

EXECUTIVE BOARD – 19 NOVEMBER 2013

Subject:	School Admission Arrangements 2014/15 and 2015/2016 for community and voluntary controlled schools		
Corporate Director(s)/ Director(s):	Candida Brudenell, Interim Corporate Director for Children and Families		
Portfolio Holder(s):	Councillor David Mellen, Portfolio Holder for Children's Services		
Report author and contact details:	Nick Lee, Acting Head of School Improvement 0115 8764618 nicholas.lee@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Reasons: Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings <input type="checkbox"/> of £1,000,000 or more taking account of the overall impact of the decision	Revenue <input type="checkbox"/>		Capital <input type="checkbox"/>
Significant in terms of its effects on communities living or working in an area consisting of two or more wards in the City	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/>	
Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total value of the decision: Nil		
Relevant Council Plan Strategic Priority:	Wards affected:		
World Class Nottingham <input type="checkbox"/>	All		
Work in Nottingham <input type="checkbox"/>			
Safer Nottingham <input type="checkbox"/>			
Neighbourhood Nottingham <input checked="" type="checkbox"/>			
Family Nottingham <input checked="" type="checkbox"/>			
Healthy Nottingham <input type="checkbox"/>			
Leading Nottingham <input checked="" type="checkbox"/>			
	Date of consultation with Portfolio Holder(s): 11 October 2013		
Summary of issues (including benefits to citizens/service users): To consider and approve that the admission arrangements determined for the 2014/15 school year be referred to the Office of the Schools Adjudicator for variation and to approve the consultation for 2015/2016 to include proposed changes to admission arrangements for community and voluntary controlled schools for the 2015/2016 school year, to ensure fair access to school places and give priority to local children.			
Exempt information: An appendix is exempt from publication under paragraph 5 of Schedule 12A to the Local Government Act 1972 because it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because the information analyses the legal risks inherent in the options available to Nottingham City Council set out in the report, which the Executive Board is arguably entitled to consider without Nottingham City Council's position being adversely affected simply by the consideration of those risks.			
Recommendation(s):			
1. That consultation on proposed admission arrangements for 2015/16 be approved to include proposed changes for the removal of criterion 5 from the infant/primary schools admission criteria (i.e. pupils attending the nursery of the school), increasing the period of time the waiting list is kept open for infant, junior and primary schools, where it's not possible to offer a place at a school named by parents/carers and amending catchment areas to incorporate all currently undesignated areas of the city. The proposed change to remove criterion 5 from the infant/primary schools admission criteria is to ensure that Nottingham City Council is fully compliant with the School Admissions Code and to provide equality of access to all children and young people.			

2. That the admission arrangements determined for the 2014/15 school year be referred to the Office of the Schools Adjudicator to seek a variation in line with recommendation 1 above.

1 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 1.1 For the reasons set out in paragraphs 2.1 to 2.9 it is proposed to consult on proposed changes to the 2015/16 admission arrangements to include the removal of criterion 5 from the infant/primary schools admission criteria (i.e. pupils attending the nursery of the school), increasing the period of time the waiting list is kept open for infant, junior and primary schools, where it's not possible to offer a place at a school named by parents/carers and amending catchment areas to incorporate all currently undesignated areas of the city. The admission arrangements are set out in Appendix 1.
- 1.2 The proposed oversubscription criteria are attached as **Appendix 2**. Admission numbers for community and voluntary controlled schools are attached as **Appendix 3**. A map showing current and the proposed revised catchment areas for city community schools are set out in **Appendix 4**. A copy of the draft timetable for the 2015/16 admission year is set out in **Appendix 5** and the City Council's Fair Access Protocol is set out in **Appendix 6**.
- 1.3 The Local Authority is the admissions authority for community and controlled schools and is therefore responsible for determining the admission arrangements for these schools.
- 1.4 The 2012 School Admissions Code sets out details of who should be consulted on admission arrangements and specifies a timescale for consultation. Those who must be consulted include:
- parents of children between the ages of 2 and 18;
 - other persons in the relevant area who, in the opinion of the admission authority, have an interest in the proposed admissions;
 - all other admission authorities within the relevant area;
 - whichever of the governing body and the local authority who are not the admission authority;
 - any adjoining neighbouring local authorities where the admission authority is the local authority;
 - and, in the case of faith schools, the body representing the religion or religious denomination.
- 1.5 The Local Authority must publish the proposed admission arrangements on its website, together with details of the person within the admission authority to whom comments may be sent, for the duration of the consultation.
- 1.6 It is proposed to repeat the consultation procedure carried out in the autumn term 2011, this includes informing other admission authorities in the city and in Nottinghamshire area that they can view the proposals on the website and make comments by completing the online response form, by email or letter. Parents/carers will be advised of the consultation via the website, posters and the local press, including details of where they can find further details and how to respond to the consultation.
- 1.7 The proposed consultation will run from 2 December 2013 to 31 January 2014. Any recommendations for consideration by the Local Authority as part of the annual consultation should therefore be made by 31 January 2014.

2 REASONS FOR RECOMMENDATIONS

- 2.1 In the Autumn term 2013 the Office of the Schools Adjudicator found in a number of cases referred to them that admission arrangements which included a nursery criterion did not comply with the School Admissions Code, in that it failed the test of being “fair”. The Adjudicator regarded it as unfair that proposed nursery criterion *“may have the effect of making parents seek a nursery place which does not meet their needs or leaving them without a reception place because they need more child care than is offered.”* She took the view that this unfairness outweighed the educational benefits of the proposal.
- 2.2 The Adjudicator also made reference to paragraph 2.16 of the School Admissions Code, which covers compulsory school age and deferred entry. She took the view that it is unfair to put any pressure on parents to enrol at the school earlier than they are legally required to. *“Parents have an absolute right to wait until their child is of statutory school age before school admission. Therefore, I think if there is any part of the school’s admission arrangements which results in a parent feeling under pressure to send their child to school, albeit to the nursery class, earlier than they wish and before they are legally obliged to do, then this seems to me to go against the assumption behind this paragraph of the Code, and I consider it to be unfair.”*
- 2.3 In each case considered by the Adjudicator she also found the nursery criterion to be unfair because the admission arrangements to the pre-school “would not be lawful if used for admission to the school.” She stated, *“I consider that to have admission to the school in any way dependent on unregulated admission arrangements of the pre-school is unfair.”*
- 2.4 In autumn 2011 the Local Authority consulted on arrangements for admission to schools in the 2013/14 school year to reduce the period of time the waiting list is kept open. Paragraph 3.19 of the School Admissions Code states that each admission authority must maintain a waiting list for at least one term in the academic year of admission, for every oversubscribed school.
- 2.5 In addition to the Local Authority maintaining a waiting list for until the end of the autumn term in the academic year of admission, it also currently maintains a waiting list for all year groups, with the exception of years 6, 10 and 11, for a period of 40 school days from the date of refusal of a place or until the summer half term, whichever is the sooner. This was introduced in an attempt to avoid unnecessary school transfers which may result in children being less likely to achieve educationally. However, Nottingham City is now experiencing a shortfall of primary school places due to a massive increase in the number of children in the city requiring a school place, as are other major cities in the UK. More families in Nottingham are having more children and wanting to access city schools, the population in the city is the highest it’s ever been since the 1970s. In the last two years Nottingham City has added extra places to try to address the issue, but the issue is so significant that central government has recently announced a programme to provide additional funding to local authorities to provide more places.
- 2.6 As a result of this pressure on primary school places there has been a significant increase in the number of parents/carers being unable to secure a place for their children at a local school and an increasing number of families with multiple children having to take their children to more than one school. The limited time

their child's name remains on the waiting list reduces their chances of obtaining a place at a local school or a school where the siblings attend.

- 2.7 Whilst it is acknowledged that the operation of 40 school day time limit on the waiting list only came into effect for the 2013/14 school year, parents/carers are questioning the rationale for this limit and what action they can take following the removal of their child's name from the waiting list. The only option for them is to continue to reapply in the hope that at the point the situation may have changed in that a place may have become available. If a place is still unavailable for their child, it would not result in them going back on the waiting list. This has resulted in an unnecessary burden on parents/carers to keep reapplying for a school place, so it is proposed to return to an all-year round waiting list which will be kept open from the date of refusal until the last day of the Summer half term. Parents/carers will be contacted on a half-termly basis to ask if they wish their child's name to remain on the waiting list.
- 2.8 There are no proposals to change the period of time the waiting list for secondary schools is kept open, as the situation outlined above is unique to the primary education phase.
- 2.9 There are currently a number of areas of the city which were not included within the catchment area of any school as they were predominantly industrial areas. However, many of these areas have recently been redeveloped into residential areas so in order to ensure that parents/carers residing in these areas are afforded the same opportunity of being given priority for a place at their local school, catchment areas have been redrawn to incorporate these previously undesignated areas. Details of these changes are shown in the maps set out in appendices 4B and 4C.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 The Local authority considered maintaining the 2013/14 and 2014/15 admission arrangements for the 2015/16 school year. This was because the admission arrangements for 2013/14 and 2014/15 are effective for admissions to school from September 2013 and September 2014 respectively, so it was initially considered that it may not yet be possible to assess the impact of reducing the period of time the waiting list is kept open. However, given the findings of the Office of the Schools Adjudicator, the impact of the increase in demand for school places and the redevelopment of areas within the city outlined in paragraphs 2.1 to 2.9 above, maintaining the current admission arrangements for 2015/16 may result in those arrangements not being fully compliant with the School Admissions Code and a potential increase in parents/carers being unable to secure a place for their child at a local school.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 This proposal seeks approval to proceed with consultation and, as such, there are no financial implications.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 This proposal seeks approval to proceed with consultation and, as such, at this stage, there are no workforce implications.

5.2 Legal implications are contained within the exempt appendix.

6 SOCIAL VALUE CONSIDERATIONS

6.1 None

7 REGARD TO THE NHS CONSTITUTION

7.1 Not applicable.

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)
- (b) No
- (c) Yes – Equality Impact Assessment

9 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

9.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

10.1 School Admissions Code 2012.

10.2 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

10.3 Report to Executive Board on 19 March 2013 setting out the proposed school admission arrangements for the 2014/15 school year.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

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Proposed Admissions Arrangements for 2015/16

- Parents/carers living in Nottingham City must apply for a school place online or on Nottingham City Council's common application form by 31 October 2014 for places in year 7 at secondary schools and places in year 10 at 14-19 academies, university technical colleges or studio schools; and by 15 January 2015 for places in reception year at infant or primary schools and year 3 at junior schools.
- Parents/carers may name up to 4 schools in order of preference for a place in year 7 at secondary schools or year 10 at 14-19 academies, university colleges or studio schools; up to 6 schools in order of preference for a place in reception year at infant or primary schools and up to 3 schools in order of preference for a place in year 3 at junior schools. Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.
- Reference will be made to the parent/carer's ranked order of preference in order to determine the school for which a single offer of a place will be made.
- A letter will be sent to all parents/carers who applied by the closing date advising of the single offer of a place on 1 March 2015 for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and on 16 April 2015 for places in reception year at infant or primary schools and year 3 at junior schools (these are national offer dates).
- Parents/carers should confirm to the Local Authority whether or not they wish to accept the place offered within 14 days of receipt of their offer letter. Failure to do so will result in the place being withdrawn and it may be offered to another pupil.
- If a place has been offered in error or on the basis of a fraudulent or intentionally misleading application the offer may be withdrawn and the place offered to a pupil with a higher priority to that place.
- Late applications received after the closing date for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools will be considered after 1 March 2015; and late applications received after the closing date for places in reception year at infant or primary schools and year 3 at junior schools will be dealt with after 16 April 2015. Under exceptional circumstances the Local Authority may be willing to accept applications which are received late but by no later than 9 January 2014 for places in year 7 at secondary schools and year 10 at 14-19 academies, university technical colleges or studio schools; and 20 February 2015 for places in reception year at infant or primary schools and year 3 at junior schools.
- In accordance with the Council's co-ordinated scheme for infant, primary and junior school applications and secondary school applications where it is not possible to offer a place at any of the schools named by parents/carers, the Local Authority will make an offer of an alternative school place where this is possible (known as mandatory offers).
- Parents/carers living within the catchment area are not guaranteed a place. In the case of infant to junior transfers, attendance at the linked infant school does not guarantee a place at the junior school. Parents/carers can check which is the catchment school for their home address by visiting the website (www.mynottingham.gov.uk/schooladmissions), emailing the School Admissions Team (schooladmissions@nottinghamcity.gov.uk) or by telephoning the Team (0115 841 5568).

- Attendance at a particular nursery does not guarantee admission to the main school for infant/ primary education. Parents/carers must make an application for admission to the main school as referred to in the first bullet point above.
- All applications for admission to community nursery schools must be made to the head teacher of the relevant nursery school.
- Applications for admission are considered against the planned admission number for the year group.
- Requests for in-year applications (i.e. transfers outside the time of normal transfer from one stage of education to another) are partially co-ordinated by the Local Authority. Parents/carers must apply to the Local Authority for a place at a city community and voluntary controlled school, and for a place at those schools/academies for whom the Local Authority co-ordinates in-year applications. For schools/academies that the Local Authority does not co-ordinate in-year applications, parents/carers will should contact that school/academy directly to find out how to apply for a place there. The Local Authority will strongly discourage parents/carers from transferring schools for their child where this is not as a result of a change of address. This is because if children change schools they are less likely to achieve educationally.
- The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of vulnerable and challenging children and young people. Nottingham City Council established a fair access protocol in October 2007, which was updated in September 2011.
- In accordance with the School Admissions Code, a waiting list will be maintained for the 2015 autumn term only for year 7 at secondary school. Thereafter, waiting lists for years 7 to 9 will be maintained for community and controlled schools which are oversubscribed for a period of 40 school days from the date of refusal of a place or until the last day of the summer half term, whichever is the sooner (no waiting list will be maintained for years 10 and 11).
- Waiting lists for years reception to year 5 will be maintained for community and controlled schools which are oversubscribed until the last day of the summer half term (no waiting list will be maintained for year 6).
- Children who's fifth birthday falls between 1 September 2015 and 31 August 2016 will be admitted to full-time school at the beginning of the 2015/16 school year regardless of the term start date.
- Some parents/carers may choose to defer the start of full-time education for their child until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. However, if their child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in the child being admitted into a different school year. In this case, the child could not be allocated a reception place at the school during the 2015/16 year and the parent would have to apply for a place during the 2016 summer term for admission into year 1 in September 2016. The Local Authority strongly recommends that parents/carers do not defer the start of their child's full-time education as children's learning chances are likely to be better if they start school with their peers at the beginning of the 2015/16 school year. Parents/carers can request that their child takes up a school place part-time until their child reaches compulsory school age.

Parents/carers are advised that they may be at risk of having to apply for a new school place if their child does not attend school for a period of 20 or more school days.

Admission criteria for community secondary schools: 2015/16

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2015/16 school year.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

****Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children and Families (or their nominated representative) in consultation with the school concerned.**

Waiting lists will be maintained for the 2015 autumn term only for year 7 at oversubscribed secondary schools. Thereafter, waiting lists for year 7 and for years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel^{***}. (Full details will be provided at the time of refusal).

^{***}(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

The Local Authority does not operate a “feeder” arrangement. Attendance at a particular primary or junior school is not taken into account when places at secondary schools are allocated.

Admission criteria for Farnborough School Technology College: 2015/16

Up to 21 places (10%) will be allocated to pupils who, at the closing date for applications, can show an aptitude for Technology, whose parents have requested a place at the school. Places will be allocated on the results of a test to assess a pupil's technological aptitude. Priority will be given to pupils who have the highest test scores. Parents will have the right to request a copy of their child's test results.

Where an applicant is unsuccessful in gaining one of the 21 specialist places, the application will automatically be considered under the criteria listed below. Where there are fewer applicants than specialist places, remaining places will be allocated according to the criteria listed below.

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2015/16 school year.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children and Families (or their nominated representative) in consultation with the school concerned.

Waiting lists will be maintained for the 2015 autumn term only for year 7 at oversubscribed secondary schools. Thereafter, waiting lists for year 7 and years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (years 10 and 11).

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

The Local Authority does not operate a “feeder” arrangement. Attendance at a particular primary or junior school is not taken into account when places at secondary schools are allocated.

First admission to infant/primary schools criteria: 2015/16

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school, or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2015/16 school year.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

****Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children and Families (or their nominated representative) in consultation with the school concerned.**

Waiting lists will be maintained until the last day of the summer half term for years reception to year 5. Waiting lists will not be maintained for year 6.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

Attendance at a particular nursery does not guarantee admission to the main school for infant/primary education. All applications for admission to the main school must be made to the Local Authority and will be considered against the oversubscription criteria listed in 1-6 above.

Admission to Fernwood Junior School criteria: 2015/16

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the School Admissions Team).

Pupils who have a Statement of Special Educational Need, where Fernwood Junior School is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who attend Fernwood Infant School, whose parents have requested a place at the school.

In the event of oversubscription within the second criterion, preference will be given to pupils in the following way:

- i) pupils who at the closing date for applications live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Fernwood Infant School;
 - ii) pupils who, at the closing date for applications live within the catchment area* and whose parents have requested a place at the school;
 - iii) pupils living outside the catchment area, whose parents have requested a place at the school and who, at the time of admission will have a brother or sister attending the school or Fernwood Infant School;
 - iv) other pupils living outside the catchment area whose parents have requested a place at the school.
3. Places will then be allocated to pupils who at the closing date for applications, live within the catchment area*, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Fernwood Infant School.

4. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area* and whose parents have requested a place at the school.
5. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Fernwood Infant School.
6. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

*This relates to those pupils living in the catchment area for the school set for the 2015/16 school year.

The above criteria (2-6) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)**;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school**.

**Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children and Families (or their nominated representative) in consultation with the school concerned.

Waiting lists will be maintained until the last day of the summer half term for years 3 to 5. Waiting lists will not be maintained for year 6.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel***. (Full details will be provided at the time of refusal).

***(Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

Admission Numbers 2015/16

APPENDIX 3

Name of School	Proposed No.
Bentinck Primary	30
Berridge Primary	90
Brocklewood Primary	73
Bulwell St Mary's CE**	45
Burford Primary	30
Cantrell Primary	60
Carrington Primary	30
Claremont Primary	60
Crabtree Farm Primary	60
Dovecote Primary	60
Dunkirk Primary	60
Edale Rise Primary	30
Fernwood Infant	120
Fernwood Junior	120
Forest Fields Primary	90
Glade Hill Primary	30
Glenbrook Primary*	30
Greenfields Community	30
Haydn Primary	60
Heathfield Primary	40
Hempshill Hall Primary	60
Henry Whipple Primary	30
Jubilee Primary	60
Melbury Primary	30

Name of School	Proposed No.
Mellers Primary	30
Middleton Primary	60
Portland Primary*	55
Radford Primary	30
Rise Park Primary	60
Riverside Primary	30
Robert Shaw Primary	60
Robin Hood Primary	60
Rosslyn Primary	64
Rufford Primary	60
Scotholme Primary	60
Seagrave Primary*	60
Seely Primary	75
Snape Wood Primary	30
Southglade Primary	60
Southwold Primary	30
Springfield Primary	30
Stanstead Primary	30
Walter Halls Primary	60
Welbeck Primary	45
Westglade Primary	30
Whitegate Primary	60
William Booth Primary	30

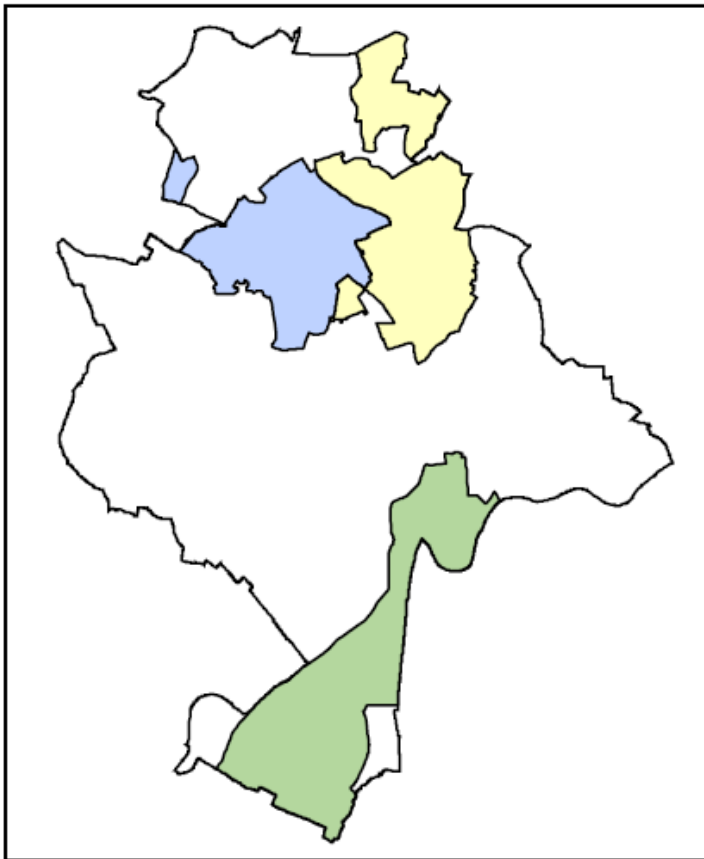
Secondary Schools	
Name of School	Proposed No
Big Wood	150
Ellis Guilford	270
Farnborough	210

Capacity assessments were undertaken by the Capital and Assets Team, Nottingham City Council using Department for Education guidance. Admission numbers are calculated by dividing the net capacity of the school by the number of year groups to be accommodated in the school.




* Proposed academy status from the 2013/14 academic year.

** Proposed voluntary aided status from the 2013/14 academic year.

Catchment areas for community secondary schools



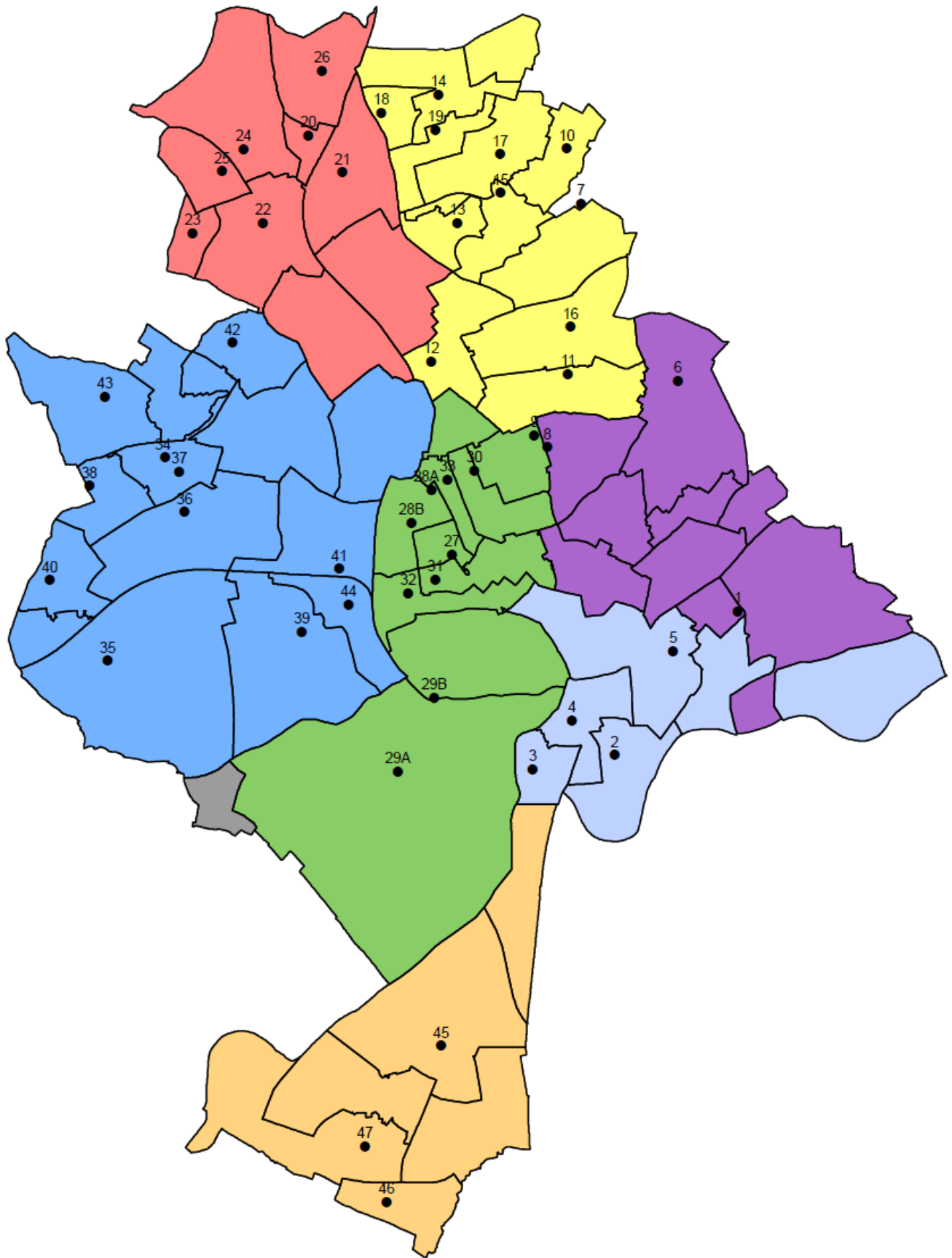
Key

	Big Wood School
	Ellis Guilford School and Sports College
	Farnborough School Technology College

There are other secondary schools in Nottingham responsible for making their own admission arrangements. These are:

The Bulwell Academy
Djanogly City Academy Nottingham
Fernwood School
Nottingham Academy
The Hadden Park High School
Bluecoat Academy
Nottingham Emmanuel CofE (VA) School
Nottingham University Samworth Academy
The Trinity Catholic School
Nottingham Girls' Academy
Top Valley Academy
Nottingham University Academy of Science & Technology

Appendix 4B - Proposed Catchment Areas and School Locations



Key**Catchment areas for community & voluntary controlled primary/infant/junior schools****NG1**

- 1 Edale Rise Primary & Nursery School
- 2 Greenfields Community Primary & Nursery School
- 3 Riverside Primary & Nursery School
- 4 Welbeck Primary & Nursery School
- 5 William Booth Primary & Nursery School

NG3

- 6 Walter Halls Primary School (Nursery attached)

NG5

- 7 Burford Primary & Nursery School
- 8 Carrington Primary & Nursery School
- 9 Claremont Primary & Nursery School
- 10 Glade Hill Primary & Nursery School
- 11 Haydn Primary & Nursery School
- 12 Heathfield Primary & Nursery School
- 13 Henry Whipple Primary & Nursery School
- 14 Rise Park Primary & Nursery School
- 15 Robin Hood Primary & Nursery School
- 16 Seely Primary and Nursery School
- 17 Southglade Primary & Nursery School
- 18 Stanstead Primary & Nursery School
- 19 Westglade Primary & Nursery School

NG6

- 20 Bulwell St Mary's Primary & Nursery School
- 21 Cantrell Primary & Nursery School
- 22 Crabtree Farm Primary & Nursery School
- 23 Hemphill Hall Primary & Nursery School
- 24 Rufford Primary & Nursery School
- 25 Snape Wood Primary & Nursery School

- 26 Springfield Primary School (Nursery attached)

NG7

- 27 Bentinck Primary & Nursery School
- 28A Berridge Primary School (Infant Site)
- 28B Berridge Primary School (Junior Site)
- 29A Dunkirk Primary & Nursery School (Highfields Campus)
- 29B Dunkirk Primary & Nursery School (Abbey Campus)
- 30 Forest Fields Primary & Nursery School
- 31 Mellers Primary & Nursery School
- 32 Radford Primary School
- 33 Scotholme Primary & Nursery School

NG8

- 34 Brocklewood Primary and Nursery School
- 35 Fernwood Infant & Junior School
- 36 Glenbrook Primary & Nursery School
- 37 Jubilee Primary & Nursery School
- 38 Melbury Primary School (Nursery attached)
- 39 Middleton Primary & Nursery School
- 40 Portland Primary & Nursery School
- 41 Robert Shaw Primary School
- 42 Rosslyn Park Primary & Nursery School
- 43 Seagrave Primary School
- 44 Southwold Primary School & Early Years Centre

NG11

- 45 Dovecote Primary & Nursery School
- 46 Highbank Primary & Nursery School
- 47 Whitegate Primary & Nursery School

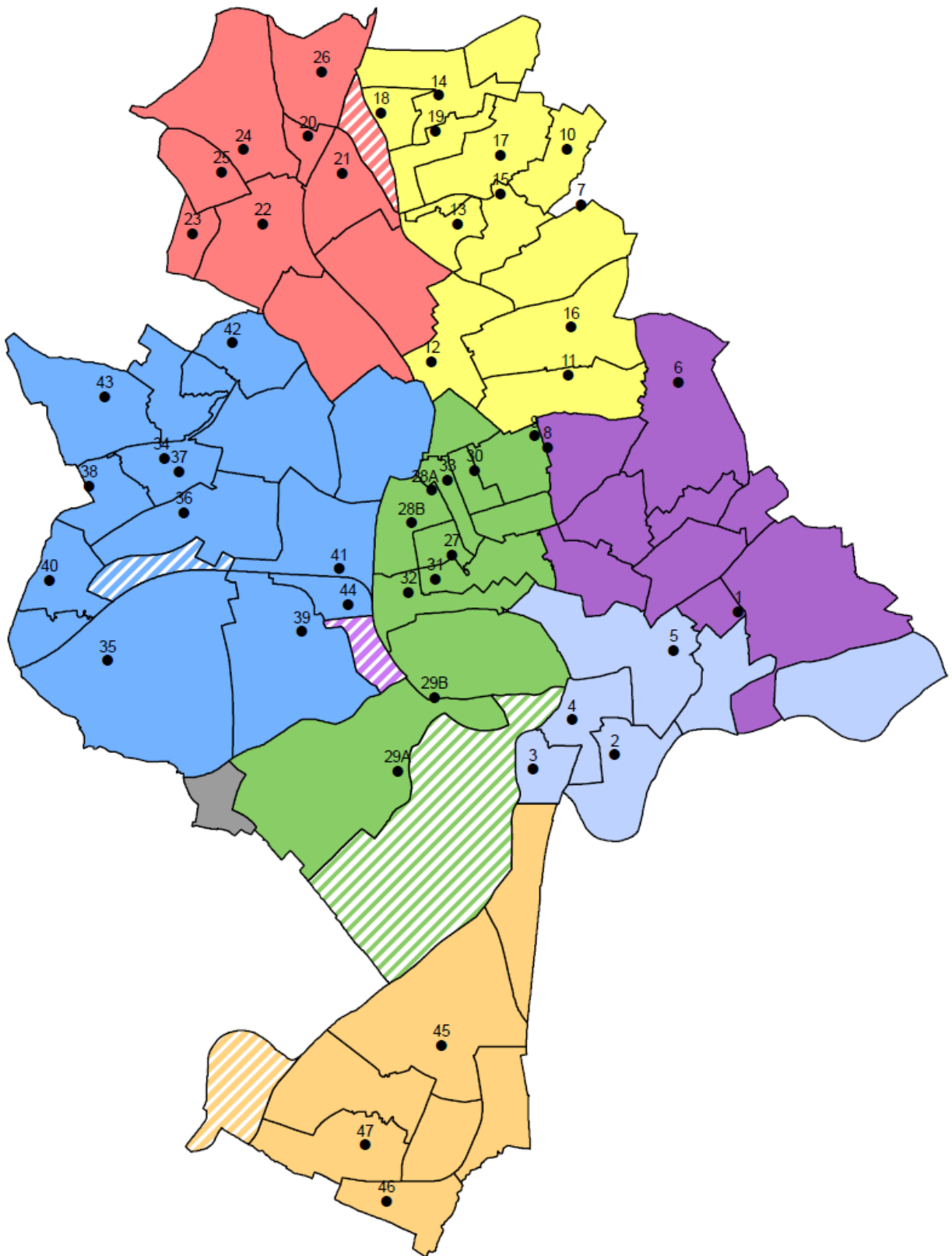
There are other primary schools in Nottingham responsible for making their own admission arrangements. These are:

South Wilford Endowed CE Primary School
 St Margaret Clitherow Catholic Voluntary Academy
 Sneinton St Stephen's CE Primary & Nursery School
 St Mary's Catholic Voluntary Academy
 Blessed Robert Widmerpool Catholic Voluntary Academy
 St Teresa's Catholic Voluntary Academy
 St Augustine's Catholic Voluntary Academy
 Our Lady & St Edward's Catholic Voluntary Academy
 St Patrick's RC Primary & Nursery School
 Old Basford Primary & Nursery School
 Our Lady of Perpetual Succour Catholic Voluntary Acad
 Ambleside Primary School
 Firbeck Primary & Nursery School
 Glapton Primary & Nursery School

Blue Bell Hill Primary & Nursery School
 Hogarth Primary & Nursery School
 Nottingham Academy
 Huntingdon Academy
 St Ann's Well Academy
 Sycamore Academy
 The Milford Academy
 Warren Primary Academy
 Edna G Olds Academy
 Djanogly Northgate Academy
 Southwark Primary School
 Whitemoor Academy (Primary & Nursery)
 Windmill LEAD Academy

Details of these schools/academies' proposed admission arrangements for 2015/16 should be on their own website. A copy may also be available at www.mynottingham.gov.uk/schooladmissions after 1 November 2013

Appendix 4C - Current Catchment Areas and School Locations



-  Undesignated Area - Proposed Whitegate Primary Catchment
-  Undesignated Area - Proposed Dunkirk Primary Catchment
-  Undesignated Area - Proposed Cantrell Primary Catchment
-  Undesignated Area - Proposed Southwold Primary Catchment
-  Undesignated Area - Proposed Glenbrook Primary Catchment

TIMETABLE FOR CO-ORDINATED ADMISSIONS PROCESS 2015/16

2015/16 ADMISSION ROUND	Distribution of information from Local Authority to schools	Distributions of information by schools to parents/carers	Closing date	Decisions issued to parents/carers by:
Transfers from junior/primary to secondary school	By Wednesday 3 rd September 2014	On Friday 5 ^h September 2014	Friday 31 st October 2014 (<i>national closing date</i>)	On Monday 2 nd March 2015 (<i>national offer date</i>)
First admission to infant/primary school and transfers from infant to junior school	By Wednesday 19 th November 2014	On Friday 21 st November 2014 Local Authority to distribute for children not attending a nursery attached to a city infant or primary school	Thursday 15 th January 2015 (<i>national closing date</i>)	Thursday 16 th April 2015 (<i>national offer date</i>)
Transfers from secondary school to year 10 at 14- 19 academies, colleges or studio schools	By Wednesday 3 rd September 2014	On Friday 5 ^h September 2014	Friday 31 st October 2014 (<i>national closing date</i>)	On Monday 2 nd March 2015 (<i>national offer date</i>)

Secondary School Fair Access Protocol

1. Background

- 1.1. The current Schools Admissions Code came into force on 10th February 2010 requires Nottingham City Council to implement a Fair Access Protocol.

The Code can be accessed at:

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00013-2012>

- 1.2. The Fair Access Protocol (FAP) exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school/Academy or alternative provision is appropriate, and to ensure that all schools/Academies in an area admit their fair share of children with challenging behaviour.
- 1.3. The Protocol encourages local authorities and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships.
- 1.4. The School Admissions Code requires each Authority to have a Fair Access Protocol. **All** schools and Academies **must** participate in their local authority area's protocol (School Admissions Code 2010, para 3.44) in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school/Academy as soon as possible. This includes admitting children above the published admission number where the year group is already full.
- 1.5. Children with statements of special educational need are **not** covered by these protocols as their needs are considered through a separate procedure.

2. Key Principles

- 2.1. There must be a balance between finding a place quickly, when the place might be in an undersubscribed school/Academy or one facing challenging circumstances, and finding a school/Academy place that is appropriate for the child. The principle of considering the individual circumstances of the pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school/Academy will be best able to meet their needs **should** guide the operation of Fair Access Protocol.
- 2.2. The School Admissions Code states local authorities **must** ensure that no school/Academy, including oversubscribed schools/Academies is asked to admit a disproportionate number of children who have been excluded from other schools/Academies or have challenging behaviour or a history of challenging behaviour.
- 2.3. It is expected that pupils educated within the City schools/Academies considered at the Reintegration and Placement Panel (RAP), under the Fair Access Protocol will have an active Common Assessment Framework Form (CAF).
- 2.4. Whilst each protocol covers only the schools/Academies in its local authority area, the home local authority should contact neighbouring authorities to help secure a place in that area under its protocol. The protocol is in effect a safety net for where normal admission procedures for in year admission have failed.

- 2.5. For the protocol to operate in accordance with the statutory requirement:
- 2.5.1. Schools/Academies will continue to admit pupils whose parents apply for an available place, under normal admission arrangements.
- 2.5.2. Pupils identified as RAP Panel cases under the Fair Access Protocol will be given priority for admission over others on a waiting list or awaiting an appeal.

3. Exceptions

- 3.1. The School Admissions Code states in paragraph 3.31 and 3.33:

Admission authorities **must not** refuse to admit children in or outside the normal admission round on the basis of their poor behaviour elsewhere, unless 'twice excluded' (see paragraph 3.30). They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour, on the grounds that the child is to first be assessed for special educational needs.

Exceptionally, outside the normal admissions round, where a governing body considers that the admission of child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources at the school it may refuse to admit that child even though there are places available. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

1. requires special measures or has recently come out of them (within the last two years);
2. has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
3. is subject to a formal warning notice by the local authority;
4. is a Fresh Start school or Academy open for less than two years; or
5. is a secondary school where fewer than 20 per cent of children are achieving 5 or more A*-C GCSEs including English and mathematics, or a primary school where fewer than 55 per cent of pupils achieve Level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

- 3.2. The Local Authority and the panel will consider any genuine concerns about admission and representation under paragraph 3.1 above, for example a previous serious breakdown in the relationship between the school/Academy and the family, serious historical issues with other children at the preferred school/Academy or a strong aversion by the family to the religious ethos of the school/Academy.
- 3.3. If a school or academy has genuine concerns about a RAP Panel decision for admission, they must evidence these concerns in writing within 5 school days from the decision to the independent chair of the panel. The chair will then determine a view after consulting with the school/Academy and the Local Authority. All schools and academies will support the view and decision of the panel. Additionally, the Local Authority will support decision of the panel by using any powers of direction if required.

4. “Reintegration and Placement Panel” Pupils

- 4.1. A pupil placed under this Protocol is not necessarily a “challenging” pupil. Any child in this category is however potentially a vulnerable child as long as an appropriate educational placement has not been secured.
- 4.2. The School Admissions Code has stated 15 minimum categories to include in a Fair Access Protocol (please see appendix A). These categories identify a child as potentially “Hard to Place or vulnerable”. These are not meant to be exhaustive but provide an example of pupils who **may** be considered under the protocol. It is proposed that the City protocol monitors these pupils, but will have specific focus on the following:

RAP Panel - Triggers

1. Children attending Learning Centres who have been permanently excluded and who need to be reintegrated back into mainstream education. (See Section 7 below)
 2. Children in Public Care.
 3. Children seeking an alternative to permanent exclusion with a history of intensive multi-agency support (CAF) and where alternative placements have been unsuccessful e.g. managed move.
 4. Children who have been out of education for longer than one school term and/or have a history of serious attendance problems (below 50% attendance within a 12 month period)
 5. Children fleeing domestic violence
 6. Children returning from the criminal justice system
- 4.3. Pupils identified under the above categories will be considered at the RAP Panel meeting. Background information will be collated for any pupils who meet the above criteria. This information will be used to support any application to the RAP Panel and the pupil’s subsequent admission. If the pupil does not meet the above criteria, the application will be processed through the normal admissions procedures, including year 10 and 11 pupils.
- 4.3.1. Pupils on roll (or having last attended) a NCSA Ltd partnership school/Academy, who meet the above criteria, will be referred to the NCSA Behaviour Strategy Co-ordinator to obtain background information including a CAF and to confirm the case meets the above criteria.
 - 4.3.2. Pupils outside of the NCSA Ltd partnership, who meet the above criteria, will be processed by the Admissions and Exclusion Team and background information collated, including any CAF and to confirm the case meets the above criteria.
- 4.4. When a pupil is allocated a place in year 11, or year 10 (after 20th May) who meets the RAP criteria, may be placed by the Panel to the roll of Unity Learning Centre. Unity will not directly provide alternative provision to these students. In effect, the Learning Centre will commission NCSA Ltd via an agreed Service Level Agreement (See SLA Unity/NCSA), to provide appropriate educational packages / programmes to support post-16 progression. The management and support of these pupils will be the role of the Behaviour Strategy Co-ordinator, or another appointed by NCSA Ltd.

5. RAP Panel Membership

5.1. The membership of the RAP Panel will be:

Core Members	
Independent Chair	
NCSA Behaviour Strategy Co-ordinator	
Head of Service Inclusive Learning	
Admissions and Exclusion Officer	
Head Teacher, Denewood Learning Centre	
Head Teacher, Unity Learning Centre	
Educational Welfare Officer	

Schools & Academies	Representing
School/Academy Representative Group 1	<ul style="list-style-type: none"> Big Wood School Bulwell Academy Ellis Guilford School and Sports College Top Valley Academy Trinity Catholic School
School/Academy Representative Group 2	<ul style="list-style-type: none"> Djanogly City Academy Emmanuel CofE School Farnborough School Nottingham Academy Nottingham Girls' Academy
School/Academy Representative Group 3	<ul style="list-style-type: none"> Bluecoat Academy Fernwood School The Hadden Park High School Nottingham University Samworth Academy

Support Services	Representing
Inclusive Learning Representative	<ul style="list-style-type: none"> Inclusive Education Service Special Educational Needs Behaviour Support Team Vulnerable Groups
Family Community Team Representative	<ul style="list-style-type: none"> Child & Adolescent Mental Health Service Educational Psychology Service Youth Offending Team Family Community/Targeted support
Children's Social Care Representative	<ul style="list-style-type: none"> Family Intervention Project Children's Social Care – North Children's Social Care – Central Children's Social Care – South

5.2. Core members of the RAP Panel will attend each RAP Meeting. There will be the addition of 3 school/Academy representatives and 3 support services representatives. The collective panel membership will use their expertise and knowledge to secure a decision for each individual pupil that is best for them. The Panel will need to balance between the pupil's needs and what school/Academy can best meet their needs, whilst ensuring that both are supported and that no school/Academy is asked to admit a disproportionate amount of pupils through the protocol.

5.3. There will be 3 school/Academy representatives at each panel. School/Academy representatives will attend on a rotational basis. They will be expected to represent the schools/Academies in their group, as well as an overall education perspective. All schools and academies will be provided with case information 5 working days before a panel meeting. Schools and Academies should inform their representative at least 2 working days prior to the meeting of any information to be considered at the panel.

- 5.4. There will be 3 representatives from Support Services across Children and Families. These representatives will attend on a rotational basis. They will be expected to represent their Service Area and provide relevant information about any involvement and support that can be offered. Case information will be provided 5 working days before a panel meeting. Representatives will need to co-ordinate between their teams to provide a report at the Panel meeting.
- 5.5. All Panel members are responsible for arranging for an informed colleague to attend in their place should they be unable to attend. All professionals must come fully prepared with information pertaining to the individual cases to be discussed.

6. RAP Panel Meetings

- 6.1. The Panel will meet twice per month with the exception of August each academic year. The meeting will take place at Loxley House and will be scheduled for the academic year.
- 6.2. Key contextual information will be provided by all schools and academies prior to the panel meeting. This will be collated by the Admissions and Exclusion Team. Additionally, RAP statistics will be provided on a termly basis and shared with schools and Academies. In addition an annual report will be sent to the schools adjudicator
- 6.3. Children who have recently experienced a traumatic family or domestic event or for whom there are clear medical grounds to support placement in a particular secondary school or Academy; such cases will be discussed in detail between Admissions and Exclusion Officer and the Headteacher/Principal prior to the Panel. Such placements will be made above the published admission number if necessary.
- 6.4. The Local Authority will inform the Headteacher or Principal of the allocated school/Academy within 24 hours in writing of the Panel meeting. The school or academy must admit the pupil within 10 working days of being informed. If the Panel agree that a multi-agency meeting take place before admission, schools/Academies will have 15 working days in which to admit the pupil.
- 6.5. Funding is secured through the Schools Forum for the administration of the Fair Access Protocol. This figure is currently £190,000.
- 6.6. Pupils are to be allocated funding relevant to their need. A system to allocate funding for need will be consulted on during the Autumn Term 2011. In addition the remainder (based on a sliding scale) of the AWPU and SIF from other schools or academies within the City will be made available to the receiving City school/Academy. This will be linked to the date the child is admitted.

7. Reintegration

- 7.1. In general, pupils will not usually be considered for reintegration into a mainstream school/Academy until their behavioural, social or emotional needs have been addressed and they are ready to return to a mainstream setting. Integration into another mainstream school/Academy is the right option for the majority of pupils in year 7, 8, 9 and 10.
- 7.2. Pupils who have been permanently excluded will normally be placed on the roll of either Denewood or Unity Learning Centre. Children who have been permanently excluded

and currently attend a Learning Centre and who need to be reintegrated back to mainstream will be considered at the RAP Panel.

- 7.3. Headteachers' and Principals may be contacted directly by the Local Authority with regards to reintegration placements. All secondary schools or Academies will take at least 1 reintegration pupil. Further reintegration pupils will be allocated through the RAP Panel and consideration will be given to the number of permanent exclusions issued by the school/Academy.
- 7.4. Reintegration placements should follow similar timelines to other RAP pupils' admission. However, it is expected that the Denewood or Unity Learning Centres will continue to provide reintegration support for a specified period of time for excluded pupil who are being reintegrated back into a mainstream school/Academy to ensure a smooth transition. Reintegration placements will be recorded and funded through the RAP process. Full Reintegration Policies can be obtained from for Denewood Learning Centre and Unity Learning Centre.

8. Other Key Documents

- 8.1. Other key documents are:
 - NCSA Managed Move Protocol
 - Going to School in Nottingham – Information about admissions
 - Schools Admissions Code – Feb 2010
 - Intervention Protocol – Denewood Learning Centre

School Admissions Code – 15 Minimum Fair Access Criteria

- Children attending PRUs who need to be reintegrated back into mainstream education;
- Children who have been out of education for longer than one school term;
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- Children of refugees and asylum seekers;
- Homeless children;
- Children with unsupportive family backgrounds, where a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and with a history of serious attendance problems;
- Traveller children;
- Children who are carers;
- Children with special educational needs (but without a statement);
- Children with disabilities or medical conditions;
- Children returning from the criminal justice system; and
- Children of UK service personnel and other Crown Servants.

Primary Fair Access Protocol

1. Background

- 1.1. The current Schools Admissions Code came into force on 10th February 2010 requires Nottingham City Council to implement a Fair Access Protocol.

The Code can be accessed at:

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00013-2012>

- 1.2. The Fair Access Protocol (FAP) exists to ensure that access to education is secured quickly for children who have no school place, but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour.
- 1.3. The Protocol encourages local authorities and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships.
- 1.4. The School Admissions Code requires each Authority to have a Fair Access Protocol. **All** schools and Academies **must** participate in their local authority area's protocol (School Admissions Code 2010, para 3.44) in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as soon as possible. This includes admitting children above the published admission number where the year group is already full.
- 1.5. Children with statements of special educational need are **not** covered by these protocols as their needs are considered through a separate procedure.

2. Key Principles

- 2.1. There must be a balance between finding a place quickly, when the place might be in an undersubscribed school or one facing challenging circumstances, and finding a school place that is appropriate for the child. The principle of considering the individual circumstances of the pupil, in terms of what is best for them, whether they are ready for mainstream schooling and, if so, which mainstream school will be best able to meet their needs **should** guide the operation of Fair Access Protocol.
- 2.2. The School Admissions Code states local authorities **must** ensure that no school, including oversubscribed schools is asked to admit a disproportionate number of children who have been excluded from other schools or have challenging behaviour or a history of challenging behaviour.
- 2.3. It is expected that pupils educated within the City schools/academies with challenging behaviour and considered as Priority Cases under the Primary Fair Access Protocol will have an active Common Assessment Framework Form (CAF).

- 2.4. Whilst each protocol covers only the schools in its local authority area, the home local authority should contact neighbouring authorities to help secure a place in that area under its protocol. The protocol is in effect a safety net for where normal admission procedures for in year admission have failed.
- 2.5. For the protocol to operate in accordance with the statutory requirement:
 - 2.5.1. Schools/Academies will continue to admit pupils whose parents apply for an available place, under normal admission arrangements.
 - 2.5.2. Pupils identified as Priority Cases under the Primary Fair Access Protocol will be given priority for admission over others on a waiting list or awaiting an appeal.

3. Exceptions

- 3.1. The School Admissions Code states in paragraph 3.31 and 3.33:

Admission authorities **must not** refuse to admit children in or outside the normal admission round on the basis of their poor behaviour elsewhere, unless 'twice excluded' (see paragraph 3.30). They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour, on the grounds that the child is to first be assessed for special educational needs.

Exceptionally, outside the normal admissions round, where a governing body considers that the admission of child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources at the school it may refuse to admit that child even though there are places available. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

6. requires special measures or has recently come out of them (within the last two years);
7. has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
8. is subject to a formal warning notice by the local authority;
9. is a Fresh Start school or Academy open for less than two years; or
10. is a secondary school where fewer than 20 per cent of children are achieving 5 or more A*-C GCSEs including English and mathematics, or a primary school where fewer than 55 per cent of pupils achieve Level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

- 3.2. The Local Authority and, if necessary, a Primary Reintegration and Placement Panel (P-RAP) will consider any genuine concerns about admission and representation under paragraph 3.1 above, for example a previous serious breakdown in the relationship between the school and the family, serious

historical issues with other children at the preferred school or a strong aversion by the family to the religious ethos of the school.

- 3.3. If a school or academy has genuine concerns about an admission they must evidence these concerns in writing within 5 school days from being approached to the Local Authority. The Local Authority will then determine a view after consulting with the school and other agencies. If necessary, the case may be considered at a Primary Reintegration and Placement Panel (P-RAP). All schools and academies will support the view and decision of the P-RAP. Additionally, the Local Authority will support decision of the panel by using any powers of direction if required.

4. **“Priority Pupils”**

- 4.1. A pupil placed under this Protocol is not necessarily a “challenging” pupil. Any child in this category is however potentially a vulnerable child as long as an appropriate educational placement has not been secured.
- 4.2. The School Admissions Code has stated 15 minimum categories to include in a Fair Access Protocol (please see appendix A). These categories identify a child as potentially “Hard to Place or vulnerable”. These are not meant to be exhaustive but provide an example of pupils who **may** be considered under the protocol. It is proposed that the City protocol monitors these pupils, but will have specific focus on the following:

Priority Pupils - Triggers

7. Children attending Learning Centres who have been permanently excluded and who need to be reintegrated back into mainstream education. (See Section 7 below)
 8. Children in Public Care.
 9. Children seeking an alternative to permanent exclusion with a history of intensive multi-agency support (CAF) and where alternative placements have been unsuccessful.
 10. Children who have been out of education for longer than one school term and/or have a history of serious attendance problems (below 50% attendance within a 12 month period)
 11. Children fleeing domestic violence
 12. Children returning from the criminal justice system
 13. Children whose parents have been unable to find them a school place because of a shortage of places:
 - after moving into the area
 - without a school place
 14. Children from unsupportive families where a place has not been sought.
- 4.3. Pupils identified under the above categories will be considered as Priority Pupils. Background information will be collated, as necessary, for any pupils who meet the above criteria. This information will be used to support any application to school and the pupil’s subsequent admission. If the pupil does not meet the above criteria, the application will be processed through the normal admissions procedures, however, if a place is not secured pupils may then be considered under point 7 above.

- 4.4. Pupils, who meet the above criteria, will be processed by the Admissions and Exclusion Team and background information collated, including any CAF and to confirm the case meets the above criteria. Consideration of a school place for Priority Pupils will be based on the school in their local area/catchment and the individual circumstances of the case. These cases will be brokered by the Local Authority with schools and admission authorities. However, if a resolution cannot be established a Primary Reintegration and Placement Panel will review the case and issue a decision. Decisions of Priority Pupils and Primary Fair Access Protocol pupils will be reported termly to individual EiP meetings. In addition an annual report will be sent to the schools adjudicator
- 4.5. Pupils who are considered through the normal admission round but are unable to secure a school placement may first be offered a mandatory offer through the Admissions and Exclusion Team. However, if this cannot be arranged they will be considered as a Priority Pupil.
- 4.6. The 1998 School Standards and Framework Act determined that by September 2001, no infant child should be in a class above 30. The Admissions Code states in paragraph 2.62-2.63 that:

The class size legislation makes allowance for the entry of an additional child in very limited circumstances where not to admit the child would be prejudicial to his or her interests ('excepted pupils'). However, every effort **must** be made to keep over large classes to a minimum. These circumstances are where:

- children with statements of special educational needs are admitted to the school outside the normal admissions round;
- children move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (admission authorities **must** check with local authorities before determining that a child falls into this category);
- children admitted, after initial allocation of places on the local offer date, because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements and that a place ought to have been offered;
- children in care admitted outside the normal admissions round;
- children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case;
- children are registered pupils at special schools and by arrangement with another school which is not a special school, receive part of their education at that other school; and

Consideration will be given to the legal limit of class sizes in Key Stage 1. However, it may be necessary to admit exceptional pupils under the Fair Access Protocol. If pupils do not meet one of the excepted pupil criteria, as

stated in point 2.5.2 above, Priority Pupils will be given precedence for admission over others on a waiting list or awaiting an appeal.

4.7. Pupils transferring between City Schools and Academies in year 6 will be strongly discouraged.

5. P-RAP Panel Membership

5.1. Panels will be made up of schools and academies within the EiP area (with possible exceptions for VA schools). The membership of a P-RAP Panel for North, Central and South EiP's will be:

Core Members	
Admissions and Exclusion Officer	
Support Services Representative	
Denewood Learning Centre Representative	
Educational Welfare Officer	

Schools & Academies		Representing
North EiP	1x City School	GLADE HILL PRIMARY
	1x Academy	RISE PARK PRIMARY
	1x VA School	ROBIN HOOD PRIMARY
		SOUTHGLADE PRIMARY
		STANSTEAD PRIMARY
		WARREN PRIMARY ACADEMY
		WESTGLADE PRIMARY
		BULWELL ST. MARY'S PRIMARY
		CRABTREE FARM PRIMARY
		CANTRELL PRIMARY
		RUFFORD PRIMARY
		SNAPE WOOD PRIMARY
		SPRINGFIELD PRIMARY
		AMBLESIDE PRIMARY ACADEMY
		HEATHFIELD PRIMARY
		HEMPSHILL HALL PRIMARY
		OLD BASFORD PRIMARY
		ROSSLYN PARK PRIMARY
		SOUTHWARK PRIMARY
		WHITEMOOR PRIMARY
		BURFORD PRIMARY
		CARRINGTON PRIMARY
		HAYDN PRIMARY
		HENRY WHIPPLE PRIMARY
		NORTHGATE PRIMARY
		SEELY PRIMARY
		OUR LADY OF PERPETUAL SUCCOUR
		ST. MARGARET CLITHEROW
Central EiP	1x City School 1x Academy 1x VA School	BENTINCK PRIMARY
		BERRIDGE PRIMARY
		CLAREMONT PRIMARY
		DUNKIRK PRIMARY
		GREENFIELDS PRIMARY
		EDNA G OLDS PRIMARY
		FOREST FIELDS PRIMARY
		MELLERS PRIMARY
		NOTTINGHAM NURSERY SCHOOL
		RADFORD PRIMARY
		RIVERSIDE PRIMARY
		SCOTHOLME PRIMARY
		ST. MARY'S HYSON GREEN
		WELBECK PRIMAY
		GLENBROOK PRIMARY
JUBILEE PRIMARY		

		OAK FIELD SCHOOL & SPORTS COLLEGE ROBERT SHAW PRIMARY WESTBURY SCHOOL WOODLANDS SCHOOL BROCKLEWOOD PRIMARY FIRBECK PRIMARY MELBURY PRIMARY PORTLAND PRIMARY SEAGRAVE PRIMARY FERNWOOD INFANT FERNWOOD JUNIOR MIDDLETON PRIMARY SOUTHWOLD PRIMARY ST. AUGUSTINE'S ST TERESA'S
South EiP	1x City School 1x Academy 1x VA School	DOVECOTE PRIMARY GLAPTON PRIMARY HIGHBANK PRIMARY MILFORD PRIMARY WHITEGATE PRIMARY SOUTH WILFORD ENDOWED BLESSED ROBERT OUR LADY & ST EDWARD'S ST PATRICKS BLUE BELL HILL PRIMARY EDALE RISE PRIMARY HOGARTH PRIMARY HUNTINGDON PRIMARY ROSEHILL SCHOOL ST. ANN'S WELL PRIMARY SNEINTON ST. STEPHEN'S PRIMARY SYCAMORE PRIMARY WALTER HALLS PRIMARY WILLIAM BOOTH PRIMARY & NURSERY WINDMILL L.E.A.D. ACADEMY HOSPITAL HOME SSS THE NOTTINGHAM ACADEMY - PRIMARY

- 5.2. Core members of the P-RAP Panel will attend each P-RAP Meeting. There will be the addition of 3 school/academy representatives. The collective panel membership will use their expertise and knowledge to secure a decision for each individual pupil that is best for them. The Panel will need to balance between the pupil's needs and what school can best meet their needs, whilst ensuring that both are supported and that no school is asked to admit a disproportionate amount of pupils through the protocol, including consideration of Infant Class Sizes.
- 5.3. There will be 3 school/academy representatives at a panel. School representatives will be nominated and will be expected to represent the schools in their group, as well as an overall education perspective. The panel members will be provided with case information 5 working days before a panel meeting. Schools being considered for allocation will already have considered the case and expressed concerns in writing. However, they may inform their representative at least 2 working days prior to the meeting of any additional school information to be considered at the panel.
- 5.4. All Panel members are responsible for arranging for an informed colleague to attend in their place should they be unable to attend. All professionals must come fully prepared with information pertaining to the individual cases to be discussed.

6. RAP Panel Meetings

- 6.1. Panel meetings will be held as required. It is hoped that all but extremely exceptional cases can be brokered and placed through the main protocol. However, if there are serious concerns about an admission a Panel will be arranged to consider these cases.
- 6.2. Key contextual information will be provided by all schools and academies prior to the panel meeting. This will be collated by the School Admissions Team. Additionally, RAP statistics will be provided on a termly basis and shared with schools.
- 6.3. The Local Authority will inform the Headteacher or Principal of the allocated school within 24 hours in writing of the Panel meeting. The school or academy must admit the pupil within 10 working days of being informed. If the Panel agree that a multi-agency meeting take place before admission, schools will have 15 working days in which to admit the pupil.
- 6.4. Funding is secured through the Schools Forum for the administration of the Primary Fair Access Protocol. This figure is currently £80,000.
- 6.5. Pupils are to be allocated funding on a points scoring system so that the amount of funding allocated to each pupil is relevant to their need. [Need to finalise detail on funding] In addition the remainder of the AWPU from other schools or academies within the City will be made available to the receiving City school.

7. Reintegration

- 7.1. In general, pupils will not usually be considered for reintegration into a mainstream school until their behavioural, social or emotional needs have been addressed and they are ready to return to a mainstream setting. Integration into another mainstream school is the right option for the majority of pupils.
- 7.2. Pupils who have been permanently excluded will normally be placed on the roll of Denewood Learning Centre. Children who have been permanently excluded and currently attend a Learning Centre and who need to be reintegrated back to mainstream will be considered at the RAP Panel.
- 7.3. Headteachers' will be contacted directly by the Local Authority with regards to reintegration placements. All schools or Academies will be expected, if required, to take at least 1 reintegration pupil. Further reintegration pupils will be allocated through the P-RAP Panel based on the number of permanent exclusions issued by the school. Therefore a system of "one out – one in" would come into play as necessary to maintain an overall balance.
- 7.4. Reintegration placements should follow similar timelines to other P-RAP pupil's admission. However, it is expected that the Denewood Learning Centre will continue to provide reintegration support for a specified period of time for excluded pupil who are being reintegrated back into a mainstream

school to ensure a smooth transition. Reintegration placements will be recorded and funded through the P-RAP process.

School Admissions Code – 15 Minimum Fair Access Criteria

- Children attending PRUs who need to be reintegrated back into mainstream education;
- Children who have been out of education for longer than one school term;
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- Children of refugees and asylum seekers;
- Homeless children;
- Children with unsupportive family backgrounds, where a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and with a history of serious attendance problems;
- Traveller children;
- Children who are carers;
- Children with special educational needs (but without a statement);
- Children with disabilities or medical conditions;
- Children returning from the criminal justice system; and
- Children of UK service personnel and other Crown Servants.

Name and brief description of proposal / policy / service being assessed

School Admission Arrangements 2014/15 & 2015/2016 for community & voluntary controlled schools. That consultation on proposed admission arrangements for 2015/16 is approved to include proposed changes for the removal of criterion 5 from the infant/primary schools admission criteria (i.e. pupils attending the nursery of the school), increasing the period of time the waiting list is kept open for infant, junior and primary schools, where it's not possible to offer a place at a school named by parents/carers. That the admission arrangements determined for the 2014/15 school year be referred to the Office of the Schools Adjudicator to seek a variation in line with the proposals for 2015/16

Information used to analyse the effects on equality

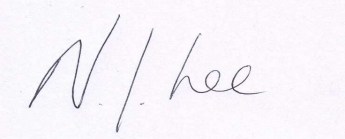
When the criterion for nursery attendance was first introduced consultation responses were evenly split between respondents who thought there were strong educational benefits to accrue – which could support the attainment of children from more deprived communities and those who felt it created the potential for children who had working parents would be disadvantaged. The decision was taken at the time that the educational benefits outweighed any potential negative impact. Subsequently a number of judgements by the Office of the Schools' Adjudicator made in cases across the country have made clear that the potential disadvantage to certain children of maintaining the nursery attendance criterion is in breach of the School Admissions Code . The judgements are unambiguous in stating that there are no circumstances in which the application of the nursery criterion does not give rise to the potential for disadvantaging certain groups of or individual children and their families. The waiting list proposal is a neutral proposal having no impact on either negatively or positively on any specific group.

	Could particularly benefit (X)	May adversely impact (X)	How different groups could be affected: Summary of impacts	Details of actions to reduce negative or increase positive impact (or why action not possible)
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	Working parents and particularly single working parents are most likely to be positive beneficiaries of the removal of a nursery attendance criterion. This is because they are less likely to utilise school based nursery schools as they don't offer the full day care frequently required to meet the demands of working families or individuals.	The action of removing the criterion removes the potential for negative impact – there is no requirement to increase a positive impact. The proposed change is to establish a neutral position for all applicants.
Men, women (including maternity/pregnancy impact), transgender people	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>		
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>		
Other - Working parents ,	✓	<input type="checkbox"/>		

single working parents.				
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Outcome(s) of equality impact assessment:
No major change needed Adjust the policy/proposal Adverse impact but continue Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:
The different criterion used for admission to all schools is available on an annual basis. The School Admission team will monitor and publish the oversubscription outcomes at the conclusion of each annual round.

Approved by  Nick Lee, Acting Head of School Improvement Nicholas.lee@nottinghamcity.gov.uk 0115 87 64618	Date sent to equality team for publishing: 05/11/13
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