

Proposed changes to the admission arrangements for Surrey County Council's community and voluntary controlled schools September 2016 and Surrey's proposed Relevant Area

Introduction

Surrey County Council is consulting on the changes which it has proposed to the admission arrangements for some community and voluntary controlled schools from September 2016. Full details of the changes are explained in this document.

A copy of the proposed admission arrangements for all community and voluntary controlled schools are set out in **Enclosure 1** and its appendices, with changes highlighted in bold, as follows:

ENCLOSURE 1	Admission arrangements for community & voluntary controlled schools
APPENDIX 1	Published admission numbers
APPENDIX 2	Schools to operate shared sibling priority
APPENDIX 3	Schools to be considered to admit local children
APPENDIX 4	Primary and secondary coordinated schemes
APPENDIX 5	Catchment map for Southfield Park Primary School
APPENDIX 6	Catchment map for Woodmansterne Primary School
APPENDIX 7	Catchment map for Oxted School
APPENDIX 8	Catchment map for Tatsfield Primary School
APPENDIX 9	Catchment map for St Andrew's CofE Controlled Infant School

Local Authorities are also required to consult on their Relevant Area every two years. Surrey last consulted on its Relevant Area between November 2012 and January 2013. As two years have now passed, it is consulting again this year. The proposed Relevant Area is included at **Enclosure 2**.

An equality impact assessment is included as **Enclosure 3**.

What changes are being proposed?

1. Bagshot Infant School – Surrey Heath

From September 2016 it is proposed to introduce a reciprocal sibling link between Bagshot Infant School and Connaught Junior School. The admission criteria for Bagshot Infant School would not change but Bagshot Infant School and Connaught Junior School would be described as operating shared sibling priority for 2016 admission, as set out in **Appendix 2 of Enclosure 1**. In this way, families with an older child attending Connaught Junior School would receive sibling priority for a younger child to attend Bagshot Infant School.

This proposal is in line with a proposal by Connaught Junior School to introduce a reciprocal sibling link with Bagshot Infant School. Connaught Junior School also proposes to introduce Bagshot Infant School as its main feeder school. As an academy, the governing body of Connaught Junior School is responsible for consulting on any proposals for change to their admission arrangements and as such their changes are not the subject of this consultation.

Implementation of the proposal for Bagshot Infant School will be subject to the outcome of this consultation and to Connaught Junior School also implementing the reciprocal sibling link between the two schools.

In line with Surrey County Council policy, the introduction of a reciprocal sibling link and feeder link between Bagshot Infant and Connaught Junior schools would enable sibling priority to be given to a child who is applying to start at Bagshot Infant School in Reception even if they have a sibling who would have left the school by the time the younger child starts. This is because the admission criteria for Connaught Junior would provide for them to be admitted to Connaught thereby retaining their sibling priority. This is reflected in **Section 11 of Enclosure 1**.

2. Hammond Community Junior School – Surrey Heath

From September 2016 it is proposed to introduce a new criterion for Hammond Community Junior School, to provide priority for children attending either Valley End or Windlesham Village infant schools so that the admission criteria would be as set out in **paragraph 8 h) ii) of Enclosure 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending Lightwater Village School
4. Siblings not admitted under 3 above
5. **Children attending either Valley End CofE Infant School or Windlesham Village Infant School**
6. Any other children

This is in line with a proposal being put forward by Connaught Junior School to also provide priority for children attending Valley End and Windlesham Village infant schools after children attending Bagshot Infant School and siblings. As an academy, the governing body of Connaught Junior School is responsible for consulting on any proposals for change to their admission arrangements and as such their changes are not the subject of this consultation.

Currently, Valley End and Windlesham Village infant schools have no feeder link to a junior school. Parents of children attending these schools are therefore left in some uncertainty regarding their child's transition to Year 3. This uncertainty may lead parents to seek alternative infant provision at the outset or to seek alternative primary provision before their child finishes Year 2.

From the 2014 admission round, places were allocated to Hammond Community Junior School as follows:

a. LAC/PLAC	0
b. Exceptional	0
c. Children attending Lightwater	58
d. Siblings	13
e. Others on distance	17 (1.41km)
SEN	2

Children who might be displaced if the new criterion was introduced as proposed, would be children who had previously been offered a place under criterion e) Others on distance. However, for the 2014 intake, all of the 17 children allocated under criterion e) attended

either Valley End or Windlesham Village infant schools. As such, the allocation outcome would have been the same in 2014 had the proposed criteria applied. In this way, based on the 2014 intake, no local children would have been displaced had these criteria applied.

There was a similar pattern in 2013 when, again, 17 children were offered a place under criterion e) to a distance of 1.19km. However in 2013, two of these children attended Bagshot Infant School. These two children would have been displaced if the feeder link with Valley End and Windlesham Village infant schools had existed. However, on the basis that governors at Connaught are proposing to introduce a feeder link from Bagshot Infant School from 2016, in future, any such children attending Bagshot Infant would be accommodated at Connaught Junior School.

This proposal, along with that being put forward by Connaught Junior School, provides for a clearer transition for children attending Valley End and Windlesham Village infant schools and will enable this group of schools to work together more positively on transition.

3. Meath Green Junior School – Reigate and Banstead

From September 2016 it is proposed to introduce a feeder link to Meath Green Junior School for children at Meath Green Infant School so that the admission criteria would be as set out in **paragraph 8 e) iii) of Enclosure 1**, as follows:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Children attending Meath Green Infant School**
4. Siblings not admitted under 3 above
5. Any other children

Whilst Meath Green Junior School has a reciprocal sibling link with Meath Green Infant School there is currently no feeder link from the infant school to the junior school. However, most children attending Meath Green Infant School do currently transfer to Meath Green Junior School.

From the 2014 intake, Meath Green Junior School admitted children from the following schools:

- Charlwood Village 11
- Dovers Green 1
- Horley Infant 20
- Langshott Infant 2
- Meath Green Infant 55
- Wray Common 1

From September 2016 Charlwood Village Infant School will become an all through primary school, allowing children in Year 2 to transfer to Year 3 at the same school. Children attending Horley Infant School can apply for a place at Yattendon School which shares the same PAN of 90 and is the nearest junior school to Horley Infant. Since Langshott Infant School became a primary school in September 2014, children in Year 2 at Langshott can transfer to Year 3 at that school, thus freeing up places at Yattendon for children attending Horley Infant School.

Since September 2013 Meath Green Infant School has admitted 90 children, with the PAN formally changing from 70 to 90 in September 2015. As such, from 2016 onwards, there will

be 90 children seeking a junior place from Meath Green Infant School which aligns with the PAN of 90 for the junior school.

Whilst there is no guarantee that all children at Meath Green Infant School who apply would be given a place at the junior school it is likely that in most years those who want to transfer would be able to. In this way these criteria would provide continuity and a clearer transition for children and would reduce anxiety for parents.

Although siblings would be given a lower priority after the feeder link, for 2014 admission there were only five children who were allocated a place under the sibling criterion who did not attend Meath Green Infant School. Two of these were from Charlwood Village Infant and one was from Langshott Infant. As these schools are now all through primary schools, the number of siblings seeking a place at Meath Green Junior who are not attending Meath Green Infant School is likely to fall. As not all children attending Meath Green Infant School are likely to apply for a place at Meath Green Junior, it is likely that all siblings would still be offered a place, although there would be no guarantee.

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **Section 11 of Enclosure 1**.

4. Wallace Fields Junior School – Epsom and Ewell

In line with the tiered arrangements that currently exist at Wallace Fields Infant and Junior schools, from September 2016 it is proposed to introduce a tiered feeder link to Wallace Fields Junior School for children at Wallace Fields Infant School so that the admission criteria would be as set out in **paragraph 8 b) iv) of Enclosure 1**, as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings for whom the school is the nearest school to their home address
- d. **Children attending Wallace Fields Infant School for whom the school is the nearest school to their home address**
- e. Other children for whom the school is the nearest school to their home address
- f. Other siblings for whom the school is not the nearest school to their home address
- g. **Other children attending Wallace Fields Infant School for whom the school is not the nearest school to their home address**
- h. Any other children

Whilst Wallace Fields Junior School has a reciprocal sibling link with Wallace Fields Infant School there is currently no feeder link from the infant school to the junior school

However, most children attending Wallace Fields Infant School do currently transfer to Wallace Fields Junior School. For 2014 admission, 56 of the 60 children attending Wallace Fields Infant School applied and were offered a place at Wallace Fields Junior School.

Wallace Fields Infant School has a PAN of 60 and Wallace Fields Junior School has a PAN of 68. Historically, Wallace Fields Junior School has also admitted some children from Ewell Grove Infant School (7 in 2013 of which 4 were allocated on distance; and 5 in 2014 of which 3 were allocated on distance). Ewell Grove Infant School has no named feeder school and, although the number transferring to Wallace Fields Junior School is relatively

low, the local authority is keen to ensure that any proposal to change admission arrangements is fair and does not disadvantage families who have been unable to access Wallace Fields Infant School but who still have the junior school as their nearest junior provision.

The proposed tiered feeder link and the fact that Wallace Fields Junior School has a PAN which is higher than that of Wallace Fields Infant School will mean that some places will still be available for children attending other infant schools if Wallace Fields Junior School is their nearest school.

Whilst more complex than having a straight feeder link, the proposed criteria remain consistent with the tiered sibling criteria that have been in place at both schools since 2013 and provide for children who have the school as their nearest junior provision to receive priority ahead of those who do not.

In line with Surrey County Council policy, due to the reciprocal sibling link between the infant and the junior schools, the introduction of a feeder link would also enable sibling priority to be given to a child who is applying to start at the infant school in Reception even if they have a sibling who would have left the infant school by the time the younger child starts. This is because the admission criteria provides for them to be admitted to the junior school thereby retaining their sibling priority. This is reflected in **Section 11 of Enclosure 1**.

5. Worplesdon Primary School – Guildford

From September 2016, Worplesdon Primary School will publish a Year 3 PAN of 30, in addition to its existing intake of 60 at Reception.

It is therefore proposed to introduce admission criteria for Year 3 in September 2016 which will include a feeder link from Wood Street Infant School as set out in **paragraph 8 c) ii) of Enclosure 1**, as follows:

- a. Looked after and previously looked after children
- b. Exceptional social/medical need
- c. Siblings
- d. Children attending Wood Street Infant School
- e. Children for whom the school is the nearest to their home address
- f. Any other children

This keeps the admission arrangements in line with those that exist for the reception intake, but introduces some priority for children who attend Wood Street Infant School. Wood Street Infant School has a PAN of 30. Along with Stoughton Infant School (which currently has a PAN of 60), Wood Street Infant School has feeder school priority to Northmead Junior School (which has a PAN of 90).

However, since 2013 Stoughton Infant School has admitted 90 children and it has recently been agreed to expand this school to a permanent PAN of 90 from September 2015. In this way, from September 2016, there will not be sufficient junior places at Northmead Junior School to accommodate all children attending Stoughton Infant and Wood Street Infant schools.

This proposal to establish a feeder link to Worplesdon Primary School from Wood Street Infant School is therefore consistent with an associated proposal by Northmead Junior School to remove Wood Street Infant School as a feeder school. As a foundation school,

the governing body of Northmead Junior School is responsible for consulting on any proposals for change to their admission arrangements and as such their changes are not the subject of this consultation.

In this way, it is intended that children attending Stoughton Infant School will have feeder priority for admission to Northmead Junior School and children attending Wood Street Infant School will have feeder priority for admission to Worplesdon Primary School. This will ensure that, as far as possible, there is clear transition from KS1 to KS2 in this area.

6. Cranleigh Primary School - change proposed to published admission number

Appendix 1 of Enclosure 1 sets out the proposed published admission numbers for all community and voluntary controlled schools for September 2016. Any changes to the published admission number which was set for 2015 are highlighted in bold.

The local authority is only required to consult if it proposes to decrease a published admission number for a school. As it is proposed to remove the published admission number for Year 3 for Cranleigh Primary School, the local authority is consulting on this change.

This decrease is proposed to reduce the surplus of Year 3 places that would otherwise be expected in this area in 2016 and to provide for a better use of resources within the school following the admission of bulge classes in 2012 and 2013.

7. Own admission authority schools to be considered in the assessment of nearest school

Annex 3 of Enclosure 1 sets out a list of academies and foundation, trust and voluntary aided schools which will be considered in the assessment of nearest school as well as a list of some out of County schools which are close to the Surrey border but which will not be considered to admit local children. Where a community or voluntary controlled school gives priority to children attending their nearest school, these lists will be used to assess which school is considered to be each child's nearest school.

When assessing nearest school, the local authority generally disregards boarding schools which charge a fee for their places and faith schools which have not offered any places to children who could not, or did not, demonstrate a commitment to a faith. However, although the local authority publishes a list of these schools each year, it does not publish how it decides which schools will or will not be included.

In order to make the decision of which schools will be included in the assessment of nearest school more transparent, it is proposed to publish the rule which will be applied to schools each year.

Section 12 of Enclosure 1 has therefore been updated to make clear that, for 2016 admission, only schools which do not charge boarding fees and those which have offered places without regard to faith in the initial allocation of places in 2012, 2013 and 2014 will be included in the assessment of nearest school. This provides for three years historical pattern of admission to be taken in to account and will prevent schools being included due to a change in admission pattern following the admission of a bulge class or a non-standard admission year.

However, exceptions may still apply where a faith school has changed its admission arrangements and that change has meant that they would be expected to offer places to children who do not demonstrate a commitment to faith in future.

As a result of applying this rule for 2016 admission, the only change to the list of schools which will be considered in the assessment of nearest school is that Saint Ignatius Catholic Primary School in Spelthorne will be removed from the list of infant and primary schools.

8. Start date to primary admissions round

For 2016 admission, it is proposed to publish a later start date for the primary admissions round (Reception and Year 3). Instead of inviting applicants to apply from 1 September 2015 it is proposed to publicise a later date of 2 November 2015, which is the week after the October half term.

It has been identified that publishing a later start date would have the following benefits:

- It would reduce the number of applications where parents make changes after they have submitted their application
- It would enable support to be targeted to primary applicants after the secondary closing date (31 October)
- More would be known of school expansions and bulge classes so parents would be in a better position to make informed decisions
- It would relieve some of the pressure from primary schools at the start of the autumn term and enable them to focus support in the second half of the term
- It might reduce the pressure on parents in feeling they have to apply early, even though the closing date isn't until 15 January
- It would give parents more time to familiarise themselves with the process
- It would give parents more time to visit schools and consider admission criteria before they have to submit their applications. This might especially benefit parents with summer born children who may not have considered school places as much as others

It is not anticipated that this proposal would have any detrimental effect on parents who would still have nearly eleven weeks to complete their application by 15 January (the statutory closing date for primary applications). This timeframe is more in line with that allowed for secondary applicants, who are given nearly nine weeks to complete their application by 31 October (the statutory closing date for secondary applications).

Although the majority of London local authorities open their primary admissions round at the beginning of September there are a number of other local authorities which have published a later start to their primary admissions round for 2015:

Bracknell Forest	1 November 2014
Buckinghamshire	4 November 2014
Essex	10 November 2014
Hampshire	1 November 2014
Hertfordshire	10 November 2014
Kent	11 November 2014
Slough	1 December 2014
West Sussex	6 October 2014
Windsor & Maidenhead	1 November 2014

As well as asking respondents whether or not they support this change, we would be interested to know whether this proposal might help or hinder parents and/or schools in the admissions process.

9. Changes proposed to Surrey's Relevant Area

The Relevant Area that Surrey intends to publish for schools for the next two years is set out in **Enclosure 2**.

The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them. The Education Act 2002 requires the local authority to review and consult on its Relevant Area every 2 years.

The Relevant Area that has been proposed generally remains as it was determined in 2013, other than, for faith schools, it no longer prescribes whether schools should consult with other schools in the same deanery if they fall outside of Surrey's defined Relevant Area. In response to requests from two Diocesan Boards, the Relevant Area now refers faith schools to the guidance issued by their Diocese.

How can you respond to the consultation?

The consultation on these proposed changes will run from Friday 28 November 2014 to Thursday 22 January 2015. If you would like to take part please complete an online response form at www.surreysays.co.uk. Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondents name and address will be accepted.

What happens next?

After the closing date responses will be collated and presented to the County Council's decision making Cabinet on 24 February 2015. It will decide whether or not to proceed with the proposed changes as well as determining the admission arrangements for all community and voluntary controlled schools for which no changes are proposed. Cabinet's decision will then need to be ratified by the full County Council on 17 March 2015. Once determined the final admission arrangements for all community and voluntary controlled schools will be placed on Surrey's website at www.surreycc.gov.uk/admissions.