

Report to :	EDUCATION ATTAINMENT IMPROVEMENT BOARD
Date :	26 June 2018
Reporting Officer:	Tim Bowman, Assistant Director, Learning
Subject :	SCHOOL ADMISSIONS ANNUAL REPORT
Report Summary :	The following report outlines the successes of the School Admissions Team in allocating school places and shares the annual report to the School Adjudicator
Recommendations :	That the board note the content of the report
Links to Sustainable Community Strategy :	The report supports three elements of the Community Strategy - Prosperous, Learning and Supportive Tameside.
Policy Implications :	There are none arising from this report.
Financial Implications : (Authorised by the Section 151 Officer)	There are no financial implications arising from this report.
Legal Implications : (Authorised by the Borough Solicitor)	<p>The council has duties in relation to school admissions both as local authority and as the admission authority for all community and voluntary controlled schools. These duties are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To provide advice and assistance to parents when deciding on a school place and allow parents to express a preference (s86(1A) School Standards and Framework Act 1998) <input type="checkbox"/> For each school year, the local authority must publish the prescribed information about the admission arrangements for each of the maintained schools in their area, and if regulations so provide, such maintained schools outside their area (s92 SSFA) <input type="checkbox"/> To publish each year a composite prospectus for all publicly funded schools in the area <input type="checkbox"/> To formulate, publish and adopt a scheme to co-ordinate admission arrangements for all publicly-funded schools in the area, which allows parents to apply to schools in other local authority areas, and to provide information to the Secretary of State on secondary school admissions on National Offer Day <input type="checkbox"/> To make arrangements for parents to appeal against admissions decisions <input type="checkbox"/> To establish and manage a Fair Access protocol for in year admissions <input type="checkbox"/> To annually write to parents of prospective schools in their locality with information about schools with atypical admission ages within the local authority or within reasonable travelling distance. <input type="checkbox"/> To include details of schools with atypical admission

ages in the local authority or within reasonable travelling distance in their composite prospectus.

As an admissions authority, the council has to determine each year the admissions arrangements for community and voluntary-controlled schools in Tameside.

Risk Management :

There is a risk of our looked after children not achieving their potential if statutory functions are not carried out.

Access to Information :

The background papers relating to this report can be inspected by contacting Amanda Aylward, Virtual School Headteacher



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1 BACKGROUND

- 1.1 The Council is the admission authority for all community and voluntary controlled schools in the borough but it is also responsible for coordinating the school admissions system for all schools in the borough.
- 1.2 The coordination scheme is published on an annual basis and is the agreed way that all applications for Reception, Year 3 (Stalyhill Junior School) and Year 7 places are allocated. This is a statutory responsibility of the local authority. The coordinated scheme also provides information on how in year transfers are dealt with. In Tameside almost all schools choose the local authority to administer their in year transfers.
- 1.3 All school admissions in England are guided by the School Admissions Code. As part of the responsibility, every local authority is required to submit an annual report to the School Adjudicator on how effectively the admissions systems works in their area and this needs to be submitted at the end of June each year.

2 SCHOOL ALLOCATIONS

- 2.1 The national offer day for secondary school applications is 1 March and 15 April for primary and junior schools. On these days, applicants that have submitted an on time application will receive an offer of a place. Tameside has been very successful in offering a high level of parental preferences as demonstrated in the tables below.

Primary school allocations

- 2.2 For September 2018, we have increased the percentage of pupils getting their first preference by more than 2%. We have managed to offer 93.5% (2579) first preferences as compared to 91% (2530) last year. This is the fifth successive year that we have increased the percentage of applicants receiving their first preference school.
- 2.3 Overall 98.1% of applicants have been allocated one of their preferences compared with 97.6% last year and only 38 applicants have not got any of their preferences. Tameside has exceeded all England averages in 2018 with 91% of applicants receiving their first preference primary school nationally. The table below gives more detail over recent years.

OFFER DAY STATS - PRIMARY												
	2018			2017			2016			2015		
	No	%	England	No	%	England	No	%	England	No	%	England
Total applications (received by closing date)	2753			2866			2970			2897		
1st preferences	2753			2866			2970			2897		
2nd preferences	1402			1565			1663			1621		
3rd and other preferences	1962			2160			2173			2128		
Total applications from other boroughs (1st prefs)	63	2.3%		94	3.3%		93	3.1%		94	3.2%	
Tameside residents applying extra district (1st prefs)	80	2.9%		57	2.0%		71	2.4%		58	2.0%	
Total allocated (inc lates)	2759	100.0%		2780	100.0%		2952	100.0%		2891	100.0%	
1st preferences	2579	93.5%	91.0%	2530	91.0%	90.0%	2612	88.5%	88.5%	2543	88.0%	87.8%
2nd preferences	122	4.4%	5.3%	130	4.7%	5.6%	179	6.1%	6.0%	177	6.1%	6.1%
3rd and other preferences	20	0.7%	1.8%	52	1.9%	2.1%	69	2.3%	2.5%	74	2.6%	2.7%
No preference	38	1.4%	1.9%	68	2.4%	2.3%	92	3.1%	2.3%	97	3.4%	3.4%

Secondary school allocations

- 2.4 In 2018 we received 3008 applications compared to 2983 last year. We have offered 3000 places which is 51 higher than last year and the most we have offered for over 10 years.
- 2.5 Our policy of adding places into our secondary schools has paid off and we have increased the percentage of pupils getting their first preference this year. We have been able to offer 84.6% (2537) first preferences which is significantly higher than last year when we offered 82.6% (2436) first preferences.
- 2.6 Overall, 96.4% of applicants have been allocated one of their preferences compared with 95.5% last year. Tameside has exceeded all England averages in 2018 with 82.1% of applicants receiving their first preference secondary school nationally. The table below gives more detail over recent years.

NATIONAL OFFER DAY STATS - SECONDARY												
	2018			2017			2016			2015		
	No	%	England	No	%	England	No	%	England	No	%	England
Total applications (received by closing date)	3008			2983			2821			2797		
1st preferences	3008			2983			2821			2797		
2nd preferences	2142			2015			2026			2038		
3rd and other preferences	1443			1865			1901			2039		
Total applications from other boroughs (1st prefs)	340	11.3%		318	10.7%		374	13.3%		334	11.9%	
Tameside residents applying extra district (1st prefs)	202	6.7%		241	8.1%		199	7.1%		179	6.4%	
Total allocated (inc lates)	3000	100.0%		2949	100.0%		2791	100.0%		2791	100.0%	
1st preferences	2537	84.6%	82.1%	2436	82.6%	83.5%	2483	89.0%	84.1%	2422	86.8%	84.2%
2nd preferences	272	9.1%	8.7%	289	9.8%	8.3%	215	7.7%	8.2%	231	8.3%	8.0%
3rd and other preferences	89	3.0%	4.7%	90	3.1%	4.2%	64	2.3%	4.2%	58	2.1%	4.2%
No preference	102	3.4%	4.5%	134	4.5%	4.0%	122	4.4%	3.5%	68	2.4%	3.6%

3 ANNUAL REPORT TO THE SCHOOL ADJUDICATOR

- 3.1 The School Admissions Code requires the Council to produce an annual report on admissions for all the schools. The Report must be published locally and sent to the School Adjudicator by 30 June each year following the admissions round.
- 3.2 The School Adjudicator has a template for the report and the report must cover as a minimum:
- 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.
 - An assessment of the effectiveness of fair access protocols and coordination in their area, including how many children were admitted to each school under them.
 - The number and percentage of lodged and upheld parental appeals.
 - Any other issues the local authority may wish to include.
- 3.3 The 2018 report is attached at Appendix 1 for information. It highlights that the school admissions system in Tameside is effective at placing pupils, particularly our most vulnerable pupils.
- 3.4 The School Adjudicator uses the information submitted by all local authorities as the basis for her annual report.

4 RECOMMENDATION

- 4.1 That the board note the content of the report



Office of
the Schools
Adjudicator

Local Authority Report
To
The Schools Adjudicator
From
Tameside Local Authority

30 June 2018

Report Cleared by (Name & Title): Cllr Leanne Feeley – Executive Member – Lifelong Learning, Skills and Employment

Date submitted:

By (Name & Title): Catherine Moseley, Head of Access Services

Contact email address: catherine.moseley@tameside.gov.uk

Telephone number: 0161 342 3302

www.gov.uk/government/organisations/office-of-the-schools-adjudicator

Please email your completed report to: osa.team@osa.gsi.gov.uk by 30 June 2018 and earlier if possible

INTRODUCTION

Section 88P of the School Standards and Framework Act 1998 (the Act) requires every local authority to make an annual report to the adjudicator. The Chief Adjudicator then includes a summary of these reports in her annual report to the Secretary for State for Education. The School Admissions Code (the Code) sets out the requirements for reports by local authorities in paragraph 6. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other issues. The report **must** be returned to the Office of the Schools Adjudicator by **30 June 2018**.

The report to the Secretary of State for 2017 highlighted that at the normal points of admission the main admissions rounds for entry to schools work well. The Chief Adjudicator expressed less confidence that the needs of children who need a place outside the normal admissions rounds were so well met. In order to test this concern, local authorities are therefore asked to differentiate their answers in this year's report between the main admissions round and in year admissions¹. The order of this template for the annual report by local authorities reflects this.

INFORMATION REQUESTED

1. Normal point of admission

A. Determined arrangements

- i. Please specify the date your local authority determined its arrangements for admissions in 2019 for its voluntary controlled and community schools. Please state if this question is not applicable as there are no voluntary controlled or community schools in the local authority area.

07/02/2018

- ii. Please specify the date the determined arrangements for voluntary controlled and community schools were published on the local authority's website. Say if not applicable.

07/03/2018

- iii. What proportion of arrangements for own admission schools was provided to the local authority by 15 March?

☐ Not applicable ☐ None ☐ Minority ☒ Majority ☐ All

	Primary middle primary	including deemed	Secondary including deemed secondary	middle	All through
iv. How many sets of admission arrangements of schools that are their own admission	2		1		N/A

¹ By in year we mean admission at the start of any school year which is not a normal point of entry for the school concerned (for example at the beginning of Year 2 for a five to eleven primary school) and admission during the course of any school year.

authority were queried directly by your local authority because they were considered not to comply with the Code?			
<p>v. If, when you considered arrangements for own admission authority schools for 2019, you had any concerns about Code compliance, please indicate which paragraphs of the Code you thought were mainly being breached.</p> <p>1.8 1.15 1.42 1.44</p>			
<p>vi. Further comment: please provide any comments on the determination of admission arrangements not covered above.</p> <p>New convertor Academies don't appear to fully understand the timeframes to work within, as part of becoming an academy. We are unsure what guidance is provided to them to understand their requirements to consult and determine their own admission arrangements.</p>			

B. Co-ordination

- i. Provision of rankings: what proportion of own admission authority schools provided their rankings correctly undertaken by the agreed date?

☐ Not applicable ☐ None ☐ Minority ☐ Majority ☒ All

How well did co-ordination of the main admissions round work?	Not well	A large number of small problems or a major problem	Well with few small problems	Very well
ii. Reception				yes
iii. Year 7				Yes
iv. Other relevant years of entry				Yes
v. Please give examples to illustrate your answer:				

C. Looked after and previously looked after children

- i. How well do admission arrangements in your local authority area serve the interests of looked after children at normal points of admission?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- ii. How well do the admission arrangements in other local authority areas serve the interests of your looked after children at normal points of admission?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- iii. How well do admission arrangements in your local authority area serve the interests of previously looked after children at normal points of admission?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- iv. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:

D. Special educational needs and disabilities

- i. How well served are children with disabilities and/or special educational needs who have an education health and care plan or a statement of special educational needs that names a school at normal points of admission?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- ii. How well served are children with disabilities and/or special educational needs who do not have an education health and care plan or a statement of special educational needs at normal points of admission?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

iii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement.
A few parents of children with SEND report that they are put off by schools from making an application at open days. Additionally, we have been made aware of schools erroneously telling parents that they do not have the resources to meet a child's needs. This has been addressed with the school.

2. In year admissions

- A. **The number of in year admissions.** We are asking for two years' data for comparative purposes. If you do not have the data for the year 1/9/16 to 31/8/17 available, please still provide the data for 1/9/17 to 31/3/18.

i.	Primary aged children	Secondary aged children
Number of in year admissions between 1/9/17 and 31/3/18	735	377
Number of in year admissions between 1/9/16	919	504

and 31/8/17		
The reasons for children seeking in year admission will vary across the country. What do you consider to be the main reasons in your area?	Moving House	Moving House

- ii. The Code requires the setting of a published admission number (PAN) for each normal year of entry. In the annual reports for 2017 several local authorities referred to problems in relation to in year admissions when schools which are their own admission authority refuse to admit applicants even if the year group concerned contains fewer children than the relevant PAN suggested could be accommodated. This was referred to sometimes as 'capping' in-year admissions and local authorities observed that it reduced the number of places available below that anticipated by the local authority. Please comment on your experience as a local authority.

This has not happened in Tameside

B. Co-ordination of in year admissions

- i. To what proportion of community and voluntary controlled schools does the local authority delegate responsibility for in year admissions?

- a) Primary: ☐ Not applicable ☒ None ☐ Minority ☐ Majority ☐ All
b) Secondary: ☐ Not applicable ☒ None ☐ Minority ☐ Majority ☐ All
c) All-through: ☒ Not applicable ☐ None ☐ Minority ☐ Majority ☐ All

d) What do you consider to be the advantages and disadvantages of delegating responsibility for in year admissions (where applicable)?

- ii. For what proportion of own admission authority schools does the local authority co-ordinate in year admissions?

- a) Primary: ☐ Not applicable ☐ None ☐ Minority ☒ Majority ☐ All
b) Secondary: ☐ Not applicable ☐ None ☐ Minority ☒ Majority ☐ All
c) All-through: ☒ Not applicable ☐ None ☐ minority ☐ Majority ☐ All

d) What do you consider are the advantages and disadvantages of the local authority co-ordinating in year admissions (where applicable)?

The Local Authority can allocate an alternative school in a timely manner if the preferred school(s) are full.

The LA can keep track of pupils.

The LA can record the number of pupils transferring schools.

C. Looked after children and previously looked after children

- i. How well do in year admission arrangements in your local authority area serve the interests of looked after children?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- ii. How well do the in year admission arrangements in other local authority areas serve the interests of your looked after children?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- iii. How well do in year admission arrangements in your local authority area serve the interests of previously looked after children?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- vii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:

All LAC and previous LAC are prioritised and dealt with immediately upon receipt of the application. All schools are asked to admit a LAC/previous LAC even if they are full in the relevant year group. Schools are asked for a full explanation if they refuse to offer a LAC student a place.

D. Children with disabilities and children with special educational needs

- i. How well served are children with disabilities and/or special educational needs who have an education health and care plan or a statement of special educational needs that names a school when they need to be admitted in year?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable

- ii. How well served are children with disabilities and/or special educational needs who do not have an education health and care plan or a statement of special educational needs when they need to be admitted in year?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

- iii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:

A few parents of children with SEND report that they are put off by schools from making an application at open days. Additionally, we have been made aware of schools erroneously telling parents that they do not have the resources to meet a child's needs. This has been addressed with the school.

E. Other children

- i. How well served are other children when they need to be admitted in year?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

ii. Paragraph 3.12 of the Code - several local authorities referred to paragraph 3.12 in their annual report for 2017 stating that this was being used “*inappropriately*” by some admission authorities. Please could you comment on your experience as a local authority:

3. Fair Access Protocol

A. Has your Fair Access Protocol been agreed with the majority of state-funded mainstream schools in your area?

☒ Yes for primary

☒ Yes for secondary

B. If you have not been able to tick both boxes above, please explain why:

C. How many children have been admitted or refused admission under the Fair Access Protocol to schools in your area between 31 March 2017 and 31 March 2018?

Type of School	Number of children admitted		Number of children refused admission	
	Primary aged child	Secondary aged child	Primary aged children	Secondary aged children
Community and voluntary controlled	98	30	0	0
Own admission authority schools	89	61	0	2
Total	187	91	0	2

D. If a number of children have not secured school places following the use of the protocol, please indicate what provision is made for these children.

Not applicable

E. How well do you consider hard to place children are served by the Fair Access Protocol in your area?

☐ Not at all ☐ Not well ☒ Well ☐ Very well ☐ Not applicable

F. Please explain your answer giving examples of good and poor practice, successes and difficulties as appropriate.

The majority of FA pupils are placed within a timely manner. A small number of

admissions are delayed where the school is not a preference however they are subsequently all offered school places within a reasonable timescale.

4. Directions

A. How many directions did the local authority make between 31 March 2017 and 31 March 2018 for children in the local authority area?

	Primary aged children (not looked after)	Primary aged looked after children	Secondary aged children (not looked after)	Secondary aged looked after children
Voluntary aided or foundation	0	0	0	0

B. Please add any comments on the authority's experiences of making directions.

C. How many directions did the local authority make between 31 March 2017 and 31 March 2018 for a maintained school in another local authority area to admit a looked after child?

For primary aged children	For secondary aged children
0	0

D. Please add any comments on the authority's experiences of making directions.

E.

	How many requests to the ESFA to direct an academy to admit a child did the local authority make between 31 March 2017 and 31 March 2018?	How many children were admitted to school as a result of the request for a direction by the local authority to the ESFA between 31 March 2017 and 31 March 2018?	How many requests were outstanding as at 31 March 2018?
For primary aged children (not looked after)			
For primary aged looked after children			
For secondary aged children (not looked after)	2	2	0
For secondary aged looked after children			

F. Please add any comments on the authority's experiences of requesting

<p>directions.</p> <p>The process was very lengthy resulting in the children being out of school for a significant period of time</p>
<p>G. Any other comments on the admission of children in year.</p>

5. Pupil, service and early years pupil premiums (the premiums)

A. How many community or voluntary controlled schools in the local authority area will use a premium as an oversubscription criterion for admissions in 2019?	Primary including middle deemed primary	Secondary including middle deemed secondary	All through
Pupil premium	0	0	N/A
Service premium	0	0	N/A
Early years pupil premium	0	N/A	
Total number of schools using at least one premium in their oversubscription criteria	0	0	N/A

B.		How many own admission authority schools in your area will use one of the premiums as an oversubscription criterion for 2019?	Total number of own admission authority schools using at least one of the premiums in their over subscription criteria for 2019
Primary including middle deemed primary	Early years	0	2
	Pupil	0	
	Service	2	
Secondary including middle deemed secondary	Pupil	0	0
	Service	0	
All through	Early years	N/A	N/A
	Pupil	N/A	
	Service	N/a	
C. Do you have any further comments on the use of premiums?			

6. Electively home educated children

A. How many children were recorded as being electively home educated in the local authority area on 29 March 2018?

119

B. Any comments to make relating to admissions and children electively home

educated?

There has been a significant increase in the number of pupils who are being home educated in the borough although some targeted intervention has resulted in a reduction over recent months.

7. Other matters

Are there any other matters that the local authority would like to raise that have not been covered by the questions above?

Not applicable

8. Feedback on the Local Authority Report template

In previous years we have asked for feedback on the process of completing the template in the following November to inform what is asked in the following year. We are aware that it may be easier to provide feedback on providing information for the annual report at the time rather than later. We would therefore be grateful if you could provide any feedback on completing this report to inform our practice for 2019.

The form is easy to complete

Thank you for completing this template.

Please return to Lisa Short at OSA.Team@osa.gsi.gov.uk by 30 June 2018