

## **Cabinet Member Delegated Decision 19 February 2018**

**Report title:** School admissions policy and arrangements for 2019/20 entry

**Wards:** All

**Portfolio:** Councillor Jane Edbrooke, Cabinet Member for Children and Families

**Report Authorised by:** Annie Hudson, Strategic Director, Children's Services

**Contact for enquiries:** Ruth Wright Service Manager - School Admissions Team,  
020 7926 9500, [rwright@lambeth.gov.uk](mailto:rwright@lambeth.gov.uk)

### **Report summary**

In accordance with the School Admissions Code 2014 councils are required to consult on their school admission policies for the school year each year where changes are made (or every seven years if not). Each year the admissions policy has to be formally determined (agreed) whether there are any changes or not. The proposed arrangements for the school year 2019/20, which are set out in Appendix 1, have been the subject of formal consultation between 4 December 2017 and 15 January 2018.

### **Finance summary**

None arising from this report.

### **Recommendations**

1. To agree the proposed School admissions policy and arrangements for 2019/20 entry.

## **1. Context**

- 1.1 The School Admissions Code 2014 states that any amendments to school admissions criteria must be consulted upon (or if unchanged, every 7 years). Consultation must take place between 1 October and 31 January for a minimum of 6 weeks.
- 1.2 School applications for children with a Statement of Special Educational Needs or an Education Health Care Plan (EHCP) are dealt with by Lambeth Special Educational Needs and Disabilities Team. Children with Statements/EHCPs naming one of the schools where Lambeth is the admission authority will be admitted to the named school. Where the Statement/EHCP is finalised in advance of a normal admissions round, the admissions number will be reduced accordingly.
- 1.3 As the admissions authority for all maintained community schools and Oasis Academy Johanna on behalf of Oasis Community Learning, Lambeth is responsible for formulating the admissions arrangements for all these schools, which includes the deciding the admissions criteria.
- 1.4 The regulations requires that the council publish the determined admissions arrangements on its website by 15 March 2018, advising of the right to object to the Office of Schools Adjudicator (OSA) where these are believed not to comply with the mandatory provisions in the School Admissions Code 2014.
- 1.5 By determining these admission arrangements enables the council to meet the requirements of the community plan 2016-21 by ensuring that vulnerable children get the support and protection and young people have the opportunity to achieve positive outcomes. It will also outline the processes and procedures implemented to provide parents/carers with key information to assist them in securing a school place for their child.

## **2. Proposal and Reasons**

- 2.1 The 2019/20 school admissions policy and arrangements for 2019/20 entry relates to Lambeth community schools and Oasis Academy Johanna and was subject to consultation between 4 December 2017 and 15 January 2018.
- 2.2 Proposed changes to 2018/19 policy include:
  - The re-inclusion of the Gipsy Hill Federation schools, as these were omitted in the 2018/19 document as it was believed that they would have formed a Multi-Academy Trust.
  - The removal of The Elmgreen School and Rosendale Primary School as these are now a Multi-Academy Trust together and have their own consultation in progress.
  - A few changes to the Published Admissions Numbers (PAN) (intake) for schools.
  - Some minor changes to the wording of the admissions criteria.
  - The inclusion of practices and procedures, most of which are already being implemented to provide clarification for all parties involved.

## **3. Finance**

- 3.1 There are no costs implications to these recommendations

## **4. Legal and Democracy**

- 4.1 Section 89 of the School Standards and Framework Act 1998 requires the admission authority of a maintained school to consult annually with admission authorities within the 'relevant area' and neighbouring local authorities (LAs) on its proposed admission arrangements.

- 4.2 Section 1.42 of the Admissions Code 2014 requires that proposed changes to the admission arrangements must be consulted upon. Where there are no proposed changes, there is no requirement to consult, subject to the requirement that arrangements must be consulted on at least once every 7 years.
- 4.3 Section 1.44 of the Admission Code 2014 additionally requires such consultation to be undertaken with parents of children between the ages two and eighteen and other interest groups.
- 4.4 Consultation must be completed by 31 January and the arrangements determined by 28 February in the year prior to the intake year.
- 4.5 Section 1.46 and 1.47 Admissions Code 2014 states that all admissions authorities must determine their arrangements every year, even if there is no change from the previous years.
- 4.6 Once admission arrangements have been determined they must be published on our website by 15 March and the appropriate bodies notified.
- 4.7 Any objections to the admissions arrangements be made to the OSA by 15 May 2018.
- 4.8 This proposed key decision was entered in the Forward Plan on 5 January 2018 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet Member. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

## **5. Consultation and co-production**

- 5.1 Details of Lambeth community school consultation has been publicised via the following methods:
  - Email sent to the headteachers of Lambeth schools and nurseries with details of the consultation.
  - Email sent to neighbouring boroughs' School Admissions Team Managers and all boroughs in the Pan-London group (incl. Kent, Surrey and Herts). The expectation is that neighbouring borough managers will forward details on to their schools for information too.
  - Details emailed to the Catholic and Church of England Diocesan Officers responsible for education matters.
  - Details of the consultations have been forwarded for inclusion in our Director's newsletter to schools and also the governing body newsletter early this term.
  - Consultation weblink has been shared with the Schools Traded Services Team for inclusion on their webpage.
  - Lambeth Communication Team have devised an online survey for responses as well as providing the facility for email and letter replies
  - The Communications Team have promoted the consultation via social media and other corporate channels.
- 5.2 Discussions have been held with Education Learning and Skills directorate and Lambeth community schools.
- 5.3 The replies received during the consultation period mainly related to the process for school admissions as a whole and so are outside the remit of this consultation. These are matters covered within the School Admissions Code 2014, which is statute. For example the differences in the way in-year admissions are handled by community and non-community schools and the use of admissions tests. There was one reply from London Borough of Merton asking for the published admissions number (PAN) for Woodmansterne School secondary phase to be reduced. This has

been considered by the Education Strategy Manager and Samantha Palin, Headteacher of Woodmansterne, and it was agreed that there is a need for the places in 2019/20, so there is no recommended change to the PAN of 120 as set out in the consultation document.

**6. Risk management**

6.1 The Local Authority does not wish to receive an objection from OSA in relation to the admissions arrangements for 2019/20 because of processes not being followed correctly, or unlawful practices included in the policy.

**7. Equalities impact assessment**

7.1 It is not anticipated that the proposed decision will have any adverse impact on any of the protected equalities characteristics.

**8. Community safety**

8.1 No implications.

**9. Organisational implications**

None

**10. Timetable for implementation**

10.1 Once the policy and arrangements have been determined they will be implemented for 2019/20 entry, during the 2018/19 academic year for reception and secondary transfer applications for September 2019 start and for the 2019/20 academic year for in-year applications.

10.2 Measurable aims and outcomes would include no OSA referrals and all parties are aware of set processes.

<b>Audit Trail</b>				
<b>Consultation</b>				
<b>Name/Position</b>	<b>Lambeth directorate / department or partner</b>	<b>Date Sent</b>	<b>Date Received</b>	<b>Comments in paragraph:</b>
Councillor Jane Edbrooke	Cabinet Member for Children and Schools	30.01.18	09.02.18	none
Annie Hudson	Strategic Director for Children's Services	30.01.18	30.01.18	none
Alison McKane, Finance	Corporate Resources	30.01.18	dd.mm.yy	n/a
Priya Naidoo, Legal Services	Corporate Resources	30.01.18	30.01.18	none
Maria Burton, Democratic Services	Corporate Resources	30.01.18	31.01.18	4 (incorporated)
Cathy Twist	Director of Education, Learning and Skills	30.01.18	30.01.18	none

<b>Report History</b>	
<b>Original discussion with Cabinet Member</b>	04.01.18
<b>Part II Exempt from Disclosure/confidential accompanying report?</b>	No
<b>Key decision report</b>	Yes
<b>Date first appeared on forward plan</b>	05.01.17
<b>Key decision reasons</b>	3. Meets community impact test
<b>Background information</b>	<a href="#">School Admissions Code 2014</a>
<b>Appendices</b>	Appendix One: Proposed admissions arrangements for the school year 2019/20

**APPROVAL BY CABINET MEMBER IN ACCORDANCE WITH SCHEME OF DELEGATION**

**I confirm I have consulted Finance, Legal, Democratic Services and the Procurement Board, and taken account of their advice and comments in completing the report for approval:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post:** Ruth Wright Service Manager - School Admissions Team

**I confirm I have consulted the relevant Cabinet Members, including the Leader of the Council (if required), and approve the above recommendations:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post:** Cllr Jane Edbrooke, Cabinet Member for Children and Families

**Any declarations of interest (or exemptions granted):**

**Any conflicts of interest:**

**Any dispensations:**