

11 March 2013

Agenda Item: 4

REPORT OF THE SERVICE DIRECTOR, EDUCATION STANDARDS AND INCLUSION

NOTTINGHAMSHIRE SCHOOL ADMISSION ARRANGEMENTS 2014-2015

Purpose of the Report

1. To determine the arrangements for admission of pupils to Nottinghamshire voluntary controlled and community schools and coordinated admission arrangements for all pupils resident within Nottinghamshire and those applying for Nottinghamshire schools for 2014/15.
2. These arrangements for 2014-2015 specifically include:
 - Oversubscription criteria and previously agreed variations to standard criteria (**Appendix 1**)
 - Planned admission numbers (PANs) for voluntary controlled and community schools (**Appendix 2**)
 - Proposals for changes to oversubscription criteria for All Hallows (VC) CE Primary School to include additional denominational criteria (**Appendix 3**)
 - Nottinghamshire's Coordinated Scheme for intake admissions 2014-2015 (**Appendix 4**); non-statutory in-year admission arrangements and Fair Access Protocol for 2013-2014 (**Appendix 5**).

Information and Advice

Background

3. Nottinghamshire County Council as the Local Authority is responsible for co-ordinating admission arrangements for all maintained schools and academies in its area and for determining admission arrangements for community and voluntary controlled schools. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Code (SAC) 2012.
4. All admission authorities must consult on their proposed admission arrangements by 1 March in the determination year for those schools for which they are responsible. The County Council carried out consultation between 1 December 2012 and 31 January 2013 with the following:

- all other admission authorities within the relevant area¹
 - admission authorities in neighbouring local authority areas
 - the relevant religious authorities
 - parents and community groups with an interest in the local area
 - the Joint School Admissions Forum.
5. The County Council plans to hold consultation for 2015-2016 admission arrangements during a similar period later this year (1 December 2013 to 31 January 2014).
 6. The consultation this year has included additional admissions related issues prompted by the School Admissions Code 2012 and local priorities. The full consultation document was posted on the County Council's public website. An email notifying consultees together with an advert in the local press were issued week commencing 1 December 2012.
 7. Admission arrangements must be agreed (determined) by 15 April 2013 and notified to the Secretary of State even if they have not changed from previous years and a consultation has not been required.
 8. A total of 43 responses to the proposals were received by the closing date of 31 January 2013, predominantly to clarify PANs. In summary these are:
 - Attendance at the proposed "linked school nursery" criterion: 42 responses were received and there was no disagreement with the proposal
 - Planned admission numbers – 43 responses were received. 38 agreed with the planned admission number, 3 disagreed and have proposed an amendment to the PAN; 2 expressed no view on the PAN
 - Proposals for changes to oversubscription criteria for All Hallows (VC) CE Primary School to include additional denominational criteria: 42 responses were received. There was 1 disagreement; 8 agreed and 33 expressed no opinion
 - Timelines and arrangements for the coordinated intake scheme 2014/2015: 42 responses were received; 38 agreed with the proposed arrangements, 1 disagreed with the arrangements and 3 expressed no view
 - Proposed in-year scheme for 2013-2014: 42 responses were received; 38 agreed with the proposed arrangements, 2 disagreed with the arrangements and 2 expressed no view
 - Fair Access Protocol: 42 responses were received; 40 agreed with the proposed arrangements and 2 expressed no view.
 9. The proposal for an oversubscription criterion to include attendance at the linked school local authority nursery followed expressions of interest from schools. However, after further consideration the County Council has agreed to carry out more detailed consultation with Private, Voluntary and Independent (PVI) settings and other stakeholders. This will be included as part of the County Council's statutory consultation for 2015-2016.

¹ Nottinghamshire has previously consulted on its relevant area and has established 7 relevant areas which are coterminous with the 7 district council areas – there is no proposal to change this arrangement

Key points for consideration:

Oversubscription criteria and agreed variations to standard criteria

10. The general admission arrangements are included in **Appendix 1** (for information only) together with the standard oversubscription criteria and details of those schools with previously agreed variations. These remain unchanged from 2012-2013 with the exception of broader definitions from 2013 for Looked After Children and the inclusion of more specific definitions for service families. The definition of multiple births and arrangements for admission of these pupils has also been revised to take account of the new exception to infant class sizes.
11. Oversubscription criteria are the published admissions criteria that an admissions authority uses to determine the priority of applications for school places. These criteria are used only in the event of more applications being received than there are places available: that is, when the number of applications exceeds the planned admissions number. Proposed standard oversubscription criteria for county community and voluntary controlled schools together with any variations from the standard criteria (for example in order to reflect the particular religious affiliation of a voluntary controlled school) are all described in the main consultation document. They are applied in the event of oversubscription only after those pupils with a statement of special educational needs have first been offered a place.

Planned Admission Numbers – PANs

12. All schools must have an admission number for each relevant age group. This is defined in law as an age group in which pupils are or will normally be admitted to the school in question. The agreed planned admission numbers (PANs) for all Nottinghamshire community and voluntary controlled schools are included in **Appendix 2**. Where there has been a change to PAN the information is **highlighted** and previous PANs as determined for 2013-2014 are indicated in brackets (..).
13. For applications outside the normal admissions round, applications for admission to other year groups will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the PAN which applied when the year group was first admitted to the school will apply. If places are available within the year group, the child will normally be admitted to the school.

Proposal for changes to oversubscription criteria for All Hallows CE Primary School

14. Voluntary Controlled schools may introduce denominational oversubscription criteria relating to their particular faith. The Governors of All Hallows (VC) CE Primary School in Gedling requested such additional denominational oversubscription criteria be applied to determine the allocation of places, after first allocating places to pupils with a statement of special educational needs. The new proposed criteria are detailed in **Appendix 3**.

Co-ordinated Admissions Scheme 2014-2015 and In-Year Coordination 2013-2014

15. From 2011/2012 local authorities were required to have 'Co-ordinated Schemes' in place for coordinating all applications from parents to maintained schools and academies in their area. Local authorities were also required to introduce an in-year co-ordinated scheme, with effect from September 2010, to deal with what are sometimes referred to as 'casual' or 'mid-year' admissions.
16. The 2012 School Admissions Code removed the legal obligation for local authorities to co-ordinate in-year admissions from September 2013. There is, nevertheless, a continuing statutory obligation on all admission authorities (including own admission authority (OAA) schools and academies) to provide information on how in-year applications can be made and how they will be dealt with.
17. From September 2013, OAAs are able to manage such applications themselves. The Admissions Code requires that they must notify the County Council of each application and its outcome so that it can keep up to date figures on the availability of places. It is also an important requirement in aiding the local authority to deliver its safeguarding duties.
18. Discussions at the Joint School Admissions Forum indicated that there was possible interest from primary schools in the local authority continuing to run in-year co-ordination on a voluntary basis, though less so from secondary schools and academies. The local authority consulted all schools in its recent annual consultation in order to gauge the level of interest of both phases in such a scheme. The responses indicated support for the proposal, though there were some comments, particularly from own admission authority schools, indicating that they wish their governing body to manage in-year admissions.
19. As a result, the LA proposes to run a non-statutory in-year co-ordination scheme for September 2013-2014, on the same basis as its previous statutory scheme. The LA will review the scheme's operation during the course of the year.
20. Full details of the Co-ordinated Schemes dealing with both the normal admissions round and the proposed non-statutory in-year admissions scheme, including timelines for co-ordinated arrangements and Fair Access Protocol, are attached at **Appendices 4 and 5**.
21. Co-ordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area ('the home authority') who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their local authority. Parents/carers can state preferences for any category of maintained school, either in Nottinghamshire (the 'home local authority') or any other school in another local authority area. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council only, irrespective of the school they are applying for. All offers of school places, including those made on behalf of other admission authorities (foundation, aided schools and academies) within and outside of Nottinghamshire, will be made by Nottinghamshire County Council as the Local Authority in its role as co-ordinator of the admissions schemes.

22. Parents can express up to **four** preferences in priority order on a common application form for primary and secondary schools. If a school is oversubscribed, all preferences will be considered against the oversubscription criteria for each named school by the appropriate admission authority on an 'equal preference' basis. If more than one offer could be made, the parent's highest ranked preference, decided in accordance with the admissions oversubscription criteria for the individual school, will be offered to the parent. Members should note that the 2012 Code has introduced a national primary offer date (**April 16th**) from 2014, in addition to the already established 1 March date for secondary schools.
23. The Nottinghamshire Fair Access Protocol ensures that unplaced and vulnerable children and young people will be offered a place at a suitable school as quickly as possible. It has been revised to take account of the 2012 School Admissions Code discussions at the Joint School Admissions Forum and the development of additional protocols for placing vulnerable children and is attached at **Appendix 5**. Also attached to the Nottinghamshire FAP is recent DfE Advice on Fair Access Protocols, issued in November 2012.

Other options considered

24. All of the recommendations in this report are the product of careful consideration of the existing arrangements against the requirements of the 2012 School Admissions Code and the views of consultees. Consistency and continuity are important aspects of school admission arrangements to enable both parents and schools to plan well ahead for their children. Consequently changes which are proposed are in response to new legislation, to enhance the fairness of the arrangements, or in response to demographic and other local changes which make it necessary to amend the arrangements to better meet parents' needs and aspirations.

Reasons for recommendations

25. Nottinghamshire County Council as the Local Authority is responsible for co-ordinating admission arrangements for all maintained schools and academies in its area and for determining admission arrangements for community and voluntary controlled schools. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Codes (SAC) 2010 and 2012. The recommendations enable the County Council to meet its statutory responsibilities with regard to the School Admissions Codes 2010 and 2012 in a way which balances the wishes and aspirations of parents with schools' local priorities.

Statutory and Policy Implications

26. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for service users

27. Over 25,000 families express a school preference each year. These admission arrangements aim to create a fair and transparent system for allocating school places.

Financial Implications

28. There are no direct financial implications arising as a result of these arrangements.

Equalities Implications

29. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
- eliminate unlawful discrimination, harassment and victimisation.
 - advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
 - foster good relations between people who share protected characteristics and those who do not.
30. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
31. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

RECOMMENDATIONS

That:

- 1) the general admission arrangements and oversubscription criteria (including agreed variations) as detailed in **Appendix 1**, are approved. (Note: these remain unchanged from those determined in 2013-2014.)
- 2) planned admission numbers (PANs) for 2014-2015 as detailed in **Appendix 2** are approved;
- 3) proposals for changes to oversubscription criteria for All Hallows (VC) CE Primary School, to include additional denominational criteria, as detailed in **Appendix 3**, are approved;
- 4) the co-ordinated scheme and timelines for 2014-2015; non-statutory in-year admission scheme and timelines for 2013-2014 and revised Fair Access Protocol, are approved (**Appendices 4 and 5**).

John Slater
Service Director, Education Standards and Inclusion

For any enquiries about this report please contact:

Scott Hollingsworth
Team Manager, Access and Admissions
T: 0115 977 4274
E: scott.hollingsworth@nottsc.gov.uk

Constitutional Comments (LM 28/02/13)

32. The Children and Young Person's Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (KLA 28/02/13)

33. There are no financial implications arising directly from this report.

Background Papers

School Admissions Code 2012
Education Act 2011
Nottinghamshire County Council Consultation on Admission Arrangements Community and Voluntary Controlled Schools 2014-2015
Equality Impact Assessment

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0184

List of Appendices

Appendix 1	General admission arrangements (including oversubscription criteria and agreed variations)
Appendix 2	Planned Admission Numbers 2014-2015 (Proposed changes are highlighted)
Appendix 3	Proposals for changes to oversubscription criteria for All Hallows (VC) CE Primary School to include additional denominational criteria
Appendix 4	Co-ordinated admission schemes and timelines Co-ordinated scheme 2014-15
Appendix 5	In-year admission arrangements and Fair Access Protocol - i In-year co-ordinated scheme 2013-2014 - ii Fair Access Protocol

APPENDIX 1

Statements and definitions: the following apply in all the standard oversubscription criteria:

- For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:
 - o 'Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs.
The evidence must be presented at the time of application.'
- The appropriate designated officers will consider each case on its merits and determine the allocation of any such place on the basis of written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criteria.
- In the event of oversubscription, the criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from a point at the school campus to a point at the entrance to the child's home using the local authority's computerised measuring system. *In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn by a person independent of the admissions team.*

- Children of nomadic travellers will be allocated a place at their catchment area school.
- The definition of 'looked after children' has been broadened by the School Admissions Code 2012 and includes children 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).
- All other definitions remain the same as those determined in 2013-2014 admission arrangements.

Home to school transport policy: full details of the current home to school transport policy are available on the Nottinghamshire County Council public website.

APPENDIX 1 (i)

Arrangements remain unchanged from those determined in 2013-2014.

STANDARD RECEPTION CRITERIA – INFANT AND PRIMARY SCHOOLS 2014/2015

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Other children who live outside the catchment area

VARIATION TO STANDARD RECEPTION CRITERIA – INFANT AND PRIMARY SCHOOLS 2014/2015

Most Nottinghamshire community and voluntary controlled infant and primary schools use the standard admission criteria. However, the following have an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith. The additional criterion comes between the standard criteria 4 and 5.

- Cuckney CE Primary School, Cuckney
- Dean Hole CE Primary School, Caunton
- Holy Trinity CE Infant School, Southwell
- Kneesall CE Primary School, Kneesall
- North Wheatley CE Primary School, North Wheatley
- Ranby CE Primary School, Ranby
- St John's CE Primary School, Stapleford
- St Andrew's CE Primary School, Skegby, Sutton in Ashfield
- St Matthew's CE Primary, Normanton on Trent
- St Peter's CE Primary School, East Bridgford
- St Wilfrid's CE Primary School, Calverton
- Trowell CE Primary School, Trowell

NO CHANGES TO STANDARD ARRANGEMENTS – FOR INFORMATION ONLY:

STANDARD JUNIOR/PRIMARY SCHOOL CRITERIA – YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL – 2014-2015

- 1 Children looked after by a local authority
- 2 Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister at the school or the linked infant school
- 3 Other children who attend the linked infant school at the closing date for applications
- 4 Children who live inside the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Other children who live outside the catchment area and who do not attend the linked infant school

VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA – YEAR 3 INTAKE 2014-15

Most Nottinghamshire community and voluntary controlled junior and primary schools who have an intake at year 3 use the standard oversubscription criteria. However, the following school has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith. The additional criterion comes between standard criteria 6 and 7

- Lowe's Wong Junior School, Southwell

The schools named below have a variation to the standard junior/primary criteria:

- Bagthorpe Primary School, Bagthorpe
- Bispham Drive Junior School, Toton
- St Peter's CE Junior School, Ruddington

For intake at year 3 in 2014-2015 the oversubscription criteria are as follows:

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area at the closing date for applications **and** attend the linked infant school and who, at the time of admission, will have a brother or sister at the school **or** the linked infant school
- 3 Other children who live in the catchment area at the closing date for applications **and** attend the linked infant school
- 4 Children who live inside the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area but attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Children who live outside the catchment area but attend the linked infant school
- 8 Children who live outside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school (or the linked infant school)
- 9 Other children who live outside the catchment area.

STANDARD SECONDARY SCHOOL CRITERIA – YEAR 7 ADMISSIONS 2014-2015

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications and who, will have a brother or sister at the preferred secondary school at the time of admission
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications
- 7 Other children who live outside the catchment area

STANDARD SECONDARY SCHOOL CRITERIA – YEAR 12 ADMISSIONS 2014-15

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 5 Other children who live outside the catchment area

Exact course requirements may vary and will be published in the school's brochure/Post 16 booklet.

Note: Own admission authority schools (voluntary aided, foundation, academy, trust and free schools) are responsible for their own consultation on admission arrangements and oversubscription criteria within the framework of the School Admissions Code 2012.

Planned Admission Numbers (PANs) for 2014-2015

The proposed admission numbers for all Nottinghamshire community and voluntary controlled schools are detailed in district areas on the following tables and include proposed admission numbers for primary and secondary schools (intake for reception, year 3 and year 7).

Changes are **highlighted** in the tables. The previous PAN (as determined in 2013-2014) is indicated in brackets.

Own admission authority schools (voluntary aided, foundation, academy, trust and free schools) are responsible for their own consultation arrangements, including planned admission numbers.

ASHFIELD AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
Annie Holgate Infant	60		
Annie Holgate Junior		60	
Bagthorpe Primary	15	15	
Beardall Street Primary	30		
Broomhill Junior		60	
Butler's Hill Infant	60		
Carsic Primary	60		
<i>Croft Primary</i>	<i>(50) 60</i>		
<i>Dalestorth Primary</i>	<i>(30) 45</i>		
Daneswood Junior		48	
Edgewood Primary	40		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
<i>Hillocks Primary</i>	<i>(30) 45</i>		
Hillside Primary	60		
Holgate Comprehensive			240
Holly Hill Primary	50		
Jacksdale Primary	25	20	
Jeffries Primary	40		
John Davies Primary	30	35	
Kingsway Primary	45		
Kirkby Woodhouse Primary	50		
Leamington Primary	60		
<i>Leen Mills Primary</i>	<i>(50) 60</i>		
Mapplewells Primary	30		
Morven Park Primary	60		
Orchard Primary	40		
Priestsic Primary	60		
St Andrew's CE Primary	45		
Selston High			180
Selston CE Infant	25		
Underwood CE Primary	25		
Westwood Infant	20		

BASSETLAW AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Beckingham Primary	15		
Bracken Lane Primary	30		
Carr Hill Primary	40	50	
Clarborough Primary	20		
Cuckney CE Primary	20		
Dunham CE Primary	15		
East Markham Primary	15		
Elkesley Primary	15		
Everton Primary	15		
Gateford Park Primary	30		
Haggonfields Primary	18		
Hallcroft Infant	40		
<i>Langold Dyscarr Primary</i>	<i>(30) 40</i>		
Mattersey Primary	10		
Misson Primary	16		
Misterton Primary	30		
North Wheatley CE Primary	8		
Ordsall Primary	60		
Prospect Hill Infant	60		
Prospect Hill Junior		60	
Rampton Primary	10		
<i>Ramsden Primary</i>	<i>(25) 30</i>		
Ranby CE Primary	10		
Ranskill Primary	20		
Redlands Primary	60		
Ryton Park Primary	75		
<i>Sir Edmund Hillary Primary</i>	<i>(55) 60</i>		
St Augustine's Primary*	60		
St John's CE Primary	60		
St Matthew's CE Primary	10		
Thrumpton Primary	30		
Walkeringham Primary	8		

**St Augustine's Infant and St Augustine's Junior School will amalgamate to form St Augustine's Primary School with effect from April 2013.*

BROXTOWE AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Albany Infant	60		
Albany Junior		60	
Alderman Pounder Infant	70		
Awsworth Primary	40		
Banks Road Infant	60		
Beeston Fields Primary	40		
Bispham Drive Junior		60	
Bramcote Hills Primary	50		
Brinsley Primary	30		
Brookhill Leys Primary	60		
College House Junior		80	
Eastwood Comprehensive			210
Eskdale Junior		70	
Fairfield Primary	30	70	
Gilthill Primary	30		
Greasley Beauvale Primary	50		
Hollywell Primary	30		
Horsendale Primary	30		
John Clifford Primary	60		
Kimberley Primary	20		
Larkfields Infant	60		
Larkfields Junior		60	
Lynncroft Primary	30		
Meadow Lane Infant	70		
Mornington Primary	40		
Round Hill Primary	60		
Rylands Junior		50	
Springbank Primary	30		
St John's CE Primary	15		
Sunnyside Primary	30		
Trent Vale Infant	50		
Trowell CE Primary	30		
Wadsworth Fields Primary	60		
William Lilley Infant	60		

GEDLING AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Gates Primary	30		
All Hallows CE Primary	30		
Arnbrook Primary	40		
Arno Vale Junior		60	
Arnold Mill Primary	(40) 45		
Arnold View Primary	40		
Burton Joyce Primary*	(60) 45		
Carlton Central Infant	45		
Carlton Central Junior		50	
Colonel Frank Seely Comprehensive			180
Coppice Farm Primary	30		
Ernehale Infant	(60) 70		
Ernehale Junior		60	
Haddon Primary	30		
Hawthorne Primary	25		
Killisick Junior		50	
Lambley Primary	(18) 22		
Manor Park Infant	40		
Mapperley Plains Primary	45		
Netherfield Primary	60		
Newstead Primary	16		
Parkdale Primary	60		
Phoenix Infant	60		
Pinewood Infant	45		
Porchester Junior		45	
Priory Junior		60	
Richard Bonington Primary	(50) 60		
Robert Mellors Primary	30		
Sir John Sherbrooke Junior		50	
St Wilfrid's CE Primary	30		
Standhill Infant	45		
Stanhope Primary	35		
Westdale Infant	60		
Westdale Junior		60	
Willow Farm Primary	30		
Woodthorpe Infant	60		

*Following consultation, the County Council in conjunction with the governing body of Burton Joyce Primary School agreed PAN of 45.

MANSFIELD AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
<i>Abbey Primary</i>	(30) 60		
Asquith Primary	45		
<i>Berry Hill Primary</i>	(45) 60		
Birklands Primary	40		
Church Vale Primary	30		
Crescent Primary	50		
Eastlands Junior		40	
Farmilo Primary	30		
Forest Town Primary	45		
Garibaldi College			185
Heatherley Primary	30		
Heathlands Primary	25		
Hetts Lane Infant	60		
High Oakham Primary	60		
Holly Primary	40		
Intake Farm Primary	30		
John T Rice Infant	45		
<i>King Edward Primary</i>	(50) 60		
Leas Park Junior		70	
Netherfield Infant	40		
Nettleworth Infant	70		
Newlands Junior		45	
Northfield Primary	30		
Oak Tree Primary	40		
Peafield Lane Primary	45		
Robin Hood Primary	30		
<i>Rosebrook Primary</i>	(40) 60		
Sherwood Junior		60	
St Edmund's CE Primary	30		
<i>Sutton Road Primary</i>	(50) 60		
Wynndale Primary	30		

NEWARK AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Bishop Alexander Primary	45		
Bleasby CE Primary	20		
Blidworth Oaks Primary	45		
Bowbridge Primary	60		
Chuter Ede Primary	90		
Coddington CE Primary	60		
Crompton View Primary	40		
Dean Hole CE Primary	8		
Forest View Junior		60	
<i>Halam CE Primary</i>	<i>(17) 15</i>		
Holy Trinity CE Infant	25		
John Blow Primary	30		
John Hunt Primary	60		
King Edwin Primary	50		
Kirklington Primary	8		
Kneesall CE Primary	15		
Lake View Primary	30		
Lovers Lane Primary	30		
Lowe's Wong Infant	70		
Lowe's Wong Anglican Methodist Junior		100	
Manners Sutton Primary	8		
Maun Infant	60		
Mount CE Primary	30		
Muskham Primary	30		
North Clifton Primary	8		
Norwell CE Primary	10		
Ollerton Primary	50		
Python Hill Primary	50		
Queen Eleanor Primary	10		
Ravenshead CE Primary	60		
Samuel Barlow Primary	40		
St Peter's CE Primary	30		
Sutton on Trent Primary	20		
Walesby CE Primary	20		
<i>William Gladstone CE Primary**</i>	45	<i>(new) 30</i>	
Winthorpe Primary	15		

***New school established 2012; new PAN set for intake at Y3.*

RUSHCLIFFE AREA Planned Admission Numbers 2014-2015 Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Road Primary	60		
Brookside Primary	30		
Bunny CE Primary	14		
Carnarvon Primary	(60) 70		
Costock CE Primary	10		
Cropwell Bishop Primary	30		
Crossdale Drive Primary	30		
Edwalton Primary	50		
Flintham Primary	15		
Gotham Primary	25		
Greythorn Primary	45		
Heymann Primary	(50) 90		
James Peacock Infant	70		
Jesse Gray Primary	60		
Keyworth Primary	30		
Kinoulton Primary	20		
Lady Bay Primary	60		
Langar CE Primary	15		
Lantern Lane Primary	44		
Normanton on Soar Primary	12		
Orston Primary	20		
Radcliffe on Trent Infant	(70) 75		
Radcliffe on Trent Junior		70	
Robert Miles Infant	60		
Robert Miles Junior		60	
St Peter's East Bridgford CE Primary	30		
St Peter's Ruddington CE Junior		60	
Sutton Bonnington Primary	30		
Tollerton Primary	30		
West Bridgford Infant	81		
West Bridgford Junior		80	
Willoughby Primary	7		
Willowbrook Primary	30		

Proposed changes to include additional denominational criteria for All Hallows CE Primary School (a voluntary controlled school)

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parents/carers have regular involvement with the Church*
- 3 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission
- 4 Children who live in the catchment area at the closing date for applications and whose parents/carers have regular involvement with the Church*
- 5 Children who live outside the catchment area, have a brother or sister attending the school at the time of admission and whose parents/carers have regular involvement with the Church*
- 6 Children who live outside the catchment area and who have a brother or sister attending the school at the time of admission
- 7 Children who live outside the catchment area whose parents/carers have regular involvement with the Church*
- 8 Other children who live outside the catchment area

*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year.

**NOTTINGHAMSHIRE COUNTY COUNCIL'S
COORDINATED SCHEME 2014-2015**

Introduction

This scheme explains how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools, academies and free schools. The School Admissions Code states that 'Co-ordination schemes are intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child living in a local authority area who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their local authority ('the home authority')'.

Parents/carers can state preferences for any category of maintained schools, academies and free schools, either in Nottinghamshire ('home local authority') or any other school in another local authority area.

Governing bodies of voluntary aided, foundation, trust schools, academies and free schools are responsible for determining their own admissions and appeals arrangements.

Nottinghamshire County Council's coordinated scheme applies to:

- Children starting school for the first time (Reception intake)
 - Children transferring from infant schools to junior education (Y3 intake)
 - Children transferring from primary phase to secondary education (Y7 intake)
- (these are known as 'normal admissions rounds').

Applications for admission at any other time than those listed above are known as 'in-year admissions'.

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other own admission authority schools for whom the governing body is the admission authority. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council.

All offers of a place during the 'normal admissions round' by the County Council will be made as detailed in the timelines.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made online, by telephone or by completing a paper application form.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made using the appropriate application form or process available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authority schools and academies. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.
4. Applications from parents/carers for a place at a voluntary controlled, voluntary aided, trust, foundation, academy or free school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary information form or other written evidence, e.g. from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admissions criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form or process.
5. All completed applications by Nottinghamshire County Council residents together with any additional information must be returned to Nottinghamshire County Council.

Processing applications

Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.

1. Nottinghamshire County Council will first exchange information about preferences for other local authority schools with our neighbouring local authorities.
2. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other own admission authority schools within Nottinghamshire
3. Each admission authority will then apply their published admission criteria to all preferences to determine whether a place can/cannot be offered.
4. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
5. For residents of other local authorities, Nottinghamshire County Council will inform the 'home local authority' whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

Provisional offers

6. Following exchange of information, Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered, Nottinghamshire County Council will provisionally allocate the highest preference.
7. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure the highest preference possible can be allocated.
8. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission oversubscription criteria.
9. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary controlled school with places available. Places will be allocated according to the admission oversubscription criteria.

Informing parents/carers

1. Nottinghamshire County Council will write to all Nottinghamshire residents who have made an application for any school detailing the outcome of their request. Letters are posted second class on offer day. Online applicants are able to access the outcome of their preferences on offer day through the online application service. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
2. Parents/carers are asked to confirm their acceptance of the allocated place and/or consider making a further application for up to **four** other schools. Allocated places may be withdrawn where a parent/carer does not accept the offer within 14 days. Parents/carers are advised not to decline any offer of a school place until an alternative allocation has been made.
3. **During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.
 - Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
 - Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received

Waiting lists are maintained until the end of the Autumn Term for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

4. **For in-year applications**, Nottinghamshire County Council does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so. An exception is made for late applications for intake rounds [Reception; year 3 junior; and year 7 secondary] where waiting lists are still in place. Applications will be included within waiting list processes albeit managed as an in-year application.

Late Applications – normal admissions rounds only

1. Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority, in the following circumstances:
- relocation into the area of Nottinghamshire County Council from another local authority
 - relocation within Nottinghamshire
 - exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided by:

- **10 January 2014** for children transferring from primary phase to secondary education
- **10 February 2014** for children starting school for the first time and for children transferring from infant schools to junior education

2. Late applications received after the dates outlined in **1** above but before **31 August 2014** will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances.

Any applications received after **1 September 2014** will be processed in accordance with any in-year coordinated arrangements which may exist or by the relevant individual admission authority (**see note 4** above).

False information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

PRIMARY COORDINATED SCHEME 2014-2015
(including children starting school for the first time and Infant to Junior transfers)
Timetable for co-ordinated admissions arrangements

Stage	Date	Action
1	By 22 November 2013 [distribution from 4.11.13]	Information distributed to parents/carers
2	15 January 2014	Closing date for receipt of applications
3	31 January 2014	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	10 February 2014	Last date for exceptional lates. Proof of residency to be received.
5	By 10 February 2014	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
6	28 February 2014	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
7	By 10 March 2014	Nottinghamshire County Council will inform other local authorities of provisional offers
8	By 17 March 2014	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
9	By 24 March 2014	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 28 March 2014	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	16 April 2014	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents/carers who applied online. Letters are posted second class.
12	Within 14 days of offer day	Parents/carers required to confirm acceptance of place offered
13	Appeals	Primary Appeals will begin from May 2014 onwards

Nottinghamshire County Council will aim for two allocation cycles only before National Offer Day

Primary Coordinated Scheme 2014/2015

Key Dates

	August 2013						September 2013						October 2013					
M		5	12	19	26			2	9	16	23	30		7	14	21	28	
T		6	13	20	27			3	10	17	24		1	8	15	22	29	
W		7	14	21	28			4	11	18	25		2	9	16	23	30	
Th	1	8	15	22	29			5	12	19	26		3	10	17	24	31	
F	2	9	16	23	30			6	13	20	27		4	11	18	25		
Sa	3	10	17	24	31			7	14	21	28		5	12	19	26		
S	4	11	18	25			1	8	15	22	29		6	13	20	27		

	November 2013						December 2013						January 2014					
M		4	11	18	25			2	9	16	23	30		6	13	20	27	
T		5	12	19	26			3	10	17	24	31		7	14	21	28	
W		6	13	20	27			4	11	18	25		1	8	15	22	29	
Th		7	14	21	28			5	12	19	26		2	9	16	23	30	
F	1	8	15	22	29			6	13	20	27		3	10	17	24	31	
Sa	2	9	16	23	30			7	14	21	28		4	11	18	25		
S	3	10	17	24			1	8	15	22	29		5	12	19	26		

	February 2014						March 2014						April 2014					
M		3	10	17	24			3	10	17	24	31		7	14	21	28	
T		4	11	18	25			4	11	18	25		1	8	15	22	29	
W		5	12	19	26			5	12	19	26		2	9	16	23	30	
Th		6	13	20	27			6	13	20	27		3	10	17	24		
F		7	14	21	28			7	14	21	28		4	11	18	25		
Sa	1	8	15	22			1	8	15	22	29		5	12	19	26		
S	2	9	16	23			2	9	16	23	30		6	13	20	27		

	May 2014						June 2014						July 2014					
M		5	12	19	26			2	9	16	23	30		7	14	21	28	
T		6	13	20	27			3	10	17	24		1	8	15	22	29	
W		7	14	21	28			4	11	18	25		2	9	16	23	30	
Th	1	8	15	22	29			5	12	19	26		3	10	17	24	31	
F	2	9	16	23	30			6	13	20	27		4	11	18	25		
Sa	3	10	17	24	31			7	14	21	28		5	12	19	26		
S	4	11	18	25			1	8	15	22	29		6	13	20	27		

	Key dates for Co-ordinated Admissions		School Holiday		Bank Holiday		Administration day
--	---------------------------------------	---	----------------	---	--------------	---	--------------------

SECONDARY CO-ORDINATED SCHEME 2014-15
Timetable for co-ordinated admission arrangements

Stage	Date	Action
1	By 6 September 2013 (distribution w/c 12.8.13)	Information distributed to parents/carers
2	31 October 2013	Closing date for receipt of applications
3	By 15 November 2013	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By 22 November 2013	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	By 19 December 2013	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
6	By 10 January 2014	Last date for exceptional lates. Proof of residency to be received.
7	By 17 January 2014	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
8	By 21 February 2014	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 28 February 2014	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	1 March 2014 (or the next working day – for 2014 it will be 3 March 2014)	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents/carers who applied online. Letters are posted second class.
12	Within 14 days of offer day	Parents/carers required to confirm acceptance of place offered
13	Appeals	Secondary Appeals will begin from April 2014 onwards

Nottinghamshire County Council will aim for two allocation cycles only before National Offer Day.

Secondary Coordinated Scheme 2014/2015

Key Dates

	August 2013						September 2013						October 2013					
M		5	12	19	26			2	9	16	23	30		7	14	21	28	
T		6	13	20	27			3	10	17	24		1	8	15	22	29	
W		7	14	21	28			4	11	18	25		2	9	16	23	30	
Th	1	8	15	22	29			5	12	19	26		3	10	17	24	31	
F	2	9	16	23	30			6	13	20	27		4	11	18	25		
Sa	3	10	17	24	31			7	14	21	28		5	12	19	26		
S	4	11	18	25			1	8	15	22	29		6	13	20	27		

	November 2013						December 2013						January 2014					
M		4	11	18	25			2	9	16	23	30		6	13	20	27	
T		5	12	19	26			3	10	17	24	31		7	14	21	28	
W		6	13	20	27			4	11	18	25		1	8	15	22	29	
Th		7	14	21	28			5	12	19	26		2	9	16	23	30	
F	1	8	15	22	29			6	13	20	27		3	10	17	24	31	
Sa	2	9	16	23	30			7	14	21	28		4	11	18	25		
S	3	10	17	24			1	8	15	22	29		5	12	19	26		

	February 2014						March 2014						April 2014					
M		3	10	17	24			3	10	17	24	31		7	14	21	28	
T		4	11	18	25			4	11	18	25		1	8	15	22	29	
W		5	12	19	26			5	12	19	26		2	9	16	23	30	
Th		6	13	20	27			6	13	20	27		3	10	17	24		
F		7	14	21	28			7	14	21	28		4	11	18	25		
Sa	1	8	15	22			1	8	15	22	29		5	12	19	26		
S	2	9	16	23			2	9	16	23	30		6	13	20	27		

	May 2014						June 2014						July 2014					
M		5	12	19	26			2	9	16	23	30		7	14	21	28	
T		6	13	20	27			3	10	17	24		1	8	15	22	29	
W		7	14	21	28			4	11	18	25		2	9	16	23	30	
Th	1	8	15	22	29			5	12	19	26		3	10	17	24	31	
F	2	9	16	23	30			6	13	20	27		4	11	18	25		
Sa	3	10	17	24	31			7	14	21	28		5	12	19	26		
S	4	11	18	25			1	8	15	22	29		6	13	20	27		

	Key dates for Co-ordinated Admissions		School Holiday		Bank Holiday		Administration day
--	---------------------------------------	---	----------------	---	--------------	---	--------------------

In-year arrangements (non-statutory) for applications outside the normal admissions round after 1 September 2013, including the Fair Access Protocol

Background

The local authority agreed to introduce a co-ordinated in-year admissions scheme from September 2013, coinciding with the ending of its statutory duty from that date.

The County Council's established in-year scheme, carried over on a non-statutory basis following consultation, is outlined below.

In-year admissions outside of the normal round

The School Admissions Code 2012 introduced new arrangements for in-year coordination. Since it is no longer a statutory duty for local authorities to co-ordinate in-year admissions from September 2013, a non-statutory scheme has been introduced.

Nottinghamshire County Council will continue in-year coordination for safeguarding reasons and to avoid parents/carers having to make multiple applications, for admissions to all community and VC primary schools. The scheme is also available to those own admission authority primary and secondary schools, academies and free schools which wish to participate.

From September 2013, in accordance with the School Admissions Code 2012, own admission authority schools not participating in the scheme **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome. This will assist with safeguarding, allow the local authority to advise on the availability of places in the area and enable parents/carers to receive a speedy response to their application.

Admission authorities must also inform parents/carers of their right to appeal against the refusal of a place in writing.

It is important that applications for school places outside the normal admissions round are considered without delay to ensure that every child of school age accesses an appropriate school place.

Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools does not maintain waiting lists for in-year applications. An exception is made for late applications for intake rounds [Reception; year 3 junior; and year 7 secondary] where waiting lists are still in place. Applications will be included within waiting list processes albeit managed as an in-year application.

Timelines for processing in-year applications

The following timelines were described in the School Admissions Code 2009. Although no longer referred to in the School Admissions Code 2012, Nottinghamshire County Council retains them as a statement of its intentions and as an additional measure to contribute to the safeguarding of children and young people.

With this in mind, they are retained in the anticipation that own admission authority schools and academies will also adopt them as best practice.

Initial Processing of Applications

- The Local Authority will process applications **within 5 school days** by initial logging of an application and the forwarding to own admission authority schools where relevant.

Decisions for Community and VC School Applications

- Where applications are made for voluntary controlled or community schools within Nottinghamshire and places are available, it is anticipated that decisions will be made within a **maximum of 10 school days**.

Decisions for OAAs in Nottinghamshire

- For applications for own admission authority schools within Nottinghamshire, it is anticipated that decisions will be made within a **maximum of 15 school days** from the application being received by the local authority.

Decisions for Neighbouring Authorities

- Where applications are received from Nottinghamshire residents for a school place in a neighbouring authority, or own admission authority school, it is anticipated that the parents/carers would receive a **response within 20 school days** from the application being received by Nottinghamshire.



FAIR ACCESS PROTOCOL

1. Introduction

- 1.1 All local authorities must have a Fair Access Protocol (FAP). The FAP applies to all maintained and academy schools in Nottinghamshire. The School Admissions Code 2012 sets out that the FAP exists to ensure that:
- outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
 - all schools admit their fair share of children with challenging behaviour, including children excluded from other schools;
 - a forum exists to consider appropriate learning pathways for those being placed on a school roll but who are not ready for mainstream schooling;
 - a forum exists to consider potential admission referrals from governing bodies who do not wish to admit a child with challenging behaviour on the grounds that the school already has a particularly high proportion of children with challenging behaviour or previously excluded children.
- 1.2 The FAP encourages the local authority, schools and academies to work together in partnership. It has been updated to take account of new regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.

2. Legislative Background

- 2.1 The Education Act 2006 required all Admission Authorities and Admission Forums to have In-Year Fair Access Protocols in place by September 2007. Further guidance on this requirement is provided in Section 3.9 of the School Admissions Code which came into force in February 2012. The Code is made by the Secretary of State for Children, Schools and Families under Section 84 of the School Standards and Framework Act 1998 as amended by Section 40 of the Education and Inspections Act 2006. The Code takes account of new provisions in the Education and Skills Act 2008 aimed at ensuring greater fairness in the school admission system.
- 2.2 Admission Authorities of maintained schools as defined in Section 88(1) (a) and (b); Governing Bodies and local authorities (when not admission authorities); Schools Adjudicators and Admission Appeals Panels have a statutory duty to act in accordance with the relevant provisions of the Code.
- 2.3 Section 3.11 of the School Admissions Code 2012 states that “all admission authorities **must** participate in the FAP in order to ensure that unplaced children are allocated a school quickly.”

3. The Nottinghamshire Context

- 3.1 The authority has well-established procedures, including school partnerships and the Children Missing Education Protocol, in order to keep to a minimum the numbers of children who are out of school.

- 3.2 In Nottinghamshire there are 8 locality school partnerships which will include all secondary schools within each of the districts. They have clear links with their local primary schools; the Area Officer; the Nottinghamshire Learning Centre; the Fair Access Officer and a range of support services agreed by members. The partnerships make recommendations for the placement of children who have been identified as meeting the requirements of the FAP including those who have been permanently excluded. All schools are expected to admit pupils who have been referred to them through this process.
- 3.3 The 'Children Who Go Missing from Home, Care or Education Guidance' has established procedures for identifying, referring and tracking (IRT) pupils out of school. This is managed by the Service Manager for Safeguarding (strategic).
- 3.4 The process for applications outside the normal year of entry is called an 'In-Year Admissions Scheme'. The local authority has a statutory duty to co-ordinate in-year applications until August 2013. There is no requirement for local authorities to co-ordinate in-year applications for the offer year 2013/14 and all subsequent years. The current process for in-year admissions, including application forms, is published annually and is available on the Nottinghamshire County Council website or from the School Admissions Team.

4. The Scope of the Fair Access Protocol

- 4.1 Whilst children in the following categories may find it difficult to secure a place, the majority of children will be dealt with through normal admission procedures. The importance of children being placed quickly in Nottinghamshire schools cannot be overstated, not least because of their vulnerability, the associated safeguarding needs and the adverse effects of admission delays upon pupil attainment. School partnerships should meet at least monthly to consider FAP referrals. In the event that a meeting is deferred or postponed any unplaced FAP referrals will be considered jointly by the relevant Local Authority Area Officer and the Fair Access Protocol Officer.
- 4.2 Children with statements of Special Educational Need (SEN) are not included in this protocol as their needs are considered separately by Nottinghamshire's special educational needs service. Please refer to the Nottinghamshire **SEN Admission Protocol 2012** (see Appendix 1).
- 4.3 The Admission of Looked After Children will be given priority in accordance with the School Admission Code 2012, following the procedures outlined in the **Nottinghamshire Looked After Children (LAC) Admission Protocol 2012** and in conjunction with the Co-ordinator of the LAC Virtual School (see Appendix 2).
- 4.4 This Protocol does not include "Managed Moves" of children between schools, where it is considered that a child would benefit from a change of school or a fresh start. As such children are already on a school roll, they are not covered by the Protocol. Such transfers are agreed between schools as appropriate assisted by the County Council when necessary.
- 4.5 In line with the requirements set out in the School Admissions Code 2012, this Protocol provides for children of compulsory school age who experience difficulty securing a

school place to be admitted to school outside of the normal admissions round under the following categories, as a minimum:

- a) children from the criminal justice system or Pupil Referral Units who need to be re integrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without a statement) [2012 School Admissions Code 3.15]

5. Principles of the Fair Access Protocol

- 5.1 As an overarching principle in placing pupils, Nottinghamshire County Council will balance the requirement to consider the circumstances of the individual pupil with the need to find a place quickly. Depending on the circumstances, admissions requests for children dealt with by the School Admissions Team or through the FAP school partnerships will normally be resolved within ten working days of the date of admission application or school partnership recommendation. **Note:** The desire to meet this timescale should not override a comprehensive consideration of the needs of individual pupils and a subsequent decision about which school or setting will be best able to meet their needs.
- 5.2 Schools cannot cite oversubscription as a reason for not admitting a pupil under a FAP. Equally, no school, including those with places available, is asked to take a disproportionate number of children who have been excluded from other schools or who have challenging behaviour or who are known to have a history of behavioural problems. The allocation of pupils should be equitable across the schools in Nottinghamshire.
- 5.3 Children who are the subject of a direction by Nottinghamshire County Council to admit or who are allocated to a school in accordance with a FAP must take precedence over those on a waiting list.
- 5.4 Children included as part of paragraph 3.15 of the School Admissions Code 2012 should be given priority for admission over others on a waiting list or awaiting an appeal.
- 5.5 Schools must respond quickly to requests for admission so that the admission of the pupil is not delayed and should not insist on an appeal being heard before admitting a child under this FAP.
- 5.6 As part of assessing the suitability of a placement for a pupil, Nottinghamshire County Council must take account of any concerns expressed by e.g. parents/carers, school, LA, other admission authorities or professional agencies about the admission. This could be a previous serious breakdown in the relationship between the school and the family, or strong views about the religious ethos of a school.

- 5.7 Wherever possible, pupils with a religious affiliation should be matched to a suitable school, but this should not override the FAP if the school is unable to take the pupil, or if the pupil identified for the school does not have that affiliation.
- 5.8 A local authority has the power to direct the admission authority for any maintained school in its area to admit a child, including a child who is looked after by the local authority, even when the school is full, unless the Schools Adjudicator upholds an appeal from the admission authority.
- The local authority must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size. Before deciding to give a direction, the local authority must consult the admission authority of the school it proposes to direct in accordance with paragraphs 3.16-3.22 of School Admissions Code 2012.
- 5.9 Where a local authority considers that an academy will best meet the needs of any child, it can ask the academy to admit that child but has no power to direct it to do so. The local authority and the academy are expected to mediate to reach an agreement, but if the academy refuses to admit the child, the local authority can ask the Secretary of State to intervene, who can seek advice from the Schools Adjudicator in reaching a decision. The Secretary of State has the power under an academy's funding agreement to direct the academy to admit a child and can seek advice from the Adjudicator in reaching a decision.
- 5.10 Whilst this FAP covers all maintained schools and academies within Nottinghamshire, every effort will be made to contact a neighbouring authority to help secure a school place in that area if that is deemed appropriate.

6. Procedures

- 6.1 For the majority of pupils, admission to schools will be through the normal co-ordinated scheme as operated by Nottinghamshire County Council. The process for in-year admissions, including application forms, is published annually and is available on the Nottinghamshire County Council website or from the School Admissions Team.
- 6.2 The current locality based school partnership structure considers pupil placements on a monthly basis for children who have been unable to access a school place through the normal admission process and who have been identified as fulfilling the FAP criteria through the in-year application process, by a learning centre, or by a governing body referral.
- 6.3 The locality based school partnerships are also responsible for ensuring that appropriate educational provision will be sought for children and young people who have a right to educational provision and whose applications are being considered under the Fair Access Protocol but who are not ready for mainstream schooling. In the majority of circumstances, this will involve placing the pupil on the roll of their catchment school to enable the co-ordination of an appropriate alternative curriculum package. Please refer to the **Nottinghamshire Offsite Provision Guidance for Schools** (see Appendix 3).
- 6.4 If a locality based partnership meeting is deferred or cancelled, the relevant Area Officer and the FAP Officer will identify appropriate school places in accordance with section 3

of the School Admissions Code 2012 and notify the partnership of such placements at the earliest opportunity.

- 6.5 The School Admissions Team; Support to Schools Service; Equality and Achievement Service; the Looked After Team; Elective Home Education; Targeted Support and Children Missing Education, all monitor and track vulnerable pupils including those identified as 'out of school' on behalf of the Local Authority.

7. Funding

- 7.1 A pupil who is admitted to a new school will have, from the date on roll, the remaining portion of the Age Weighted Pupil Unit (AWPU) formula in that financial year transferred to the new school. All permanently excluded pupils will be offered full-time education through the Nottinghamshire Learning Centre from the sixth school day following the decision to exclude the pupil.

8. Parental Preference

- 8.1 Parents/carers have the right to state a preference for a school place for their child; however Section 3.11 of the School Admissions Code 2012 states that there is no duty for local authorities or admissions authorities to comply with parental preference when allocating places through the FAP.

9. Review

- 9.1 The effectiveness of the FAP will be monitored by the LA in accordance with para. 3.23 of the School Admissions Code 2012 which states:

"Local authorities must produce an annual report on admissions for all the schools in their area for which they co-ordinate admissions, to be published locally and sent to the Adjudicator by 30 June following the admissions round. The report must cover as a minimum:

a) information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen;

b) an assessment of the effectiveness of FAPs and co-ordination in their area, including how many children were admitted to each school under them;

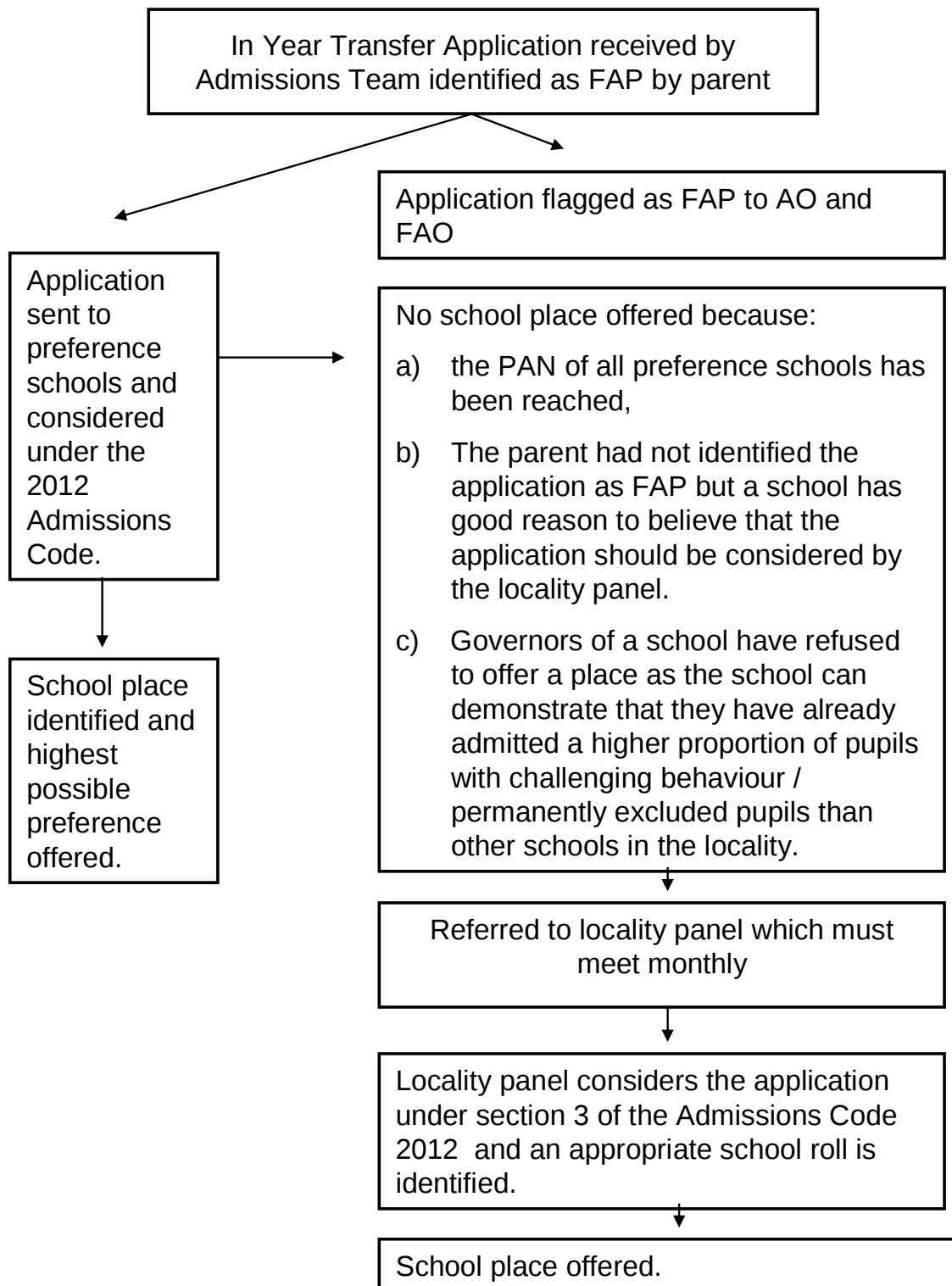
c) the number and percentage of lodged and upheld parental appeals; and

d) any other issues the local authority may wish to include."

- 9.2 The Joint School Admission Forum also has a key role to play in ensuring a fair admissions system that promotes social equity and it will monitor the effectiveness of the local authority's FAP.

- 9.3 Nottinghamshire's admission arrangements are subject to annual consultation and review.

Fair Access Process Map





Department
for Education

Fair Access Protocols: Principles and Process

Departmental Advice

November 2012

Introduction

The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. This is why every local authority is required to have in place a Fair Access Protocol, developed in partnership with local schools.

This document sets out some principles to clarify the expectations on all parties to ensure Fair Access Protocols operate effectively at a local level. It is aimed at both admission authorities and schools. It is expected that readers are familiar with the School Admissions Code 2012 (the Code) - in particular paragraphs 3.9 to 3.23.

The Code gives local authorities and schools, including Academies¹, the freedom to develop and agree Protocols which best serve the needs of children in their area. Neither the Code, nor this document, attempts to prescribe the structure or detailed content of Protocols. It is for participating schools to ensure that the local Protocol works for them and is reviewed as required with the local authority.

Principles

- Every local authority must have a Fair Access Protocol, agreed with the majority of its schools, in which all schools (including Academies) must participate since it is binding on all schools.
- Schools (including Academies) should work together collaboratively, taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the Protocol but it is expected the wishes of the parents are taken into account.
- When seeking to place a child under a Protocol, all schools should be treated in a fair, equitable and consistent manner.
- Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place is not offered.

¹ The term "Academies" in this document refers to all types of Academy schools, i.e. including Academy converters, sponsored Academies, and all types of Free Schools, including University Technical Colleges and Studio Schools, with the exception of Special Schools and alternative providers.

- An application to direct from the Secretary of State should only be requested as a last resort.
- The Secretary of State will base his decision having regard to whether due process, in line with the locally agreed provisions in the Fair Access Protocol, has been applied appropriately.
- The Protocol should establish the education provision a child will receive whilst discussions to identify a school place are taking place.
- In the event that the majority of schools in an area can no longer support the principles and approach of the local Protocol, all the school heads should initiate a review with the local authority. The existing Protocol however remains binding on all schools up until the point at which a new one is adopted

Timing

- It is expected that all parties will act with a sense of urgency to identify a school place for any child who has had difficulty securing one or who falls under the Fair Access Protocol.
- All schools, including Academies, are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within seven calendar days.
- Before deciding to issue a direction to a voluntary aided or foundation school, a local authority must consult the governing body of the school, the parent, and the child, if they are over compulsory school age. If following consultation the local authority decides to direct, it must inform the governing body and head teacher of the school. A local authority should do the same when considering requesting a direction for a child to be admitted at an Academy through the Fair Access Protocol.
- The governing body of a maintained school can appeal by referring the case to the Schools Adjudicator within 15 calendar days. Similarly, it is expected that an Academy will agree a starting date for the child or set out its reasons for refusal in writing to the local authority within 15 calendar days (providing contact details to cover any approaching bank holiday or holiday periods).
- If an Academy has not agreed a start date for the child within 15 calendar days, the local authority can apply for a direction from the Secretary of State via the Education Funding Agency who acts on his behalf in these cases.

The process for requesting that the Secretary of State direct an Academy to admit a child

- Local authorities and Academies are expected to mediate between themselves before a request is made to the Secretary of State to direct an Academy to admit a child.
 - Where a local resolution cannot be found, it is the responsibility of the local authority and the Academy to document the case for and against admission.
 - When reviewing an Academy direction case, the Education Funding Agency will act on behalf of the Secretary of State to consider whether due process has been followed in applying the provisions of the Fair Access Protocol.
 - In requesting a direction from the Secretary of State, the local authority must provide evidence that the provisions of the Fair Access Protocol have been applied in a fair and appropriate manner, the Academy's reasons for refusal and the local authority's response.
 - The local authority should send the information using the attached template to the Education Funding Agency. On receipt of a request to direct, the Education Funding Agency will inform the school that it has received a request for a direction. The letter will request that the Academy provide any evidence other than that already received that the process has not been properly applied within seven calendar days.
 - Where the Secretary of State is asked to consider a direction he will make that decision on the basis of the papers provided, taking into account:
 - whether the local Fair Access Protocol has been applied appropriately;
 - the arguments of the Academy and local authority, whether the authority has considered the arguments for refusal and why it still considers the Academy to be the appropriate provision for the child;
 - whether the Academy has been asked to accept a disproportionate number of children under the Fair Access Protocol compared to other schools.
-



Department
for Education

© Crown copyright [2012]

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit [http://www.nationalarchives.gov.uk/doc/open-government-](http://www.nationalarchives.gov.uk/doc/open-government-licence/)

licence/ or e-mail: **psi@nationalarchives.gsi.gov.uk.**

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at Department for Education Castle View House East Lane Runcorn Cheshire WA7 2GJ

This document is also available from our website at:

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions>

Special Educational Needs and Disabilities (SEND) Protocol

Consultation procedures to be followed when considering naming schools in SEND Statements

Between own admission authorities (OAAs) and the local authority (LA), the following procedures shall apply.

Consultation is a statutory duty to ensure that schools are provided with sufficient relevant information with which to make an informed response before any school is named in a statement by the LA.

The LA will consult with the preferred school and the catchment school (where the two are different) using Nottinghamshire's consultation form (Appendix 1) regarding a place at a mainstream school to gather the views of both schools before any school is named in a statement. This process ensures that:

- statutory timescales are met
- children with SEND receive no less favourable treatment than other children, in relation to choice of school.

The LA will meet with the head teachers of both schools to discuss the particular case where this is requested by either party.

There is an expectation that the LA will actively support the parents/carers in considering the local catchment/family school, although all parents/carers can make a preference for any school.

Funding

On any planned transition from primary to secondary school, the local authority will indicate the likely levels of funding that a school can expect if it is named in a statement, including information on higher level needs (HLN) and additional family needs (AFN) as appropriate.

Transition

Where a child transfers from another LA, Nottinghamshire local authority in the first instance will meet the costs of providing for the needs of the child within the transitional period where the costs are specified in the statement.

THE ADMISSION OF LOOKED AFTER CHILDREN (LAC)* TO NOTTINGHAMSHIRE SCHOOLS PROTOCOL

Context

Starting a new school is a significant life event for all children. Children who have to move school after being placed in care or due to a care placement breakdown will need particular sensitivity, understanding and careful planning to ensure that the move is as safe and successful as possible.

LAC as a group are particularly vulnerable to the negative effects of delay. An admission request should therefore be processed as quickly as possible and time out of education should be kept to a minimum for all children. Admission authorities must give LAC highest priority within their oversubscription criteria.

Nottinghamshire virtual school for LAC

Nottinghamshire County Council's virtual school for LAC will support schools around the admission of LAC outside the normal times for admission to school.

The virtual school for Nottinghamshire was created in response to the Government's decision that local authorities (LAs) should have overall responsibility for working with schools and others to monitor and improve the educational outcomes for LAC.

Nottinghamshire virtual school works with:

- Nottinghamshire LAC in county schools
- Nottinghamshire LAC placed out of authority
- other authorities' LAC in Nottinghamshire schools
- adopted children in Nottinghamshire schools, if the adoptive parent wishes this.

At any point in the academic year, the virtual school will have around 400 LAC of statutory school age. The overall trend is that numbers are growing in line with the increasing number of children coming into care.

** Definitions of looked after children are given in Appendix 1.*

ROLES AND RESPONSIBILITIES

Admissions process

Nottinghamshire County Council operates a coordinated admissions scheme and all admission applications should be processed by the home local authority. The LA manages applications for all community and voluntary controlled schools and coordinates applications on behalf of own admission authority (OAA) schools for the first point of entry. From September 2013, OAAs will manage their own in-year admissions.

For own admission authority schools

When an in-year application is received for a looked after child, the LA notifies the OAA of the application. The OAA then notifies its governors and the LAC school co-ordinator on the day the application is received. The OAA notifies the LA of the outcome of the application.

For all schools

- Within two school days of an offer of a place being made, the school should invite the carer(s)/social worker and child to meet relevant staff and look around the school.
- Within five school days of an offer of a place being made, the designated teacher for LAC of the receiving school contacts the previous school's designated teacher for LAC for relevant information to aid planning for successful admission.
- The receiving school should request general pupil information, including the school file from the previous school. If there are difficulties in obtaining this information, the receiving school should contact the coordinator of the virtual school for further advice. The personal education plan (PEP) and most recent progress report should be emailed/faxed within 24 hours; the school file should be sent within five school days.
- The LAC should start school full-time within six school days of an offer of a school place being made, unless all involved agree that there is a need to delay or phase admission as part of a support plan to maximise future success.
- Within ten school days of the looked after child starting school, a PEP review and update meeting should be held by the school to ensure that all plans have been carried out and to discuss whether any further support is required to assist the looked after child and the school.

Role of Children's Social Care

- Advise school about the looked after child's current care status on application for a school place and of any changes of care status or plan thereafter. This should be accompanied by appropriate statutory and documentary evidence where available. Where it is not available, as an interim measure, a signature from the appropriate social care worker confirming the LAC status of the child is acceptable.
- Ensure that admissions can be dealt with speedily, the local authority should submit proof of the basis on which the child is looked after (for example, court order, voluntary parental agreement) at the time of application. If the child is moving from another local authority area and there are delays in obtaining the paperwork, then the fact that the child is looked after should be confirmed in writing and signed by the appropriate social care case worker with the formal documentary evidence being forwarded within ten working days.
- Advise school of relevant information that may support the child's integration into school, both prior to admission and on an on-going basis including risk management where appropriate, once an offer of a place has been made.

- Provide school with all relevant contacts (for example, by completing part one of the PEP document).
- Initiate the PEP, updating with the new school as soon as possible following admission and thereafter on a six-monthly basis.
- Inform school of LAC reviews and other relevant meetings, giving as much notice as possible.

Role of Virtual School Coordinator

- Allocate a key worker from the virtual school to support each individual in-year looked after child admission and notify the School Admissions Team of contact.
- Provide a point of contact as required for school, carer or social care staff for advice or guidance about matters relating to the education of LAC.
- Keep schools informed of training, resources and other relevant support for LAC.
- Inform the educational psychology service (EPS) of the application and arrange involvement if appropriate in supporting the looked after child's future school progress.

Role of School Admissions Team

- Process the application promptly in accordance with statutory requirements as described in the School Admissions Code 2012.
- Forward any information contained within the application to OAAs for consideration.
- Liaise with community and voluntary controlled schools where an offer of a place can be made.
- Liaise with OAAs, other local authorities and appropriate agencies as necessary.

School/own admission authority (OAA) role

- Process the application quickly in accordance with legislation (OAAs only).
- Plan and provide support to the child, carer and other parties to enable successful education for the looked after child.
- Fully partake in the statutory LAC education procedures (for example, PEP).
- Ensure that referrals to relevant support agencies are made without delay (for example, EPS).
- Keep all relevant partners informed of success or difficulties with the LAC in their school on a regular and on-going basis.

- Work with the virtual school on data collection and monitoring of progress and attainment.
- Prioritise LAC for all interventions to improve attainment.

Definitions of looked after children

The School Admissions Code 2012 extends the definition of a 'looked after child' by also including previously looked after children.

Under the Children Act 1989, a child is looked after by a local authority if he/she is in the care of, or provided with accommodation for more than 24 hours by, the authority. LAC may fall into one of the following groups:

- children who are accommodated under a voluntary agreement with their parents/carers (Section 20)
- children who are the subject of a care order (Section 31) or interim care order (Section 38)
- children who are the subject of emergency orders for their protection (Sections 44 and 46)
- children who are compulsorily accommodated - this includes children remanded to the local authority or subject to criminal justice supervision order with residence requirement (Section 21).

The term 'in care', refers only to children who are subject to a care order by the courts under Section 31 of the Children Act 1989. They may live with foster carers, in a children's home, in a residential school, with relatives or with parents/carers under supervision. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under Section 20 of the Children Act.

The above definitions continue to identify a 'looked after child' as stated in the new School Admissions Code 2012.

New Definitions (Admissions Code 2012) *

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 as set out in section 22(1) of the Children Act 1989 at the time of making an application to a school.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted under the terms of Section 46 of the Adoption and Children Act 2002 (or became subject to residence orders as set out in Section 8 of the Children Act 1989 or special guardianship orders as set out in section 14A of the Children Act 1989) immediately following having been looked after (para.1.7 Admissions Code 2012).

**The new School Admissions Code was implemented in February 2012. The implementation date for the new definition of LAC was September 2012.*

OFFSITE PROVISION GUIDANCE

The DFE has encouraged schools to extend their range of curriculum opportunities, particularly for young people in Key Stage 4, who have become disengaged from subject based learning. Vocational courses, work experience and community based learning often have a positive impact upon this group and can lead to a range of accredited awards. Offsite provision also allows schools the opportunity to personalise learning for some and be more flexible over the timing of the school day, wearing of uniforms and adhering to other onsite requirements.

Many schools have shown it is possible to maintain positive engagement in learning and avoid the need for exclusions of young people in this group. However, it is important that school staff should ensure this provision is well managed and safe. Below is some guidance to support schools in their planning to ensure offsite provision meets expectations by OFSTED.

When a young person is on the roll of a school, staff must ensure off site provision made through alternative providers is appropriate, safe and monitored. OFSTED holds schools responsible for the safety and outcomes of all young people on the school roll regardless of where provision is made.

Where provision is made through alternative providers, OFSTED Inspection teams do seek evidence of appropriate planning and monitoring to ensure young people are making progress and are safe.

When using alternative provision, schools should ensure that:

- A suitable personalised curriculum, including pastoral care arrangements and timetable, to ensure leaving and progression to be agreed for each pupil.
- Safeguarding arrangements are in place and alternative providers have clear procedures for monitoring and appropriate checks on staff.
- Attendance of individual young people is monitored and absence is reported to the school on a regular basis, ideally daily.
- Attendance records are kept up to date and appropriate codes used.
- There are clear arrangements for regular reviews and monitoring of progress.
- Alternative provision is quality assured by the school or through other organisations to ensure insurance, safeguarding and health and safety standards for provision are in place.
- Offsite risk assessments have been completed and are regularly reviewed.
- Parents/carers have signed an agreement with school to accept the alternative provision arrangement.
- Funding arrangements including charges for transport are agreed prior to the commencement of the placement, including cancellation arrangements.
- The school retains responsibility for SEN reviews and funding applications.

Alternative provision is mainly used for young people in Key Stage 4 who have found access to other school based learning difficult. Many also have a record of poor attendance and disengagement from learning. This combination can compound vulnerability and schools must therefore be confident that all reasonable precautions and strategies are in place to ensure safety.

The Learning Centre, December 2011

Expectations for offsite provision

- Requirement for Child Protection procedures.
- Outcome targets for attendance, achievement and, where appropriate, behaviour, are set. A personalised education plan for each individual pupil. Pupils 'Not in Education, Employment or Training' (NEET) should also be included in the targets.
- Performance management arrangements, including frequency.
- Explanation of system for obtaining and maintaining student information.
- Contractor to be provided with passport information from local authority/school – then to undertake appropriate baseline assessment.
- Commitment to design a programme and timetable for students that should be shared with parents/carers and commissioning school/local authority – in line with the personalised education plan, and the expectation that most pupils should receive full-time education.
- System in place to notify local authority/school of change in pupil circumstances.
- Regular attendance records for each pupil are provided to local authority/school on agreed dates – including notifying parents/carers of absence on the day.
- Requirement for Health and Safety policies in place and monitoring system.
- Required level of insurance is in place.
- Details of each pupil's entry for accreditation are shared with local authority/school.
- Behaviour policy arrangement.
- Details of payment arrangement.
- Staff employed in accordance with the relevant pay and conditions arrangements, including the School Teachers Pay and Conditions Document, where appropriate.
- Continuing Professional Development for alternative provision staff.
- Requirement for sharing information with relevant external agencies.
- Monitoring and review arrangements.

Commissioning Alternative Provision

Guidance for Local Authorities and Schools (DfE October 2008)

Checklist for Placing Pupils with External Provider

- A suitability assessment is undertaken by local authority officer/school, looking at the needs of each individual pupil to be placed in the provision.
- A contract is agreed before any placements made.
- A personalised education plan is agreed between the local authority/school, the pupil and their parents/carers and the provider.
- Provider complies with commissioner requirements for equality, child protection, and health and safety policies. System is developed to make regular checks and assessments.
- A risk assessment is undertaken for each pupil prior to placement.
- Systems are agreed to keep track of pupil attendance, attainment and progression and a mechanism for regular reporting on these is in place.
- A system is developed to monitor and review the provision for quality assurance purposes, and continuous improvement.

Commissioning Alternative Provision

Guidance for Local Authorities and Schools (DfE October 2008)