Office of
the Schools
Adjudicator

LOCAL AUTHORITY REPORT

TO

THE SCHOOLS ADJUDICATOR

FROM

Bracknell Forest Local Authority

30 JUNE 2016

Report Cleared by (Name): Dr. Janette Karklins

(Title): Director Children, Young People & Learning

Date submitted: 15 June 2016

By (Name): Lesley Adams

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Please email your completed report to: osa.team@osa.gsi.gov.uk

Introduction

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.

2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. 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 local issues.

3. There are other matters concerning admissions, some suggested by local authorities themselves, about which it would be useful to have a view. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

Completing the Template

This template is designed to be completed electronically - boxes will expand as necessary. Please note that we will contact you if any data boxes have not been completed. However if there are any blank comment boxes we will presume that you have no comments to make.

Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11. For schools that have children of primary and secondary age and are not designated as a middle school please record them as all-through schools.

Where a type of school is given, foundation covers foundation schools and foundation schools with a foundation (trust schools). Academy schools should be recorded by the individual type of academy school, namely, academy, free school, UTC or studio school.

1. Local Authority school numbers

Please give the total number of schools by type within your local authority as at 30 June 2016.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	21	5	0
Voluntary Controlled	4	0	0
Voluntary Aided	5	0	0
Foundation	0	0	0
Academy	1	1	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

2. Admission Arrangements for Admissions in September 2016

The Code at paragraph 3.23 requires that each local authority provides "*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*".

Please include details of:

1. Any ways in which each of the following groups of children have been especially well served; and

2. Any difficulties that have arisen for each group of children while allocating places for admission in September 2016.

(a) How well are the interests of **looked after children** served?

Tick as appropriate: Fully ☒ In part ☐ Not satisfactorily ☐

Comments:

(b) How well are the interests of **previously looked after children** served?

Tick as appropriate: Fully ☒ In part ☐ Not satisfactorily ☐

Comments: However it is not always easy to get information from a family who claim this criteria.They are not always able to provide historical information.

(c) How well are the interests of **children with disabilities** served?

Tick as appropriate: Fully ☒ In part ☐ Not satisfactorily ☐

Comments:

(d) How well served are **children who have special educational needs and who have a statement of special needs** that names a school (or an education health and care plan?

Tick as appropriate: Fully ☒ In part ☐ Not satisfactorily ☐

Comments:

(e) How well served are those **children who have special needs, but do not have a statement**?

Tick as appropriate: Fully ☒ In part ☐ Not satisfactorily ☐

Comments:

3. Co-ordination of admissions

A) During the normal admissions round

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2016 in your local authority, highlighting any particular strengths in the process or any problems that have arisen.

Primary

(a) How well has the operation of national offer day worked for primary admissions this year compared with previous years?

Tick as appropriate: Better ☐ The same ☒ Less well ☐

Comments: It would be useful for the code to require co-ordination to continue to a set date as each local authority does different things and parents can end up holding multiple offers

Secondary

(b) How well has the operation of national offer day worked for secondary admissions this year compared with previous years?

Tick as appropriate: Better ☐ The same ☒ Less well ☐

Comments: It would be useful for the code to require co-ordination to cointinue to a set date as each local authority does different things and parents can end up holding multiple offers

(c) If you have any UTCs or studio schools in your area, do you co-ordinate admissions for entry at the relevant year group for entry to these schools?

Tick as appropriate: Yes ☐ No ☐ N/A ☒

If **YES**, please comment on how well the admissions process is working for these schools:

If **NO**, do you have any evidence about how well the admission process

is working for individual UTCs or studio schools?

Tick as appropriate: Yes ☐ No ☐

If **YES**, please comment:

B) <u>In-year admissions</u>

The Code sets out that in-year admissions do <u>not</u> have to be co-ordinated by the local authority.

(a) How many **pupils** have needed a school place because they do not have one or because parents have applied for a place as an in-year admission for any other reason between 1 September 2015 and 15 June 2016?

Number of pupils up to age 11	Number of pupils over age 11	Number of post-16 students
421	159	N/A

(b) Does your local authority co-ordinate in-year admissions for all, some or none of the schools in your area?

Tick as appropriate: All ☒ Some ☐ None ☐

If 'Some', please complete the table below as appropriate

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community			
Voluntary Controlled			
Voluntary Aided			
Foundation			
Academy			
Free School			
UTC	N/A		
Studio School	N/A		

(c) Do you have any information about how many schools parents might approach before obtaining a place? Please comment on any issues that have come to your attention.

Comments: Because not all authorities co-ordinate it leads to confusion for parents. Parents receive impartial and accurate information by going through the LA

(d) How confident are you that the requirements of the Code at paragraph

2.22, for schools to keep the local authority informed in a timely manner about applications and the outcomes, are being met? (If you co-ordinate all admissions for all schools then please tick not applicable.)

Tick as appropriate:

Very confident ☐ Confident ☐ Not confident ☐ Not applicable ☒

(e) Across your local authority, how well have in-year admissions worked this year?

Tick as appropriate: Better than last year ☐ The same as last year ☒ Less well than last year ☐

(f) Please comment on the effectiveness overall of in-year admission arrangements across all types of schools in your local authority.

Comments: Parents have one point of contact for applying for any school within our borough and know where to go for advice and help including those from abroad or who find the process difficult to manage. Schools know that they do not need to spend time on processing applications only to find the child has gone elsewhere.

4. Fair Access Protocol

The Code at paragraph 3.9 requires each local authority to have agreed a Fair Access Protocol with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

(a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate: Yes ☒ No ☐

If **NO**, please explain: N/A

(b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so. Please state how many schools have not agreed your Fair Access Protocol.

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	N/A
Voluntary Controlled	0	N/A	N/A
Voluntary Aided	0	N/A	N/A

Foundation	N/A	N/A	N/A
Academy	0	0	N/A
Free School	N/A	N/A	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(c) Where schools did not agree the Fair Access Protocol, please say why they did not agree.

Comments: N/A

(d) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2015/16 in placing children without a school place in schools in a timely manner.

Tick as appropriate: Very well ☒ Mostly well ☐ Some difficulties ☐

(ii) What is your general assessment of the working of the protocol compared with last year?

Tick as appropriate: More effective ☐ As effective ☒ Less effective ☐

(iii) How frequently has the protocol been used to place a child compared with last year?

Tick as appropriate: More frequently ☒ Same frequency ☐ Less frequently ☐

(e) Have you any examples of particularly effective collaboration and working with individual schools, for example, placing children in year 6 of a primary school or years 10 and 11 of a secondary school?

Tick as appropriate: Yes ☒ No ☐

Comments: We have successfully transferred a number of KS3 and 4 students

(f) Have you had specific problems in allocating a place through the protocol, for example, where a school has been reluctant to accept a child?

Tick as appropriate: Yes ☒ No ☐

Comments: Despite signing up to the protocol there have been some cases of reluctance. These have been managed with LA intervention.

(g) How many children have been admitted under the protocol to each <u>type</u> of school in your area? How many children have been refused

admission to a school?

Type of School	Number of children admitted			Number of children refused admission		
	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools
Community	5	21	0	0	0	0
Voluntary Controlled	0	0	0	0	0	0
Voluntary Aided	0	0	0	0	0	0
Foundation	0	0	0	0	0	0
Academy	0	0	0	0	0	0
Free School	0	0	0	0	0	0
UTC	N/A	0	0	N/A	0	0
Studio School	N/A	0	0	N/A	0	0

(h) If children have not been placed successfully in a school through the protocol, have you used the direction process to provide a place for a child?

Tick as appropriate: Yes ☐ No ☐ N/A ☒

(i) If **YES**, how many children have been placed and in which type of school as a result of a direction, including a direction via the EFA on behalf of the Secretary of State or after a referral to the Adjudicator?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community	0	0	0
Voluntary Controlled	0	0	0
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

(j) Please add any other relevant information you wish to include in sections g - i concerning Fair Access Protocols.

Comments: N/A

5. Admission Appeals

The Code requires data to be collected about appeals. In order to meet this requirement the DfE will use the latest published Statistical First Release:

admission appeals for maintained and academy primary and secondary schools in England.

Taking into account comments reported in 2014, and data gathered for the first time in 2015, in response to the invitation *to "add any comments about the appeals process in your area"*, it would be helpful to gather views once again across all local authorities on the extent to which schools that are their own admission authority continue to use local authority services for admission appeals.

(a) Do any own admission authority schools use any of your services as part of the appeals process?

Tick as appropriate: Yes ☒ No ☐

(b) If yes, please indicate the number of schools that use at least some of your services

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	1	N/A	N/A
Foundation	N/A	N/A	N/A
Academy	0	0	N/A
Free School	N/A	N/A	N/A
UTC	N/A	N/A	N/A
Studio School	N/A	N/A	N/A

(c) Please indicate the services that are used :

Type of School	Schools for pupils up to age 11(Y/N)	Schools for pupils over age 11 (Y/N)	All- through schools (Y/N)
Full appeals process	1	0	0
Legal advice	0	0	0
Assistance in the preparation and presentation of case documentation	0	0	0

(d) Please add any other service related to appeals obtained from your local authority

Comment: 1 academy primary school and 1 other voluntary aided primary school use the local authority democratic services including clerking of the appeals.

(e) Please add comments about any aspects of the appeals process in your area that work well or that cause difficulties, as appropriate.

Comment:

6. Other Issues

A. Objections to admission arrangements

Paragraph 3.2 in the Code says *"local authorities **must** refer an objection to the Schools Adjudicator if they are of the view or suspect that the admission arrangements that have been determined by other admission authorities are unlawful"*.

(a) How many sets of admission arrangements of schools were queried directly by your local authority with schools that are their own admission authority because they were considered not to comply with the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

(b) How confident are you that own admission authority admission arrangements are now fully compliant with the Code?

Tick as appropriate: Very confident ☐ Confident ☒ Not confident ☐

(c) How many schools did not send you a copy of their full admission arrangements, including any supplementary information form (or any such form by another name, for example, religious inquiry form) if one is used, by 15 March, as required by paragraph 1.47 of the Code?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

B. Fraudulent applications

(a) Is there any concern in your local authority about fraudulent applications?

Tick as appropriate: Yes ☐ No ☒

(b) Did your local authority make any offers on national offer days that were subsequently withdrawn as a result of a fraudulent application?

Tick as appropriate: Yes ☐ No ☒

(c) If **YES**, how many for each type of school?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Community			
Voluntary Controlled			
Voluntary Aided			
Foundation			
Academy			
Free School			
UTC	N/A		
Studio School	N/A		

(d) What action is your LA taking to prevent fraudulent applications?

Comment:

C. Summer-born children, deferred entry and part-time attendance

The DfE issued revised guidance in December 2014 "Advice on the admission on summer-born children" for local authorities, school admission authorities and parents (Link to Guidance). The Code at paragraph 2.16 deals with deferred entry and/or part-time attendance for children in the year they reach compulsory school age. Paragraph 2.17, 2.17A and 2.17B refer to the admission of children outside their normal age group.

(a) Do you keep data for any schools on the number of requests from parents who ask that their child is admitted to a class outside their normal age group?

Tick as appropriate: Yes ☒ No ☐

(i) For community and voluntary controlled schools: Yes ☒ No ☐

(ii) For own admission authority schools: Yes ☒ No ☐

If **YES in answer to (a) above**, please complete the tables:

Type of School	In 2015, how many requests for deferred admission to year R in 2016 were agreed for a child who will have reached the normal age for Year 1?
Community & Voluntary Controlled	0
Own Admission Authority	0

Type of School	How many requests to defer admission to year R in 2016 were received?	How many of those requests were subsequently agreed?
Community & Voluntary Controlled	0	0
Own Admission Authority	0	0

(b) What reasons, if known, were given for seeking to defer the admission to year R of children for a full school year?

Comments:

(c) Do you have any other comments on the matter of admission of summer-born children, including requests to delay admissions made after the allocation of places in the normal admissions round?

Comments:

(d) Do you have any comments about paragraph 2.16c) in the Code concerning the offer and/or take-up of part-time attendance by children below compulsory school age?

Comments:

D. <u>Pupil, service and early years premium</u>

The 2014 Code permits all schools to give priority for admission in 2016 to children eligible for the pupil, service or early years premium (paragraphs 1.39A and 1.39B). If admission authorities wish to introduce such a priority they must have consulted as required by the Code in paragraphs 1.42-1.45.

(a) Pupil and service premium

In respect of community and voluntary controlled schools:

Type of School	Has the LA considered giving priority to pupil/service premium? (Y/N)	If YES, have you consulted on this? (Y/N)	In response to consultation has the priority been implemented? (Y/N)
Community Primary	N	N	
Voluntary Controlled Primary	N	N	
Community Secondary	N	N	
Voluntary Controlled Secondary	N	N	

Comments:

In respect of own admission authority schools:

Type of School	Has the LA been consulted by any own admission authority of the type shown below on giving priority to pupil/service premium? (Y/N)	If YES in response to consultation, for how many schools has the priority been implemented? (Please give the number)
Voluntary Aided Primary	N	
Foundation Primary	N/A	
Academy Primary	N	
Free School Primary	N/A	
Voluntary Aided Secondary	N/A	
Foundation Secondary	N/A	
Academy Secondary	N	
Free School Secondary	N/A	
UTC	N/A	
Studio School	N/A	

Comments:

(b) Early years pupil premium - nursery priority

In respect of community and voluntary controlled schools:

Type of School	Has the LA considered giving priority to early years pupil premium? (Y/N)	If YES, have you consulted on this? (Y/N)	In response to consultation has the priority been implemented? (Y/N)
Community Primary	N		
Voluntary Controlled Primary	N		

Comments:

In respect of own admission authority schools:

Type of School	Has the LA been consulted by any own admission authority of the type shown below on giving priority to early years pupil premium? (Y/N)	If YES in response to consultation, for how many schools has the priority been implemented? (Please give the number)
Voluntary Aided Primary	N	
Foundation Primary	N/A	
Academy Primary	N	
Free School Primary	N/A	

Comments:

E. Local Authority Issues

Please provide details of any other issues that you would like to raise and/or comment on that have not been already covered in this report.

Comments: With the move to acadamisation it is even more important to make in year admissions a local authority centralised process. Failure to do this will often mean that parents will not be given the right information or the right to appeal. The most vulnerable parents/children will suffer.

Thank you for completing this report

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