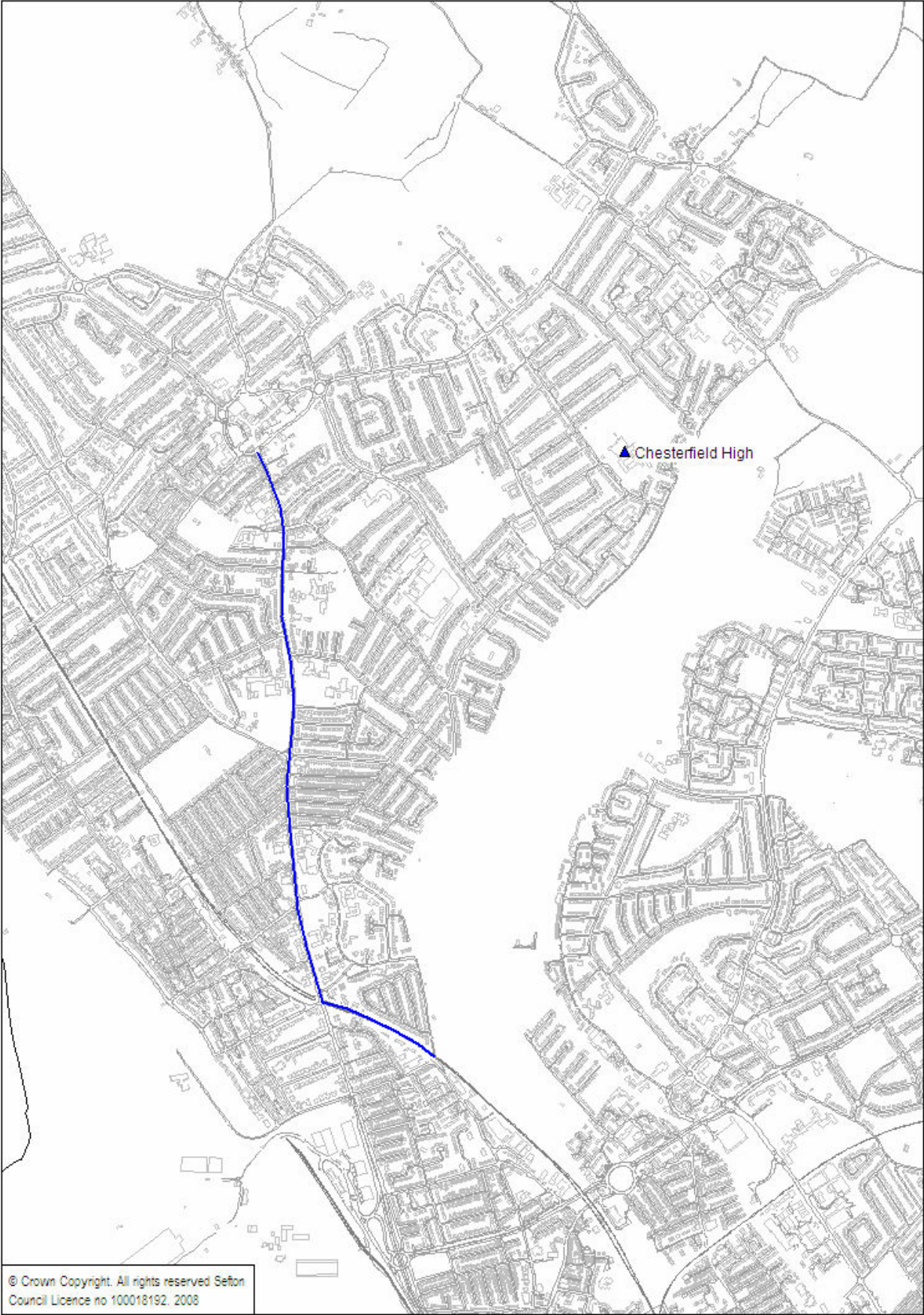
Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.



Chesterfield High Catchment Area



# Agenda Item 5

## Deyes High School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who are transferring from a primary school in Maghull, Lydiate, Melling or Aintree parish areas, who have a brother or sister (\*) who already attends the school and will still be at the school in September 2012. (1)

**Third Priority:** Children who are transferring from a primary school, who live in the area which is served by the school. This area is that part of Maghull bounded by a line, which runs down the middle of the roads in question as shown on the map overleaf. (1)

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### Definitions

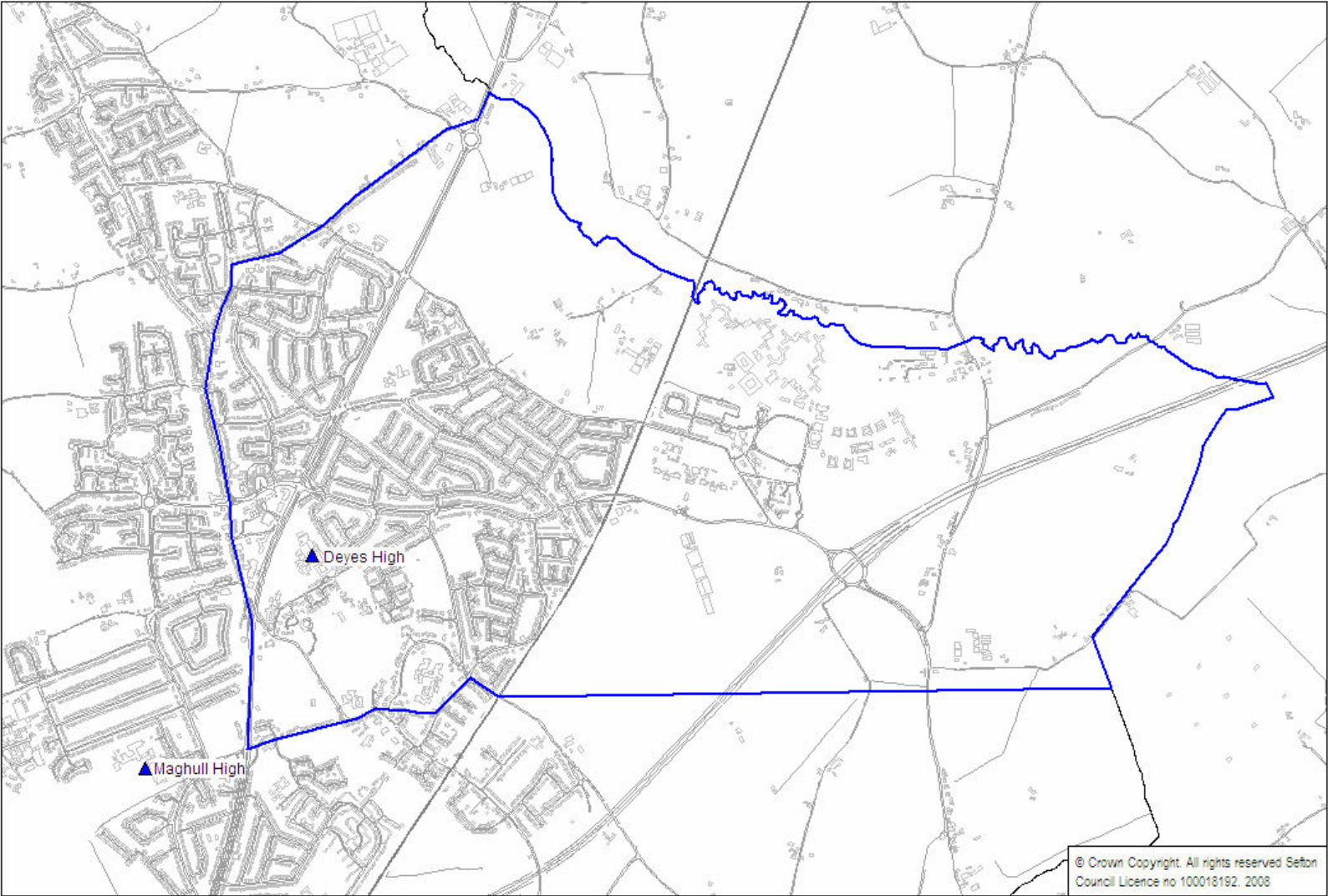
#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

Deyes High Catchment Area





# Agenda Item 5

## Formby High School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attends the school, as long as they will still be at the school in September 2012.

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Freshfield Primary School, Redgate Primary School, and Trinity St. Peter's Church of England Primary School. (1)

**Fourth Priority:** Children who, at the start of the Spring term 2012, are on the rolls of other primary schools in Formby. (1)

**Fifth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### Definitions

#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **Greenbank High School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a sister (\*) living in the same house who already attends Greenbank High School as long as they will still be at the school in September 2012. (1)

**Third Priority:** Children transferring from a Primary School who live in the area served by the school which is:-

*The Ainsdale area extending northwards to an area bounded by a line running from the shore along Park Road West, Albert Road, Park Crescent, Park Avenue, railway line (disused), Lesley Road, Manning Road, Oak Street, disused railway, Balfour Road, Scarisbrick New Road, Everard Road, Southbank Road, to Fine Jane's Brook. (1)*

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Sisters**

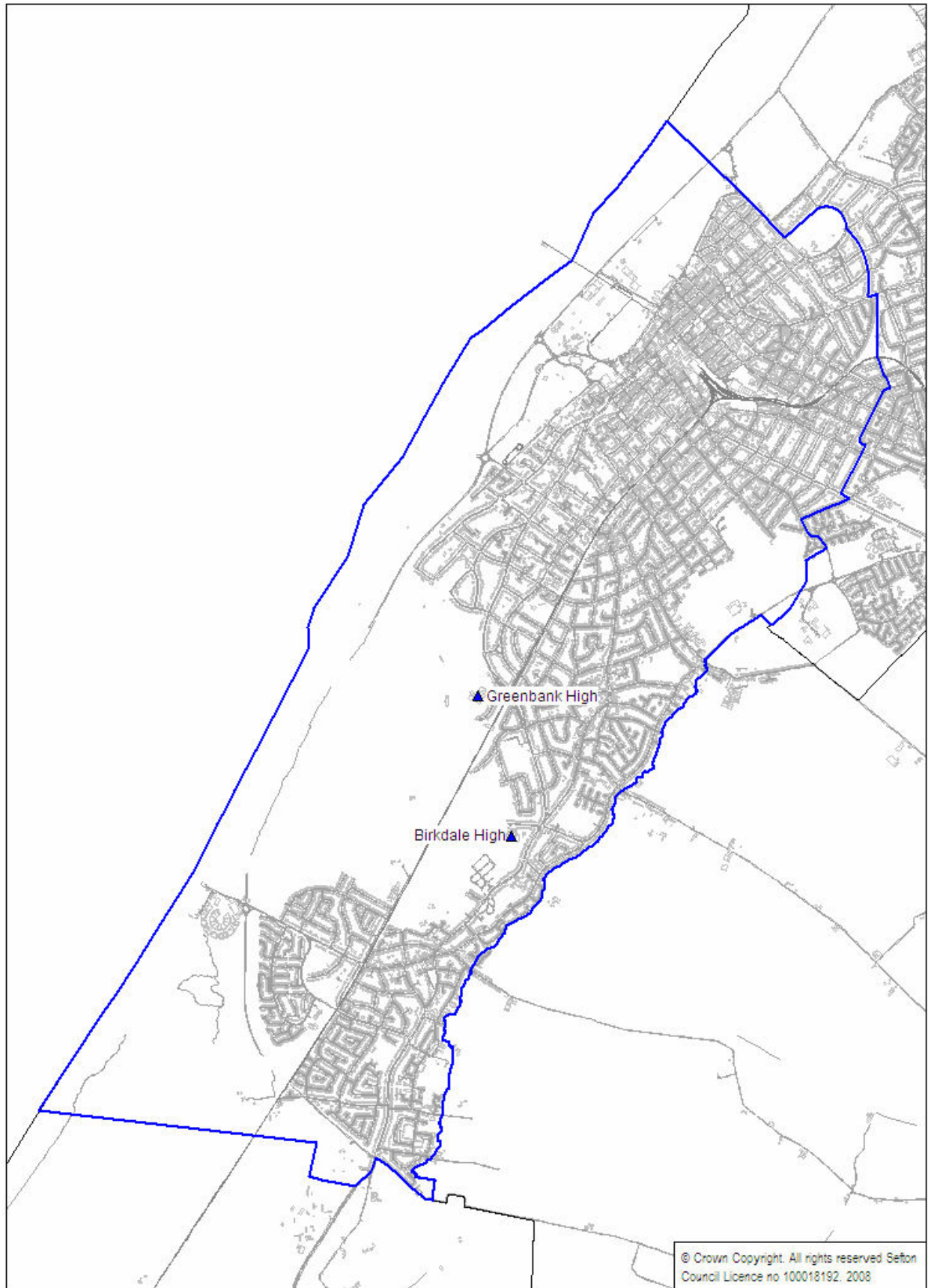
Includes step-children, foster children and half-sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

# Agenda Item 5

## Birkdale High and Greenbank High Catchment Area



## Hillside High School- Foundation School

Hillside High School's contributory primary schools are as follows:

Bedford Primary School  
Christ Church, Church of England Primary School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attend the school, as long as they will still be at the school in September 2012. (1)

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Bedford Primary School and Christ Church, Church of England Primary School. (1)

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### Definitions

#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## Litherland High School

Litherland High School's contributory primary schools are as follows:

# Agenda Item 5

Rimrose Hope Church of England Primary School (ex Beach Road Pupils)  
Hatton Hill Primary School  
Lander Road Primary School  
Litherland Moss Primary School  
St Philip's Church of England Primary School  
Netherton Moss Primary School  
Grange Primary School  
St Oswald's Church of England Primary School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attends the school as long as they will still be at the school in September 2012. (¹)

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Rimrose Hope Church of England Primary School (ex Beach Road (pupils), Hatton Hill Primary School, Lander Road Primary School, Litherland Moss Primary School, St Philip's Church of England Primary School, Grange Primary School, St Oswald's Church of England Primary School

NB. Any child admitted to Rimrose Hope CE Primary School in to yr 6 (not ex Beach Road pupils) that expresses a preference for Litherland High School will be treated as an ex Beach Road pupil if their address is closer to the ex Beach Road school rather than the ex William Gladstone School. (¹)

**Fourth Priority:** Other requests that name the school as a preference. (¹)

(¹) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions**

### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/ carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be



# Agenda Item 5

offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **Maghull High School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

# Agenda Item 5

**Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances**

**Second Priority:** Children who are transferring from a primary school, who have a brother or sister (\*) who already attends the school and will still be at the school in September 2012. (1)

**Third Priority:** Children who are transferring from a primary school who live in the Maghull, Lydiate, Melling or Aintree parish areas, (excluding the area served by Deyes High School) (1)

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions**

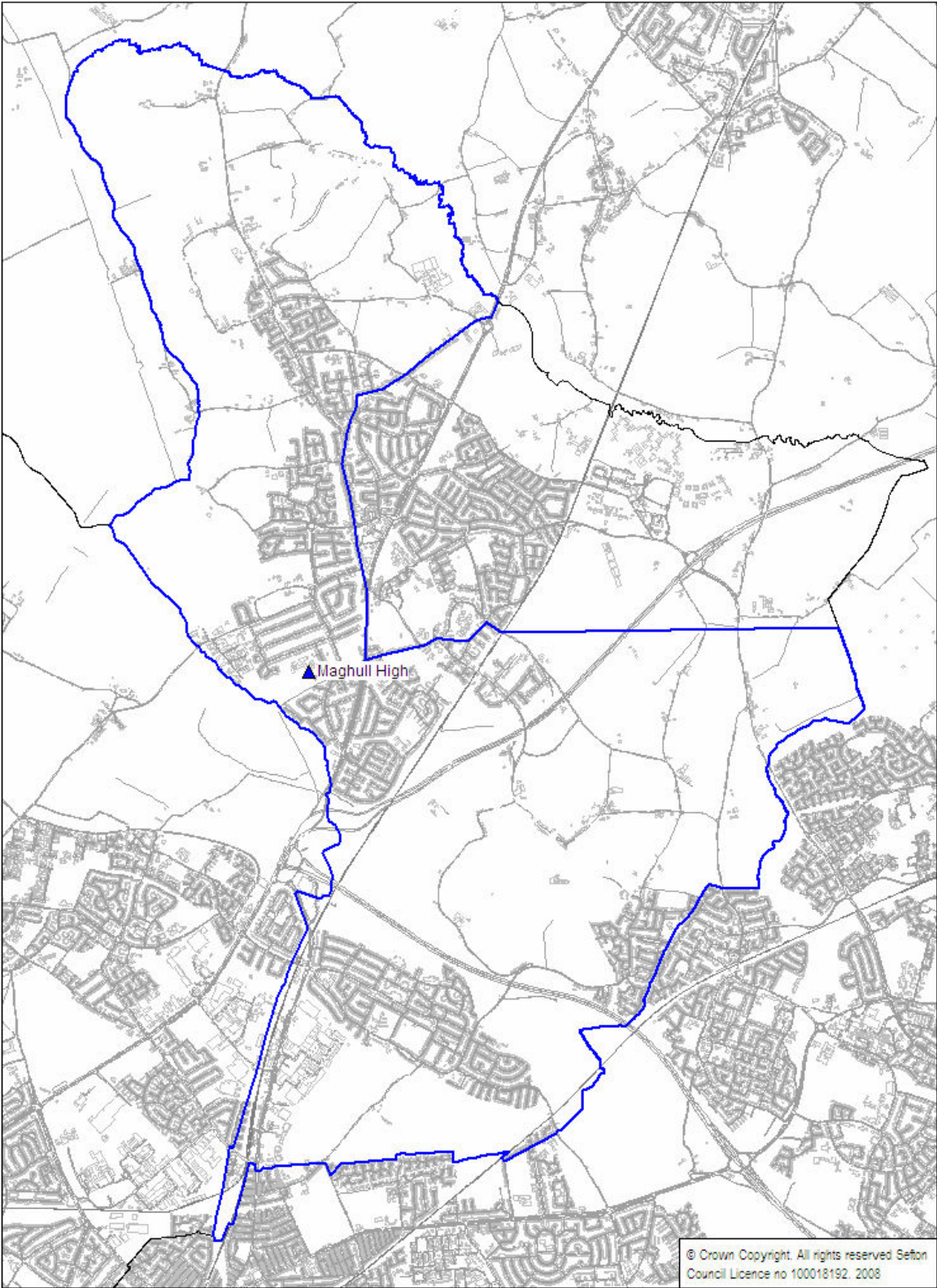
### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/ carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

Maghull High Catchment Area



Meols Cop High School

# Agenda Item 5

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have either a brother or sister (\*) living in the same house who already attends Meols Cop High School as long as they will still be at the school in September 2012. (1)

**Third Priority:** Children transferring from a primary school who live in the area served by the school which is:-

***The area of Southport bounded by a straight line which runs West from the Borough Boundary passing through Meols Hall then along Peets Lane, Bibby Road, Churchgate, Kings Hey Drive, Coudray Road, Allerton Road, Cambridge Road then south along Park Avenue, Roe Lane, Disused Railway, Manning Road, Oak Street, Balfour Road, Scarisbrick New Road, Everard Road, Southbank Road, Borough Boundary running parallel with Stamford Road, Benthams Way to the junction with Birkdale Cop then following the Borough Boundary Northwards along Boundary Brook to the northern point of the Boundary line. (1)***

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

## **Definitions**

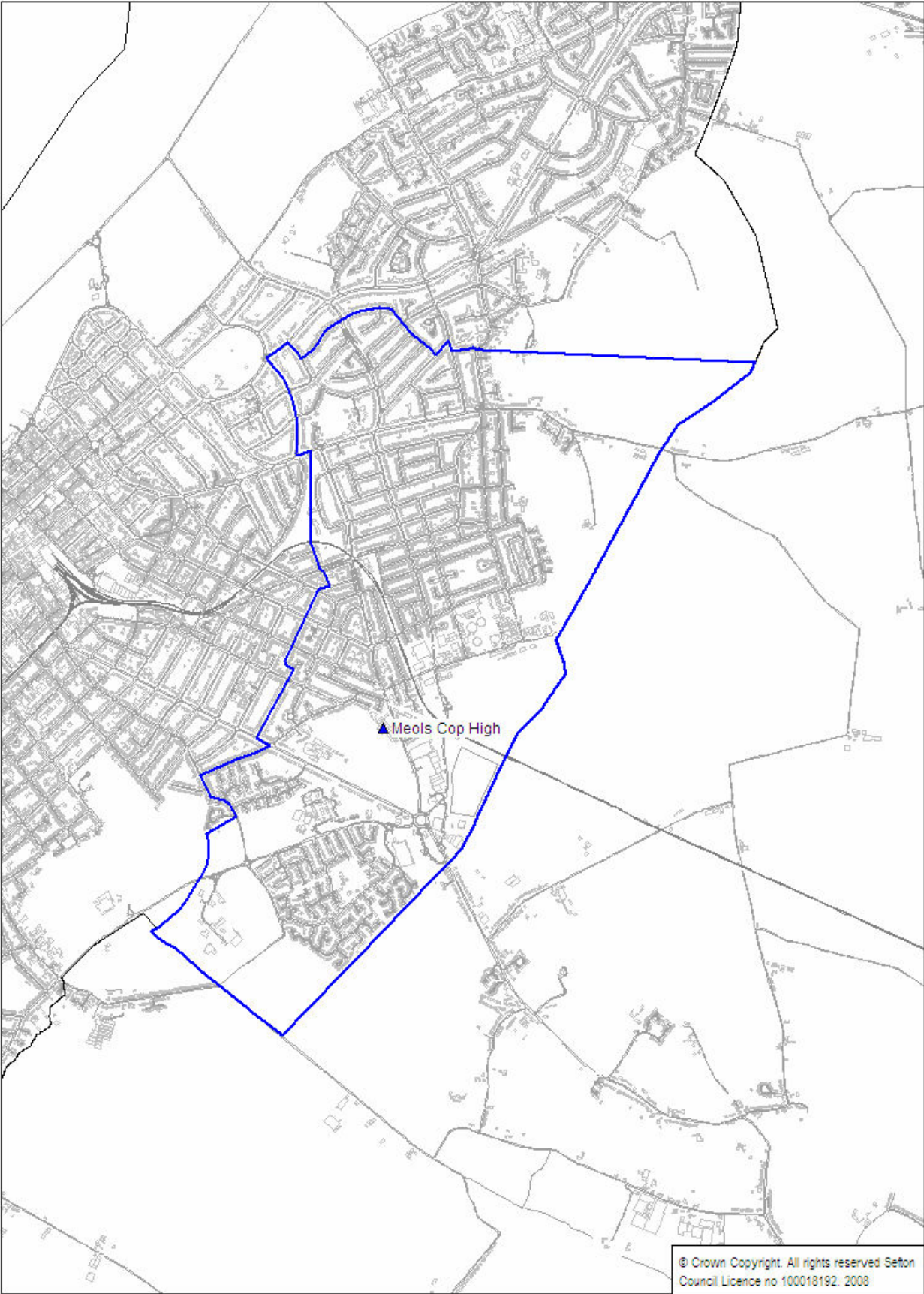
### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/ carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## Meols Cop High Catchment Area





# Agenda Item 5

## Range High School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attends the school, as long as they will still be at the school in September 2012. (¹)

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Woodlands Primary School and St Luke's Church of England Primary School, Formby. (¹)

**Fourth Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of other primary schools in Formby. (¹)

**Fifth Priority:** Other requests that name the school as a preference. (¹)

(¹) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is



accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **Stanley High School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances.**

**Second Priority:** Children who have either a brother or sister (\*) living in the same house who already attends the school, as long as they will still be at the school in September 2012. (1)

**Third Priority:** Children transferring from primary schools, who live in the area served by the school which is:-

The area of Southport from the coast running along the northern borough boundary to a straight line which passes through Meols Hall and Peets Lane and then Churchgate, Kings Hey Drive, Coudray Road, Allerton Road, Cambridge Road, Park Crescent, Albert Road, and extending westwards down Park Road to the coast. (1)

**Fourth Priority:** Other requests that name the school as a preference. (1)

(1)If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Brothers and sisters**

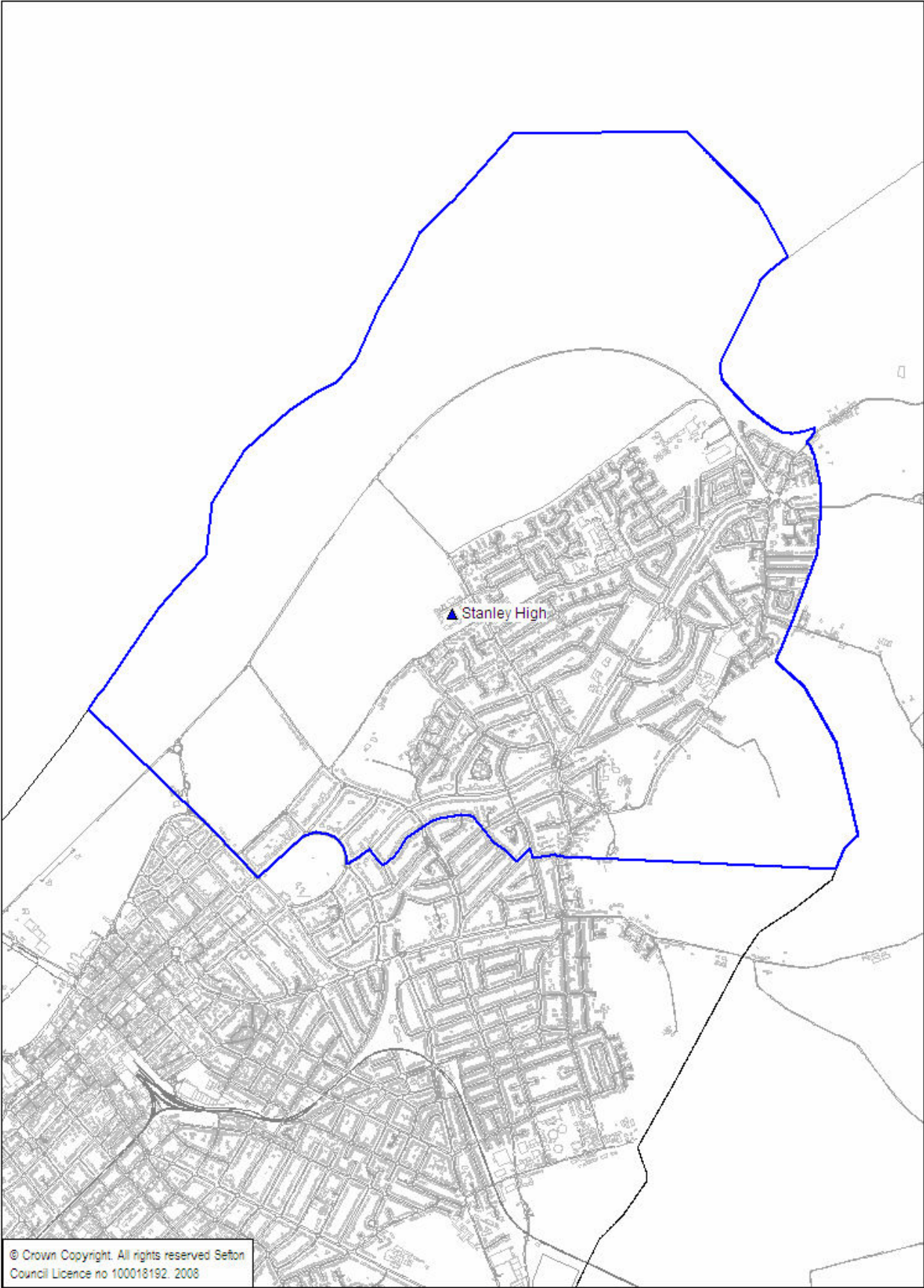
Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

# Agenda Item 5

## **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## Stanley High Catchment Area



# Agenda Item 5

## St George of England High School

**St George of England High School's contributory primary schools are as follows:**

Thomas Gray Primary School  
Linacre Primary School  
Springwell Park Primary School

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attend the school, as long as they will still be at the school in September 2012. (¹)

**Third Priority:** Children who, at the start of the Spring Term 2012, are on the rolls of Thomas Gray Primary School, Linacre Primary School and Springwell Park Primary School. (¹)

**Fourth Priority:** Other requests that name the school as a preference. (¹)

(¹) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

#### **Twins/ Multiple Births**

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## **St Michael's Church of England High School**

**First Priority:** Children who are in public care when preferences are expressed and who are expected to still be in public care when they go to the school.

Children identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, backed up by medical evidence in order to assess each situation depending on circumstances.

**Second Priority:** Children who have a brother or sister (\*) living in the same house who already attend the school, as long as they will still be at the school in September 2012. (1)

**Third priority:** Children who, at the start of the Spring Term 2012 are on the rolls of St John's Church of England, St Luke's Halsall Church of England, St Nicholas' Church of England and Valewood primary schools and children on the roll of Waterloo Primary School living in Crosby and Waterloo to the west of a line running down the middle of Liverpool Road and Crosby Road North to its junction with Great George's Road and the remainder of Waterloo and Seaforth (that is south of Great George's Road). (1)

**Fourth priority:** Other children living in the Diocese of Liverpool who, at the start of the Spring Term 2012 are on the roll of a Primary School. (1)

**Fifth Priority:** Other requests that name the school as a preference. (1)

(1) If it is not possible to allocate places for all applications within this category then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home to the nearest school gate. In every case we will measure from the property's address point to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

### **Definitions**

#### **(\*) Brothers and sisters**

Includes step-children, foster children and half-brothers and sisters, or children of the parent/carer's partner, living in the same family unit at the same address, who go to the school in question, as long as they will still be at the school in September 2012.

# Agenda Item 5

## Twins/ Multiple Births

Occasionally the last child we offer a place to at a school is the first child from a family of multiple births. This means that the other child/children would be offered a place at an alternative school. In this situation the place will be offered to the parents/carers for a decision to be made as to which child is accepting the place. The other child/children can be put on a waiting list for the preferred school.

## Admission Numbers 2012-13

Each school has an Indicated Admissions Number (IAN) that is calculated using the Net Capacity Formula for measuring the size of the school.

The proposed published admission number (based on the IAN) is the number of places that will be available for the admission to reception for each school in 2012.

The Admissions Authority should not offer places in excess of this number once it has been determined.

<b>Community Schools</b>	<b>Published Admission Number 2011/2012</b>	<b>Proposed Admission Number 2012/13</b>
<b>Birkdale High</b>	<b>188</b>	<b>192 <sup>(1)</sup></b>
Chesterfield High	224	224
Deyes High	230	230
Formby High	155	155
Greenbank High	206	206
Litherland High	240	240
Maghull High	220	220
<b>Meols Cop High</b>	<b>138</b>	<b>150 <sup>(2)</sup></b>
Range High	196	196
St George of England High	153	153
Stanley High	169	169

<b>Foundation School</b>	<b>Published Admission Number 2011/2012</b>	<b>Proposed Admission Number 2012/13</b>
<b>Hillside High</b>	<b>190</b>	<b>194 <sup>(1)</sup></b>

<b>Church Of England Schools</b>	<b>Published Admission Number 2011/2012</b>	<b>Proposed Admission Number 2012/13</b>
St Michael's CE High	170	170

<b>Catholic Voluntary Aided -Schools</b>	<b>Published Admission Number 2011/2012</b>	<b>Proposed Admission Number 2012/13</b>
Christ the King Catholic High	210	210
<b>Holy Family Catholic High</b>	<b>156</b>	<b>135 <sup>(1)</sup></b>
Maricourt Catholic High	253	253



# Agenda Item 5

Sacred Heart Catholic College	216	216
Savio Salesian College	148	148
St Ambrose Barlow Catholic College	120	120
St Wilfrid's Catholic High *	187	187

\* There is currently a Public consultation underway relating to the closure of St Wilfrids Catholic High School

(1) increased/reduced PAN due to accommodation changes

(2) Requested increase

## **The Scheme for Co-ordinating Admissions to Sefton Authority Secondary Schools for the Academic Year 2012/13**

*The proposed Scheme will come in to force for applications being submitted in September and October 2011 for the admission of pupils who are of age to be admitted to secondary school in September 2012.*

All Sefton Authority Community Secondary Schools, Voluntary Aided Secondary Schools, Church of England Secondary Schools and Sixth Form Centres will be included in the Scheme.

# Agenda Item 5

## 1. APPLICATION FORMS

- ❖ **1st September 2011** Sefton Authority will publish the information and arrangements within the Admission to Secondary Schools handbook, along with the admission application form that will be used to admit pupils into year 7 starting in 2012/13.
- ❖ The Authority will make arrangements to ensure that the booklet and admission application form is distributed to parents via primary schools in the area. In addition each school will receive a written explanation of the co-ordinated admission arrangements.
- ❖ The admission application form will allow parents to express three preferences for any schools in ranked order (including Voluntary Aided schools). The schools can be inside or outside of Sefton. Parents will have the option to give reasons for these preferences.
- ❖ The application form should be returned to the **child's primary school, to the Authority direct or completed online. The Authority recommends the use of on-line application.**
- ❖ The Authority will take all reasonable steps to ensure that every parent resident in the area who has a child in their last year of primary education receives a copy of the admission booklet, plus a letter of explanation.
- ❖ The Governing Body of a Voluntary Aided school may request that parents, who have named their school provide additional/supplementary information (using the schools supplementary form) in order for the Governing Body to apply their admission criteria to the application, if necessary.
- ❖ The closing date for applications is **31 October 2011** and parents should return their completed admission application form to their child's primary school, to the Authority directly or apply online. Sefton residents attending schools in neighbouring LEAs should return their completed admission application form directly to Sefton Admissions Team by **31 October 2011** or apply online.
- ❖ **By 4 November** Primary schools will forward all applications received at the school to the Authority.
- ❖ **By 18 November 2011** the Authority will forward copies of all admission application forms to other LEAs if parents, resident in Sefton, have expressed a preference for a maintained school in another area.
- ❖ **By 30 November 2011** the Authority will forward application information to Voluntary Aided schools in Sefton where parents have expressed a preference for those schools.

## 2. DETERMINING OFFERS

- ❖ All first, second and third preferences for all schools will initially be **treated as equal** regardless of parents ranking. If more than one school place can potentially be offered by any admitting Authority, a single offer for the school which has been ranked highest by the parent will be made. If the highest offer is for a school in another LA and that LA informs the Authority that it intends to offer a place, then the Authority will not offer a school place in Sefton.
- ❖ If the Authority is unable to make an offer to a parent for any of their preferred schools, then a place will be offered at the nearest Community High school with a vacancy.
- ❖ If a parent has expressed only one preference and this preference is for a Catholic School but cannot be granted and the child is a baptised Catholic, then a place will be offered at the next nearest Catholic School with a vacancy.
- ❖ Each Secondary school has a published admission number. The published admission number is the number of places offered for the particular year of admission. **The relevant Admission Authority should not offer places in excess of this number once it has been determined.**
- ❖ **By 6 January 2012** the admission authority for each Voluntary Aided School will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Authority with a list of those applicants. NB Each applicant must be noted and ran
- ❖ Families moving into the area, or changes to existing applications will only be considered if they are received by **3 February 2012** with proof that the removal has taken place.
- ❖ **By 15 February 2012** the Authority will inform other LAs of places in Sefton schools to be offered to their residents and on **1 March 2012** the Authority will provide Sefton Secondary schools with a list of the pupils to be offered places at their schools.
- ❖ **On 1 March 2012** the Authority will send parents a letter confirming offers of places at the allocated school. The Authority will write on behalf of the Governing Bodies of Voluntary Aided schools. The letter will inform applicants of the school at which a place is offered and, (if applicable) the reasons why the child is not being offered a place at any other school nominated on the admission application form, which is

# Agenda Item 5

ranked higher than the school place offered. The letter will also include information about the applicants statutory right of appeal against the decision to refuse places at other named schools. An appeal form will be included with the letter if they have been refused a place at a Community school or contact details for the school if the refusal is for a Voluntary Aided school.

### 3. LATE APPLICATIONS

- ❖ The closing date for applications for the normal admissions round is **31 October 2011** and Sefton residents are expected to have returned an admission application form by that date. Applications received from other LA residents for a school maintained by Sefton will be treated as late if they are received after the closing date in their home authority's co-ordinated admissions scheme.
- ❖ Application forms, for Voluntary Aided schools within Sefton, received after the closing date will be passed to the school with a note that it has been received late. It will be for that admissions authority to decide how it wishes to respond to the application.
- ❖ Application forms (including house moves) received for Community Schools after **31 October 2011** but before **3 February 2012** may still be considered in the 1<sup>st</sup> March allocation.
- ❖ Applications received after 3<sup>rd</sup> February (including house moves) will be only be dealt with after 1<sup>st</sup> March with other correspondence in the strict date order we receive it.
- ❖ For applications received after **1 March 2012**, parents will normally be notified within ten working days of the school that has been allocated to their child and advised of their right of appeal if any preference has been refused.
- ❖ For families moving into the area after 31<sup>st</sup> October 2011, their application will be considered if it is received by **3 February 2012** with proof that the removal has taken place

### Waiting Lists

- ❖ The Authority will operate a waiting list for every Community school in Sefton that is oversubscribed from the time that places are allocated until the end of the first term of the start of the **2012/13** academic year. The waiting list will be kept in priority order in line with the school's admissions criteria and if a place becomes available, it will be offered to the next child on the list.
- ❖ After the closing date for receiving appeals, the waiting list will be amended to only include those pupils whose parents have submitted an

# Agenda Item 5

appeal. At this point new applicants will be added to the waiting list and will be placed on the list in priority order under the schools admissions criteria. NB Please note that at either stage, waiting lists may change because of children accepting places at alternative schools or because of families who later move into the area and ask for a place at the high school in question will be placed on the waiting list in line with the admission criteria. If a place becomes available it will be offered to the next child on the list. The contact will be via telephone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place.

- ❖ The Governing Body of Voluntary Aided schools may maintain an individual waiting list for their school.
- ❖ All other applications outside the normal admission round must be made directly to the Sefton Admissions Office at the Local Authority. Applicants on a waiting list may be contacted (in criteria order) if a place becomes available. The contact will be via telephone, email or letter. If no response is received within 5 working days, the applicant will be removed from the waiting list as a declined offer and the next applicant will be contacted automatically and offered the place.

# Agenda Item 5

## **TIMETABLE FOR CO-ORDINATING SECONDARY ADMISSIONS FOR SEPTEMBER 2012**

National Closing Date for all applications  
**31 October 2011**

All Secondary application forms plus pupil lists to be sent from Primary Schools to Sefton Authority by  
**4 November 2011**

Exchange preference information with other LA'S  
**18 November 2011**

Application information to be sent to Voluntary-Aided schools by  
**30 November 2011**

VA Schools MUST return decisions and allocation lists (rankings) to LA by  
**6 January 2012**  
**If lists are not received by this deadline there is no guarantee they can be included in the initial allocation for 1<sup>st</sup> March 2012**

No changes to existing applications can be made after this date  
**3 February 2012**

Decisions to be sent to other LA'S by  
**15 February 2012**

Sefton LA to inform Primary Schools  
of the allocations to be made for their schools before offer letters are sent to parents

Allocation letters sent  
**1 March 2012**



# Agenda Item 5

Appeals hearings take place  
**Summer term 2012**

This page is intentionally left blank

# Agenda Item 6

**REPORT TO:** CABINET MEMBER, CHILDRENS SERVICES

**DATE:** 22<sup>ND</sup> MARCH 2011

**SUBJECT:** SEFTON IN-YEAR SCHOOL ADMISSIONS SCHEME  
2011-12

**WARDS  
AFFECTED:** ALL WARDS

**REPORT OF:** PETER MORGAN  
STRATEGIC DIRECTOR - CHILDREN, SCHOOLS &  
FAMILIES

**CONTACT  
OFFICER:** JANE CLARK (0151 934 3487)

**EXEMPT/  
CONFIDENTIAL:** NO

**PURPOSE/SUMMARY:**

To ask the Cabinet Member to approve the determined admission arrangements in relation to the introduction of the new co-ordinated In-Year Admissions Scheme and arrangements within Sefton for 2011-12 academic year.

**REASON WHY DECISION REQUIRED:**

The Cabinet Member has delegated powers to approve the Sefton In-Year Admissions Scheme and arrangements 2011-12.

**RECOMMENDATION(S):**

The Cabinet Member is asked to approve the following determined scheme under the Schools Standards and Framework Act 1998 (amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).

**KEY DECISION:** No

**FORWARD PLAN:** Not Appropriate

**IMPLEMENTATION DATE:** Following the expiry of the “call-in” period for the Minutes of the Cabinet Member meeting.

# Agenda Item 6

**ALTERNATIVE OPTIONS:**

**IMPLICATIONS:**

**Budget/Policy Framework:** None.

**Financial:** None.

<u><b>CAPITAL EXPENDITURE</b></u>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>	<b>2013/ 2014 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u><b>REVENUE IMPLICATIONS</b></u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None.

**Risk Assessment:** N/A

**Asset Management:** N/A

**CONSULTATION UNDERTAKEN/VIEWS**

A consultation exercise was undertaken throughout December 2009 and January 2010 in relation to the composition of the new scheme and arrangements. The exercise involved consultation with:

- All schools in Sefton;
- Neighbouring Local Authorities;
- The Church of England Diocese;
- The Catholic Archdiocesan Schools Department.

## CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities	✓		
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

## LINKS TO ENSURING INTEGRATION:

Not applicable.

## IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

### CYPP

- 3.1 Parents and carers receive support in helping their children enjoy and achieve.
- 3.4 Children and young people are enabled and encouraged to attend and enjoy school and achieve highly.
- 3.8 Children and young people with learning difficulties and disabilities are helped to enjoy and achieve.

### LAA

- 8 Educational Achievement and Training
- 9 Looked After Children

## LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None.

# Agenda Item 6

## **SEFTON IN-YEAR SCHOOL ADMISSIONS SCHEME 2011-12**

### **1. Background**

- 1.1 Under the terms of the legislation referred to above, Local Authorities are required to formulate, agree and determine a new In Year Admissions Scheme in order to implement the full co-ordination of all admission applications to schools (in year applications) commencing from September 2011.
- 1.2 In accordance with guidelines issued within the New Schools Admissions Code 2009, the consultation exercise and formulation of the scheme has been undertaken in December 2010 and January 2011.
- 1.3 After this period of consultation, the arrangements have been presented to the Sefton Admissions Forum, who have agreed the scheme on 8 February 2011.

### **2. Proposals**

- 2.1 The Cabinet Member is asked to approve the attached determined In Year Admissions Scheme and arrangements commencing September 2011.

### **3. Recommendations**

- 3.1 The Cabinet Member is asked to approve the following determined scheme under the Schools Standards and Framework Act 1998 (as amended by the Education and Inspections Act 2006 and the Education and Skills Act 2008).



## DETERMINED CO-ORDINATED ADMISSIONS SCHEME FOR IN-YEAR ADMISSIONS FROM SEPTEMBER 2011 (Admissions outside of the normal admissions rounds)

### SECTION 1

#### *Timetable*

Applications can only be distributed to parents/carers via the Sefton In-Year Admissions Team.

Approaches to all schools direct from parents **MUST** be forwarded to Sefton In-Year Admissions Team. Schools **MUST** ask parents to apply using the application process as agreed within the scheme.

Each application received by Sefton is date stamped and recorded on to system in strict date received order.

In-Year Admission Team confirm/input application details on to the Admissions database within 3 school days of receipt.  
In-Year Admissions Team forward application details to Voluntary Aided Schools and where appropriate other local authorities.

Voluntary Aided schools process application if places available.

If full, VA school to use admissions criteria to add applicant to school waiting (if holding a list) in criteria order.

**Decision returned to LA within 3 school days.**

Sefton LA will therefore co-ordinate with all schools listed as a preference and offer all applicants their highest preferred school, or inform applicants of right of appeal.

If no preference can be offered the applicant will be offered the nearest alternative school to applicant's home address with places available.

### SECTION 2 The Legislation

*In-Year applications (where mandatory requirements are imposed by the code or by statutory provision the code states **must**,)*

# Agenda Item 6

The School Admissions Code states:

## Co-ordination of all school admissions from 2011-2012 onwards

*For admissions to schools in the academic year 2011-2012 onwards, local authorities **must** formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.*

*The following paragraphs reflect the law as it applies to in-year applications. While it is for each local authority to decide the scheme that best suits its residents and its schools, they **must** ensure that they:*

*a) comply with law and regulations, including all the procedural requirements (for example, the scheme **must** require a common application form to be completed, allowing at least three preferences, the scheme **must** provide for information sharing with other local authorities, and it **must** ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and*

*b) do not disadvantage families resident in other local authorities who apply for schools in their area (which would be contrary to the rule established by the Greenwich Judgment 51).*

*Co-ordination schemes do not affect the rights and duties of the governing bodies of Voluntary Aided and Foundation schools to set and apply their own admission arrangements,, but **must** ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area.*

*A summary of how the co-ordination scheme works **must** be included in the local authority's composite prospectus for School Admissions.*

*Each School in Sefton has a published admission number for initial admissions to the school . Eg 30 for a Primary intake at reception or eg 190 for admission to High school.*

*This number applies throughout the school at each age group (unless the admissions number has been adjusted previously in a particular year) and schools should not admit over this number in any age group (except via the legal appeals process or in prior agreement with the LA).*

*For In-Year applications a pupil cannot be refused admission to a school unless the admission number for that year group has been reached (**Admissions Code Para 1.24**) There are some rare exceptions that are defined within the Admissions Code. These exceptions will be applied by the relevant admissions authority as appropriate.*

## Section 3 The Scheme

### 3.1 Applying for a school place

# Agenda Item 6

Sefton Council (The Local Authority) coordinates **all** applications for school places for **all** schools for children resident in Sefton (except for Special Schools and Independent Schools).

Parents with children of statutory school age who move into or within Sefton and require a school place outside of the normal transfer times should apply for a school place using the official application form. The In-Year application form will only be available via the Sefton Schools In-Year Admissions Section. (It will be possible to apply on line at a future date to be confirmed).

Parents/Carers will need to complete the In-Year application form and any additional information, which may be required, before their application can be considered.

In some identifiable cases where specific information has been highlighted on the In-Year application form relating to (eg school history, non-attendance or school to school transfer without a house move) additional information may be required from a previous school in order for the application to be considered fully.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/UK Service personnel are exempt).

The Local Authority (LA) will not consider applications for schools whereby the date that the place is required from, is more than 1 month from the date of the application. (e.g. applying in January but not moving or requiring a place until March; we will only consider an application from February).

Children **must** be resident within Sefton before an admissions application can be considered. This means that permanent residency in Sefton must be established. (Crown/UK service personnel are exempt). An appeal for a place where a school is full can still be submitted to the Authority as long as permanent residency in Sefton has been established.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement may be required. The LA reserves the right to seek further documentary evidence to support a claim to residence.

Parents are required to return the completed application form, with any appropriate supplementary information/evidence to:-

The In-Year Admissions Team, Town Hall, Oriel Road, Bootle, Liverpool, L20 7AE

## **3.2 In-Year Admissions Application forms**

Parents **must** apply to **their own local authority** regardless of the school they are applying for. The application form allows parents to apply for any school (excluding independent schools and special schools), and to give reasons for their preferences.

If parents that do not reside in Sefton apply directly to a school for admission, the school/governing body should inform the applicant to apply via their home local authority who will then coordinate across borders with Sefton.

The application form will ask the parent for the following information:

# Agenda Item 6

- Details of the child for whom the application is being made (address, date of birth etc)
- Give details about the person completing the application (name, address, relationship to the child, contact details)
- Name the child's current school
- To express up to three preferences for schools to be admitted
- List their preferences in order
- Indicate if the child has a statement of special educational needs
- Give details of siblings who currently attend the preferred school(s)
- Identify if they are Crown Services Personnel

**The Local Authority will aim to issue an offer of a school place within 10 school days of receipt of application if the child is without a school place (subject in some cases to the relevant background/additional information being available).**

All preferences listed on the In-Year application form will be considered equally.

### **3.3 Applications for Community or Voluntary Controlled Schools**

The School Admissions Team will ensure that all parents' preferences are logged within the admissions database within 3 school days of receipt of application.

The LA will aim to process all applications for a Community or Voluntary Controlled school within a further 10 school days, applications for a child without a school place (requiring school place immediately e.g. child is not on roll of any school) will be processed as soon as possible and should be completed within 10 school days.

If there are more applications than places available, the In-Year Admissions Team will apply the oversubscription criteria for Community and Voluntary Controlled Schools.

If the LA is unable to meet any of the preferences requested by the parents, a place will be offered at the school nearest to the child's home address that has a place available, unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent.

**The Local Authority will inform parents in writing of the outcome of their application.**

### **3.4 Applications for Voluntary Aided Schools**

Voluntary Aided Schools are required to advise parents that they need to apply for a school place through the Local Authority.

**Voluntary Aided schools should consider all applications without unnecessary delay. The school should admit the child if there is a space available in the year group requested (unless exempt under 3.32 of the School Admissions Code).**

# Agenda Item 6

The In-Year Admissions Team will ensure that all parents' preferences are logged on the admissions database **within 3 school days of receipt of application.**

The LA School Admissions Team will send details of all applications received, including any additional information that has been gathered, to the relevant Voluntary Aided school, if the school is shown as first preference, or when the LA is unable to offer a higher preference school.

Additional Information may assist the school/governors in making a decision quickly. It is the **school's responsibility** to gather any further or supplementary information relating to each applicant, especially if the school is full and the applicant is to be placed on a waiting list.

If there are more applications than places available, e.g two applicants and one place available, a VA school is required to apply its admissions criteria to each applicant and **advise the local authority within 3 school days if they can offer a place.**

If the school is oversubscribed they can place the pupil on the school's waiting list, (in admissions criteria order, if the school decides to hold one), and refer back to the local authority, who will offer the right of appeal to the applicant.

As each preference will be dealt with equally, it may be that some children, that have requested admission to a VA School, will be allocated places at alternative schools for which they are also eligible and which have been placed higher in the rank order of parental preference.

To maintain public confidence and to ensure transparency, the local authority will periodically in agreement with schools, check school waiting lists to ensure applicants are held in the correct order.

**NB** Decisions to refuse admission cannot be made by a single individual (Admissions Code Para 1.36) and governors must adhere to this requirement.

**The Local Authority will inform parents in writing of the outcome of their application.**

Each Voluntary Aided School must let the LA know if they will be holding a waiting list and how the list will be administered and maintained.

***Where the School has places available and the LA is satisfied that an admission will not seriously prejudice the efficient use of resources within a school, the LA will write to the school requesting admission of the applicant within a specific timeline.***

***In these circumstances if admission authorities do not admit an applicant where the school has places available and the application has not been referred through the Sefton Fair Access Protocol, the LA may issue a direction to the school in order for the school to admit the applicant. Any direction to admit issued will be automatically sent to the Office of the Schools Adjudicator and the chair of the school governors.***

# Agenda Item 6

## **3.5 Applications for schools in other Local Authorities (LA's)**

Parents resident in Sefton who wish to apply for a place at a school maintained by another local authority should apply to the local authority in which they live. The home local authority will then co-ordinate the application and contact the authority which maintains the school to advise of the application. Timescales in this situation may be extended from those above however; the home local authority will endeavour to keep in contact with the family to communicate progress.

The offer of a school place will be made by the home local authority following confirmation from the maintaining local authority that a place is available for the child.

A maintaining local authority should exchange information on applications made directly to them for children resident in Sefton and **must** inform the home local authority if a place is available at one of its schools for the pupil. The home authority will issue the offer of a school place letter.

Children moving house into a different local authority to which they currently live, should consider the local authority that they are moving into as their home authority for the purpose of their application for a school place.

## **3.6 Children with Statements of Special Education Needs**

Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

## **3.7 Offers of a school Place**

The In-Year admissions team will post out a letter to the child's home address to inform them of the outcome of their application and the right to appeal if applicable. Within this letter parents will be required to complete and return an acceptance slip to the local authority for the place offered. This must be within 14 days of the date on the offer letter. **Failure to return the acceptance slip may result in the offer of the place being withdrawn.**

## **3.8 Rejection of a school place**

Parents have 14 days from receipt of the offer letter to inform the LA School Admissions if they do not wish to accept the place.

If no notification is received, the LA will consider the offer as accepted, application completed and place filled. The In-Year Admissions Team will inform schools if a parent rejects the place offered for their child and will check that all applicants have started at the school where a place has been offered.

## **Section 4 Appeals**



## **4.1 Appeals for Community and Voluntary Controlled Schools**

Where a place at a higher preferred school cannot be offered, parents will automatically be given the right of appeal for a place at any schools listed as a higher preference than the school offered.

Where none of the preferred schools listed can be offered, the right of appeal will be given for places at all schools refused.

When the right of appeal is offered, an (AP1) appeal form and appeal leaflet will be posted to the parent with the refusal letter.

While an appeal is ongoing any other places offered will have to be accepted by a parent in order to be held until the decision of the appeal is known

## **4.2 Waiting Lists for Community and Voluntary Controlled Schools**

There is currently no legal requirement to hold a waiting list for In-Year applications to schools but the LA will hold In-Year waiting lists for schools. An applicant must request to be added to a schools waiting list to be included. Applicants will not automatically be added.

The waiting list will be held in admissions criteria order and each applicant will only remain on the waiting list until the end of the academic year in which they apply. If an applicant wishes to remain on the waiting list after that time another request must be made for the next academic year.

Where In-Year applications for reception and Year 7 are received too late for consideration within the normal admissions round, these will be included on the relevant waiting lists held for one term.

## **4.3 Waiting lists for Voluntary Aided Schools**

It is the decision of each admission authority whether they hold an In-Year waiting list. If they choose to do so, the school must hold the waiting list in criteria order (Admissions Code 3.19) and publish details of how it is administered and for how long it will be held.

## **4.4 When vacancies/places become available**

Applications will be considered live for the purposes of allocating a place which becomes available for an In-Year admission when:-

- they have an appeal pending for the same year group and school.
- they have applied for an In-Year place in that school and year but have not yet received an offer letter.
- they have listed the school as a preference for In-Year admission but have been refused and are still within the 14 day LA acceptance period for a place at another school.
- they have requested to be put on a waiting list for the school in the same year group and academic year and have responded to **contact within 5 school days**.

If there is more than 1 child in total from any of the categories above, places, which become available will be offered in order of the admission criteria.

## **4.5 Withdrawing offers of places**

# Agenda Item 6

An offer of a place can be withdrawn where it has been based on misleading or inaccurate application information. This may also apply after the pupil has started at the school in the case of giving misleading or fraudulent information to obtain a place.

## **4.6 General Admissions Information for Parents**

The 'In-Year Admission to Sefton' booklets will be available in PDF format on the Sefton MBC website – school admissions. They contain the following information:-

- A list of schools by local area
- The published admission number for each school
- Each schools admissions criteria
- Details on where to access further information
- Contact details for the Sefton In-Year Admissions Team

**In-Year paper application forms and copies of the 'In-Year Admissions to Sefton Schools leaflets (Primary & Secondary schools) can be obtained on request from:**

In-Year Admissions Team, Town Hall, Oriel Road, Bootle, Liverpool, L20 7AE  
email: [iyadmissions@sefton.gov.uk](mailto:iyadmissions@sefton.gov.uk)

# Agenda Item 7

**REPORT TO:** CABINET MEMBER – CHILDREN'S SERVICES

**DATE:** 22 MARCH 2011

**SUBJECT:** APPOINTMENT OF LA REPRESENTATIVES TO GOVERNING BODIES OF MAINTAINED SCHOOLS

**WARDS AFFECTED:** See Schools in attached list

**REPORT OF:** PETER MORGAN  
STRATEGIC DIRECTOR, CHILDREN, SCHOOLS & FAMILIES

**CONTACT OFFICER:** FRAN STODDART – 0151 934 3353

**EXEMPT/CONFIDENTIAL:** NO

**PURPOSE/SUMMARY:**

To advise the Cabinet Member of the current situation with regard to LA vacancies on the governing bodies of Community and Voluntary Aided Schools

**REASON WHY DECISION REQUIRED:**

To fill LA governorship vacancies which are delegated to the Cabinet Member.

**RECOMMENDATION(S):**

The Cabinet Member is requested to:-

- (a) Consider appointments to fill vacancies for LA governorships
- (b) Decide which vacancies should be referred to Area Committees.

**KEY DECISION:** No

**FORWARD PLAN:** Not appropriate

**IMPLEMENTATION DATE:** Following the expiry of "call in" period for the minutes of this meeting

**ALTERNATIVE OPTIONS:** NONE

**IMPLICATIONS:**

# Agenda Item 7

**Budget/Policy Framework:**

**Financial:** **NONE**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2006/ 2007 £</b>	<b>2007/ 2008 £</b>	<b>2008/ 2009 £</b>	<b>2009/ 2010 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** To ensure appointments of LA representatives governors are made in accordance with Governance regulations

**Risk Assessment:** Not applicable

**Asset Management:** Not applicable

**CONSULTATION UNDERTAKEN/VIEWS** **NONE**

**CORPORATE OBJECTIVE MONITORING:**

<u>Corporate</u>		<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>
------------------	--	-----------------	----------------	-----------------

# Agenda Item 7

<u>Objective</u>		<u>Impact</u>	<u>Impact</u>	<u>Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

## LINKS TO ENSURING INTEGRATION:

- ❖ To lead on the drawing together of a range of services and strategies to provide integrated support for the most vulnerable children, young people and their families (CYPP 2009/10 Priority 3).
- ❖ Supporting the schools transformation agenda, which includes the development of schools as communities offering integrated services to local children, young people and families (CYPP2009/10 Priority 4).

## IMPACT UPON CHILDREN, SCHOOLS & FAMILIES TARGETS AND PRIORITIES:

- ❖ Maintain and improve quality of leadership in schools to ensure they provide a good or better provision (NI 89), improve the number judged to have good or outstanding behaviour (NI 86, 114) and attendance (NI 87).
- ❖ Continually improve standards of attainment to meet and exceed government targets (NI 72, 73, 75, 76,78,84,86,92,93, 94,102A/B).
- ❖ Improve outcomes for the most vulnerable children and young people (NI 99, 100,101, 104, 105, 107, 108).

## LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

### CODE OF PRACTICE: APPOINTMENT OF LOCAL AUTHORITY GOVERNORS

3.7 Consideration will be given to the overall proportional composition of the political groups on the Council when LA representative governors come to the end of their term of office or resign and replacements are being considered. (Education Committee Meeting 16 September 1996 - Minute 568 (ii)).

**BACKGROUND:** Under the Responsibility for Functions (the Scheme of Delegation) the Cabinet Member has authority to fill LA vacancies on school governing bodies. A list of current vacancies is attached for consideration.

The current political representation is:  
Con: 23%, Lib Dem: 42%, Lab: 35%.

The current political representation on governing bodies is:  
Con: 17%, Lib Dem: 29%, Lab: 33%, Non Pol: 21%.

**SCHOOL**

**VACANCY**

**NOMINATION**

# Agenda Item 7

## **BIRKDALE WARD (D3)**

Birkdale Primary Southport (3 – L1, D2)	Ms I Chesworth End of Tenure	(L) (22.03.11)	_____
--	---------------------------------	-------------------	-------

Farnborough Rd Infants Southport (3 – C1, L1, D1)	Mr D Pullin End of Tenure	(D) (22.03.11)	_____
--	------------------------------	-------------------	-------

## **CHURCH WARD (L3)**

Sand Dunes Nursery Seaforth (2 – D2)	Mr G Fielding End of Tenure	(D) (22.03.11)	_____
---	--------------------------------	-------------------	-------

## **DERBY WARD (D1, L2)**

Bedford Primary Bootle (2 – L2)	Mr T Nagle End of Tenure	(L) (22.03.11)	_____
------------------------------------	-----------------------------	-------------------	-------

Cambridge Nursery Bootle (2 – L2)	Mrs D Hassall End of Tenure	(L) (22.03.11)	_____
--------------------------------------	--------------------------------	-------------------	-------

## **DUKE WARD (C2, L1)**

Greenbank High Southport (4 – C1, L1, D2)	Mr D Pullin End of Tenure	(D) (22.03.11)	_____
--	------------------------------	-------------------	-------

## **FORD WARD (L3)**

Hatton Hill Primary Litherland (3 – C1, L2)	Mr J Ferns Resignation	(L) (13.07.10)	_____
--	---------------------------	-------------------	-------

	Mrs L Cluskey Resignation	(L) (05.10.10)	_____
--	------------------------------	-------------------	-------

Litherland High Litherland (3 – L2, NP1)	Mrs L Jackson End of Tenure	(NP – L) (22.03.11)	_____
---	--------------------------------	------------------------	-------

Rowan Park Litherland (3 – L1, NP2)	Mr S Hall Resignation	(NP – D) (22.03.11)	_____
--	--------------------------	------------------------	-------

South Sefton 6 <sup>th</sup> Form College Litherland (4 -C1,D1,L1,NP1)	Mr G Jones Resignation	(NP - L) (18.01.11)	_____
---	---------------------------	------------------------	-------

## **HARINGTON WARD (C3)**

Formby High Formby (4 – C2, D1, NP1)	Cllr B Cooper End of Tenure	(C) (22.03.11)	_____
---	--------------------------------	-------------------	-------

St Jerome's Catholic Primary Formby (1- C1)	Mrs J Dawson Resignation	(C) (18.01.11)	_____
--	-----------------------------	-------------------	-------

## **LITHERLAND WARD (L3)**

Lander Road Primary	Mr D Bill	(L)	
---------------------	-----------	-----	--



# Agenda Item 7

Litherland (3 – 2L, 1NP) Resignation (22.03.11) \_\_\_\_\_

Linacre Primary  
Bootle (3 – L1, NP2) Mrs I Macdonald-Davis (NP – D)  
End of Tenure (22.03.11) \_\_\_\_\_

## MANOR WARD (C1, D1, L1)

Holy Family Catholic High  
Crosby (2 – C1, L1) Mr P Ralston (NP – L)  
Resignation (16.11.10) \_\_\_\_\_

Cllr M Barber (C)  
Non-acceptance (22.03.11) \_\_\_\_\_

## MEOLS WARD (D3)

Churchtown Primary  
Southport (4 – L1, D3) Mr J Tattersall (D)  
Resignation (22.03.11) \_\_\_\_\_

Crossens Nursery  
Southport (L1, D1) Mr A Harley (L)  
Resignation (16.11.10) \_\_\_\_\_

Cllr J Dodd (D)  
End of Tenure (22.03.11) \_\_\_\_\_

## PARK WARD (D3)

Maghull High  
Maghull (4 – D3, L1) Mr N Avery (D)  
Resignation (23.06.10) \_\_\_\_\_

## ST OSWALD WARD (L3)

Netherton Moss Primary  
Netherton (2 – D1, NP1) Mr J Melia (D)  
Resignation (13.07.10) \_\_\_\_\_

## SUDELL WARD (D3)

Deyes High  
Maghull (4 – L1, D2, NP1) Mr F Wilcock (D)  
Resignation (18.01.11) \_\_\_\_\_

Mrs P Currie (L)  
Deceased (18.01.11) \_\_\_\_\_

Maricourt Catholic High  
Maghull (2 – C1, D1) Mr A Devine (D)  
End of Tenure (22.03.11) \_\_\_\_\_

Northway Primary  
Maghull (3 – L1, NP2) Mrs N Crowder (NP)  
Resignation (05.10.10) \_\_\_\_\_

## VICTORIA WARD (D3)

Forefield Jnrs  
Crosby (3 – L1, D1, NP1) Mrs C Hill (D)  
End of Tenure (22.03.11) \_\_\_\_\_

# Agenda Item 7

Sacred Heart Catholic High  
Crosby (1 – L1)

Mr W Cowley  
Resignation

(NP - L)  
(25.08.09)

\_\_\_\_\_

**Information in brackets indicates the balance of political representation of the ward and also on the school's governing body and the date the vacancy was first presented to Cabinet Member. Non political appointments (NP) also show the party to which the original governorship was allocated. Labour (L), Liberal Democrats (D), Conservative (C), Parish Councillor (Pa Cllr).**