

Leicester
City Council

**WARDS AFFECTED:
ALL WARDS**

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:

**SCRUTINY
CABINET**

**18th April 05
25th April 05**

SCHOOL ADMISSION ARRANGEMENTS FOR 2006

Report of the Corporate Director of Education and Lifelong Learning

1 Purpose of the Report

- 1.1 This report summarises the results of the annual statutory consultation on admission arrangements and limits for entry into schools for 2006, and proposes arrangements for implementation.

2 Summary

- 2.1 Schools and other agencies were consulted about issues associated with priority areas for secondary schools, a co-ordinated scheme for primary schools and other minor issues. Copies of the Consultation document and reply form are attached as Annex 1. The responses are reproduced in Annex 2. The results show that responses were largely in favour of the proposals, but the response rate was poor.

3 Recommendations

- 3.1 The Education and Lifelong Learning Scrutiny Committee is asked to note the report and supporting information and make any observations it sees fit to Cabinet.
- 3.2 Cabinet is recommended to:
- a) Adopt the proposal to overfill a school exceptionally beyond its admission number where the place is for a Looked After Child (see Annex 1, Appendix 1)
 - b) Adopt the proposal to apply the sibling rule differently (see Annex 1, Appendix 2).
 - c) Retain the present system of mid term admissions (Annex 1, Appendix 3).
 - d) Continue with the existing priority areas with the Sandfield Close adjustment (see Annex 1, Appendix 4).

- e) Discontinue the operation of the over-subscription list for places in Key Stage 4 (see Annex 1, Appendix 5).
- f) Adopt the proposed co-ordinated scheme for primary admissions with a common closing date of 24th February 2006 in the first year of operation (see Annex 1, Appendix 6).
- g) Adopt the proposed model policy for F1 entry into part time education in a mainstream school (see Annex 1, Appendix 7).

4 Financial and Legal Implications

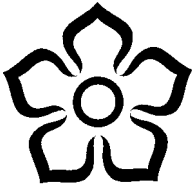
- 4.1 There are no financial implications arising directly from this report. (David Wilkin ext 7750).
- 4.2 Guy Goodman (Assistant Head of Legal Services ext:7054) The authority is required to consult annually about its admission arrangements and to determine arrangements by 15 April for the next new admissions cycle. The consultation and determination are in accordance with the Education Act 2002 and the Code of Practice on Admissions.

5 Report Author

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DECISION STATUS

Key Decision	Yes
Reason	Significant in terms of its effect on communities living or working in an area comprising one or more ward
Appeared in Forward Plan	Yes
Executive or Council Decision	Executive (Cabinet)



Leicester
City Council

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FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:

DMT	17th March 05
TRIUMVIRATE	18th April 05
CABINET	18th April 05
SCRUTINY	25th April 05

SCHOOL ADMISSION ARRANGEMENTS FOR 2006

Report of the Director of Education

SUPPORTING INFORMATION

1. Background and Summary

- 1.1 The Authority is required, by law, to consult every year about its school admissions arrangements. The proposals in the consultation concern the procedure by which entry places are awarded for September 2006 and, also the procedure by which places are awarded in response to mid-term requests for admissions received from September 2005 onwards.
- 1.2 The proposals for 2006 minor because of anticipated further changes in the Secondary sector. However, some issues which need change have been addressed; in particular, the resolution of the anomaly of the Sandfield Close area which, to date, has not been included in any priority area for a City school. There were also proposals for minor modifications to existing policy on Looked After Children, siblings, over-subscription lists in the Consultation.
- 1.3 New proposals were presented on a Co-ordinated Scheme for Primary schools, based on that already in operation for secondary schools, with a common form, an option to express two preferences; and a closing date of 24th February 2005 for the first year of operation, as required by the Education Act 2002.
- 1.4 A new proposed policy for admission of part-time pupils to the Foundation 1 class of a school was recommended for adoption because of the importance of consistency across the City with the existing Foundation 2 entry policy (primary admissions).

2 Consultation Methodology and Timetable

- 2.1 A detailed Consultation document was prepared outlining the proposals including a response form to be returned by the 28th February 2005. (This is attached as Annex 1). A Consultee List was built up from Heads and Chairs of Governors of all City schools, schools acting as their own admissions authority in the relevant area, colleagues in various teams and services within the LEA, members of the Admissions Forum, members of TCC, and organisations who might have an interest. For example, BSF Team, SDSA and parents organisations. A full list is given in Annex 3. More than 300 copies of the Consultation document were distributed.
- 2.2 The proposals included four alternative schemes for a revised Secondary Admissions Policy using different territorial methods of determining priority. As a result of the outcome from last year's Consultation, there was interest in modelling how some of these schemes would look, derived from previous cohorts and based on actual preferences. The research was commissioned in November last year. Unfortunately, the results were not available in time to go out with the original Consultation papers when they were distributed on the 4th January 2005. Instead, a Supplementary paper was mailed out later in January with maps and tables of results, and this information was presented at a Seminar on the 19th January 2005 to which all consultees were invited.
- 2.3 Prior to the preparation of the consultation papers, the key issues were presented to Admissions Forum at their meetings on the 11th October 2004 and 7th December 2004.
- 2.4 Since the establishment of the present policy agreed last year, an Equalities Impact Assessment has been carried out on the 2005 policy for admissions. This has indicated the need to address boundary issues in the content of the 2006 Consultation to address inequality of opportunity. A copy of the EIA can be found in Annex 4.

3 Consultation Results

- 3.1 Written replies were received from **36** respondents altogether, made up as below:

Primary schools under City Council control for admissions	21
Secondary schools under City Council control for admissions	6
Aided schools within the City	2
Representatives of internal Council services	3
Other Groups or individuals	4

64 City schools did not respond.

3.2 A full account of the results is given in Annex 2. The issues consulted on in Questions 1 (Looked After Children), Question 2 (Sibling Rule), Question 6 (Primary Co-ordinated Scheme), and Question 7 (F1 Admissions) were all agreed by a substantial majority of the respondents, and are, therefore, carried forward into the recommendations.

3.3 The results for Question 3 (Mid-term Admissions at defined times), Question 4 (Over-subscription for Secondary Schools) and Question 5 (OSL for KS4) were less clear with opinion divided between the options. These are further discussed below:

3.4 *Mid-term admissions at defined times (3 or 6 times per year)*

There were 34 respondents who answered this question with 10 respondents favouring 3 dates per year, 8 favouring 6 dates per year and 16 favouring the status quo.

It is proposed, therefore, to follow the majority view and leave the policy unchanged.

3.5 *Secondary criteria*

The proposals in options 1 (City Weighted Distance model) and 4 (Closest School model) were favoured by 4 respondents each. There were 9 respondents who favoured option 2, (Modified Existing Policy model), while 6 respondents favoured option 3, (Feeder School model). In addition, a combined response on behalf of all the secondary schools was received in favour of option 2.

3.6 Some discussions took place with Headteachers during the Consultation period. The Secondary Heads were understanding of the logic in moving to the Feeder School model for 2007 entry, but they were concerned that there had been insufficient involvement of Heads at an early stage, and that, therefore, adoption for 2006 would be too early. Some Headteachers felt strongly that the particular feeder school pairings in the proposed model were inappropriate and that this needed more work.

The proposal is therefore to adopt option 2.

3.7 *Oversubscription list*

There were 23 respondents who answered this question, with 13 for the proposal and 10 against, and one respondent in favour but for Year 11 only. Some respondents appeared not to appreciate that this would not prevent children from moving schools in Key Stage 4, neither would it prevent parents re-applying later if their preferred school was full.

It is recommended that the proposal is adopted.

4 Financial Implications

There are no financial implications arising from this report. (David Wilkin x7750)

5 Legal Implications

These are dealt with in 4.2 of the Report (Guy Goodman x 7054).

6 Other Implications

OTHER IMPLICATIONS	YES/NO	PARAGRAPH REFERENCES WITHIN SUPPORTING PAPERS
Equal Opportunities	Yes	Would make the procedure easier to understand for parents Annex 1, Appendix 4.1
Policy	Yes	EDP priority 5
Sustainable and Environmental	No	N/A
Crime and Disorder	No	N/A
Human Rights Act	No	Does not alter significantly
Older People on Low Income	No	N/A

7 Risk Assessment Matrix

Risk	Likelihood L/M/H	Severity Impact L/M/H	Control Actions (if necessary/or appropriate)
1. Overfilling will cause serious overcrowding	M	H	Ensure that it is only done for vulnerable children in isolated cases where the alternative is unreasonable.
2. Too many children living in a new Category 3 area, accommodated in their priority school.	M	L	Prepare some parents within Category 3 for disappointment.
3. Parental preference patterns will concentrate more on popular schools	L	L	Active promotion of primary secondary links that would help parents make local preferences
4. Inequality of opportunity will not be addressed in closed school areas.	H	M	Prepare parents better for accepting an alternative school in the City.
5. Appeals will rise.	M	M	Better advise to parents .

6. Parental preferences for schools outside the City will increase	H	H	Make alternative options within the City more attractive and explain success chances more fully.
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L - Low
M - Medium
H - High

L - Low
M - Medium
H - High

8 Background Papers

- The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.
- The Education (Determination of Admission Arrangements) Regulations 1999.
- The Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002

Issue No. 002/05/January 2005

Admissions & Exclusions

07/01/05

All Heads, All Chairs of Governors, Admission Forum, Unions, SDSA, BSF, SMG, DMT, Core Branch, Michael Thompson, Sue Harrison, Jo Elks, Lorna Simpson

Admission Arrangements Consultation 2006

28th February 2005

Subject: Leicester City LEA Admissions arrangements consultation 2006

It is again time for the annual consultation for admissions arrangements (timetable, policies and limits) for 2006 entry into schools. Consultation on admissions arrangements must be undertaken by all admissions authorities and completed by 1 March 2005. The arrangements must be determined by 15th April 2005, and communicated to other parties. As in previous years, the Aided Schools will be conducting their own consultations following the same timetable.

Consultation on Admission Numbers will be conducted separately, early in the New Year by Anthony Nolan and his team. Schools will be contacted separately regarding this issue.

I enclose with this letter, a copy of the booklets for parents currently in use and the supplementary guidance booklet that was agreed following consultation last year.

The most significant change being proposed is the system for allocating places to secondary schools. Change is required urgently to address the inequality of opportunity offered to children living in the 'closed school' areas.

The advisability of changing to a new system of allocating places in secondary schools will depend upon the predicted effects of the new proposed methods. We have undertaken research to produce more detailed information on how these options might affect individual schools.

Clearly, there is too much detail to be contained within this document. Therefore, arrangements have been made to present the results of the research at a Seminar to be held **on Wednesday, 19th January 2005 in Committee Room 2 in the New Walk Centre**, for all interested parties. I hope that you, or your representative, will be able to find time to attend as this information may be useful in determining your response to the consultation.

I would be grateful if you would consider the proposals set out in this paper and indicate your preferred options, together with any comments that you may wish to make, on the form at the end of this document.

Overview

The proposals being consulted upon in this document are as follows:

1. General issues that affect both primary and secondary schools:

- i) A proposal to admit Looked After Children even where this breaches the school's agreed Pupil Admissions Number (PAN) – Appendix 1
- ii) A proposal to extend the sibling link to embrace an associated school, for example, Infant/Junior schools on the same site, or The Lancaster School/Sir Jonathan North Community College sites - Appendix 2
- iii) A proposal to agree mid-term transfers between City schools only at specific dates during the year– Appendix 3

2. Issues affecting secondary schools only:

- i) Over-subscription criteria for secondary admissions

This paper sets out *four* proposals for the 2006 admissions policy for secondary schools– Appendix 4.

These are:

- A proposal based on straight-line distance from the pupil's home to the preferred school
 - A minor modification to the status quo relating only to admissions of children from the Sandfield Close priority area
 - A model based upon designating 'Feeder Schools' to each secondary school
 - A proposal to redraw the priority area map model based on the shortest distance from home to school
- ii) In addition, a further proposal: to remove the option for KS4 pupils to be placed on an Oversubscription List (OSL) – Appendix 5 - has been included for comment

3. Issues affecting primary schools only

- i) A co-ordinated scheme for Primary Admissions.
A co-ordinated scheme for secondary admissions for 2005 (as required by the Education Act 2002) was agreed by Cabinet in December 2003 and is now being implemented for current Year 6 pupils.

A corresponding scheme for primary admissions will be necessary for implementation in the 2006 admissions process and a proposal is put forward setting out details of a co-ordinated scheme for primary admissions. This has a **common form and common closing date**, with parents/carers being able to submit **two** preferences, based upon an equal preference system. This would align the City system with that of proposed County system for primary schools. Initial discussions have already taken place between City and County colleagues at Admissions Forum and with Aided Primary schools – see Appendix 6.

ii) A proposed admissions policy for Foundation 1 Children

In order to comply with the Government's requirement to integrate Foundation 1 pupils into the school system, it is proposed that the LEA should adopt an agreed policy, compatible with the existing First Time Admissions policy for 4 year olds - see Appendix 7.

Annex 1

Appendix 1

Proposal: Revised Looked After Children priority

Although the existing priority order for school places gives first priority to Looked After Children, this is of little benefit where the preferred school is full. At best, the child is placed at the top of the oversubscription list, only being placed in the preferred school if another child leaves. It is the LEA's view that Children Looked After are most in need of stability in their lives and should be placed as soon as possible.

It is proposed therefore, that for a child Looked After by the Council, a place will be made available, even if a school is already full

Annex 1

Appendix 2

Proposal: Revised sibling link

At present, priority is afforded to children with a sibling attending the same school, but not where the sibling is at a separate school on an adjacent site.

It is proposed to allow a sibling link for adjacent schools in the following cases:

- Sir Jonathan North Community College and The Lancaster School
- Avenue Infant and Junior School
- Braunstone Frith Infant and Junior School
- Humberstone Infant and Junior School
- Inglehurst Infant and Junior School
- Merrydale Infant and Junior School
- Overdale Infant and Junior School
- Uplands Infant and Junior School

In secondary schools, where there is high turbulence, the sibling rule often works *against* the interests of newcomers so that children who are new to the City cannot gain access to a school place within reasonable distance of their home.

It is proposed to allow these defined schools on adjacent sites to be regarded as the same school when applying the sibling rule. Also it is proposed to remove the option of the sibling link at KS4.

Annex 1

Appendix 3

Proposal: A new policy for mid-term admissions

The LEA receives around 4,000 requests per year for school places for children in all age groups. Some of these are requests relating to the same child where the parent has difficulty in finding a preferred place. Other requests are from families in other LEAs or from abroad and therefore, the children concerned do not already have a school place in Leicester.

When a place is identified, there can often be a delay before the child is admitted because of the school's need for further information about the child's educational history or because preparations have to be made in school to receive the new admission.

Some schools with high turbulence often find it difficult to manage a steady stream of new admissions and would be able to deal with this more effectively if children were admitted in groups at certain specified dates.

It is proposed therefore, to allow new admissions to schools at defined times, ie:

- **every term - 3 start dates a year (option A); or**
- **every half term - 6 start dates a year (option B); or**
- **to maintain the status quo (option C).**

For option A or B there would be a cut-off date two weeks before each start date. This practice would be made clear to all applicants. Exceptional cases would still have to be admitted at other times only at the discretion of the Director.

Annex 1

Appendix 4

Proposal: Revise Oversubscription criteria for secondary admissions

4.1. Background

The arrangements for admission are subject to statutory consultation each Spring, for entry into schools the following year, in September.

Priority criteria were changed in recent years to give priority for disadvantaged groups. However, the criteria still refer to a set of priority areas that include those for schools which have been closed since 1999. In addition, an area around Sandfield Close has no designated priority school.

A new co-ordinated scheme was introduced whereby parents were able to have equal weighting to all their preferences. However, inequality of opportunity still remains for people living in the areas that have no priority school.

Currently, there is a shortage of secondary school places in certain parts of the City. This results in many newcomers to Leicester being offered school places that are some distance from their home address because the local schools are full. A new system is necessary to prioritise applications.

It is expected that the Islamic Academy will take extra pupils from 2006 and, subject to a positive decision in 2005, the Leicester Academy will take pupils from 2007 in the South of the City.

The Building Schools for the Future programme will affect capacities and in some cases, the location of schools. A remodelling of all existing secondary schools is, therefore, required by 2008 onwards. Any change introduced now will need to anticipate this, as far as possible.

Annex 1

Appendix 4 Cont'd....

4.2 Options Proposed:

i) City Weighted Distance Model

In this option, places would be allocated by distance from home address to school with a defined zone in the central part of the City that will have a higher priority than addresses outside. The defined Zone would cover all addresses inside, or within one mile of, the Central ring road.

The priority order would be:

1 st	Pupils who are “accommodated” by a Local Authority (Looked After Children).
2 nd	Pupils who are on the Child Protection Register and need to attend an alternative school to avoid their abuser.
3 rd	Pupils who live in the Inner City Zone.
4 th	Pupils with a sibling in KS3 at the time of proposed entry
5 th	Pupils who have a statement of Special Educational Needs.
6 th	Pupils whose parents are making their application on the basis of religious conviction
7 th	Others based on straight line distance

Advantages

- Easy to understand.
- Applies equally to all schools - even after BSF changes
- Removes former ‘closed school’ areas
- Increases access to ‘popular’ schools
- Easier journey to a school for pupils who are offered an alternative school
- Improved options for areas of City with high deprivation

Disadvantages

- Uneven level of opportunity
- New system to implement

ii) Modified Existing 2005 Policy

In this proposal, all present policy all other options would remain the same with the minor addition that pupils living in the Sandfield Close area would be assigned to Soar Valley.

iii) Designated 'Feeder School' Model

Before LGR, secondary schools were all linked to a group of 'feeder' primary schools. This could be reinstated, using the current primary priority area map to determine the secondary school to be allocated.

Vulnerable children would still have high priority but otherwise, applicants would be considered according to attendance at a designated feeder school.

A list of primary schools for each secondary school has been drawn up based on historical 'best fit'. No primary school has been split between secondary schools.

The priority order would be:

1 st	Pupils who are "accommodated" by a local authority (looked after children).
2 nd	Pupils who are on the Child Protection Register and need to attend an alternative school to avoid their abuser.
3 rd	Pupils who are attending one of the defined feeder schools in year 6 (or, for those applying at other times, who live in the priority area of one of the defined feeder schools)
4 th	Pupils with a sibling in KS3 at the time of proposed entry
5 th	Pupils who have a statement of Special Educational Needs.
6 th	Pupils whose parents are making their application on the basis of religious conviction
7 th	Other pupils based on straight line distance

Advantages

- Much easier to operate and understand
- Would assist improvement of Primary /Secondary links
- Would keep pupil friendship groups together

Disadvantages

- Many boundary anomalies will still exist.
- No assigned secondary school for Anglican Aided schools – children from these schools would be allocated places based on 7th priority
- System may need to change again after BSF remodelling

The proposed list of schools is shown in Appendix 4 A

iv) New 'Closest School' Priority Areas Model

This option would maintain the existing policy but redefine the Priority Areas based on nearest school to the child's home address. This would give rise to a completely different priority area map from that in use at present but each school would still have a defined geographical area. Because some schools are close together, their priority area would be relatively small but those schools would be then be able to take a large proportion of their intake on distance basis.

The priority order would be:

1 st	Pupils who are "accommodated" by a local authority (looked after children).
2 nd	Pupils who are on the Child Protection Register and need to attend an alternative school to avoid their abuser.
3 rd	Pupils who live in the priority area defined by closest school
4 th	Pupils with a sibling in KS3 at the time of proposed entry.
5 th	Pupils who have a statement of Special Educational Needs.
6 th	Pupils whose parents are basing their application on religious convictions.
7 th	Other pupils based on straight line distance

Advantages

- Parents can more easily identify their priority area school

Disadvantages

- An entirely new map will need to be drawn up
- Application patterns may change radically creating a different mix of intake at secondary schools

Annex 1

Appendix 4A

Proposed Designated Feeder Schools for 2006

School	Feeder Primary		School	Feeder Primary
Babington	Beaumont Lodge Glebelands Buswells Lodge Heatherbrook Mowmacre Hill Woodstock		New College	Braunstone Frith Forest Lodge Dovelands Inglehurst Parks Stokes Wood
Beaumont Leys	Fosse Alderman Richard Hallam Barley Croft Slater Wolsey House		Riverside	Caldecote Granby Montrose Eyres Monsell
City of Leicester	Whitehall Rowlatts Hill Coleman St Barnabas		Rushey Mead	Sandfield Mellor Rushey Mead Abbey
Crown Hills	Bridge Evington Valley Mayflower Spinney Hill Shenton		Sir Jonathan North	Hazel Overdale Marriott Knighton Fields Rolleston
Fullhurst	Folville Queensmead Shaftesbury Crescent		Soar Valley	Catherine Taylor Wyvern Herrick Northfields
Hamilton	Humberstone Kestrels Field Scraptoft Thurnby Lodge Willowbrook Merrydale		The Lancaster School	Hazel Overdale Marriott Knighton Fields Rolleston
Judgemeadow	Linden Avenue Medway			
Moat	Charnwood Highfields Sparkenhoe Uplands			

Annex 1

Appendix 5

Proposal: Withdraw the option to be placed on an Oversubscription List (OSL) for pupils in KS4.

Where a parent has been unsuccessful at gaining a place at their preferred school, we have offered the opportunity for them to apply to have their child's name on the OSL. When children from the relevant year group leave, vacancies are filled from the list. This allows parents to have their application reconsidered regularly - even if they have already accepted another school.

Under this option, parents of pupils who already have a school place would be advised against making a move, because of the proximity of GCSE examinations.

The removal of the OSL option for this group would further dissuade parents/carers from seeking a transfer.

Annex 1

Appendix 6

Proposal: a co-ordinated scheme for primary school operating for 2006 entry onwards

6.1 Introduction

The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002, which followed the Education Act 2002, introduced a new statutory requirement for every LEA to draw up a scheme covering every maintained school (but not special schools) in its area. Regulations also require LEAs to exchange specified information with their neighbours. The purpose of a coordinated scheme is to establish mechanisms for ensuring, as far as reasonably practical, that every parent of a child living within that LEA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

The duty to comply with parental preference will not be affected by coordinated admission arrangements, except where more than one place could be offered, nor will the coordinated scheme affect the rights and duties of governing bodies of Voluntary Aided schools to set and apply their own admission arrangements and over-subscription criteria.

6.2 Requirements of a Leicester City Scheme

Parents must be invited to express their preferences, which may be for schools within or beyond Leicester City, on a common application form. This form can be supplemented (but not replaced) by additional forms for the Church schools in the City needing extra information, e.g. to assess religious commitment. The form must enable parents to:

- Express their preferences;
- Give their reasons for applying for their preferred schools; and
- Rank those preferences

Leicester City schools receiving direct applications must inform the LEA appropriate for the parent's address so that they can ensure that the parent concerned has received an appropriate common application form from the LEA.

6.3 Administration and Timetable Proposed

This section sets out the timeline that this option would pursue:

Common form The common application form invites all parents resident in the City to name two preferred schools, in order of preference by 24th February for admission the following September. It must be made clear that parents should name all schools at which they wish their child to be considered, and that all preferences will be processed.

Data-sharing By 9th March, the City Council sends other admission authorities details of applications for their schools. Any additional information received by the other admissions authorities direct (e.g. letter of support from minister, professional documentary evidence etc) can be treated in the same way as that received via the LEA, once it has been established that this only relates to applications which are mentioned and ranked on the City Council's form.

First draft results (Council) The City Council applies its own admissions criteria (see booklet "*Starting School in Leicester*") to requests for places in its own schools, whether applications have come direct from parents resident in the City or outside, and regardless of the ranking of each preference.

Sharing first draft results Meanwhile, the Aided schools apply their admission criteria, and by 30th March send the City Council a list indicating the order in which their applicants have priority. This list may not prioritise all applicants if the school is heavily oversubscribed, but it will need to extend beyond the number of places available, so that extra children can be awarded places that are freed via the application of the process.

Dealing with 'double offers' The City Council then compares the priority lists from all schools in its area, including the Aided schools. Where a child qualifies for both offers, a place would be offered at the school that was ranked first by the parents. For applicants living outside of Leicester, the City notifies the home LEA whether or not it is able to offer a place in response to any preferences made.

Elimination of vacancies When an offer is confirmed, any other potential offer is deleted, creating vacancies on lists for the other schools for which a preference was expressed by that parent. For each vacancy created, another child, who was unsuccessful in the draft list is moved up and given a potential offer.

Cross-border offers to City children By 30th March, the City Council will also have received notifications from the County LEA of potential offers in any County school in response to a preference expressed by a City resident. If no preferred school in the City can be offered the LEA will not look for an alternative place if it knows that the County will be making an offer of a place. If a place is available in each LEA, the offer made will be decided by the parent's ranked preference.

Unplaced children If any child has no potential offer, the City Council considers how to allocate a place in the City in the nearest school with spaces. This may reflect school capacities but also other pressures on schools.

Final draft results The City Council then sends all of the schools that it maintains the final lists of pupils to be allocated places - at least a week before 1st May, so that errors and anomalies can be eliminated.

Offers to parents On 1st May the City Council writes to every resident parent who filled in an application form to tell them of the allocated place. Where the school in question is its own admission authority, the City Council must state that the offer is being made on behalf of that school's governing body.

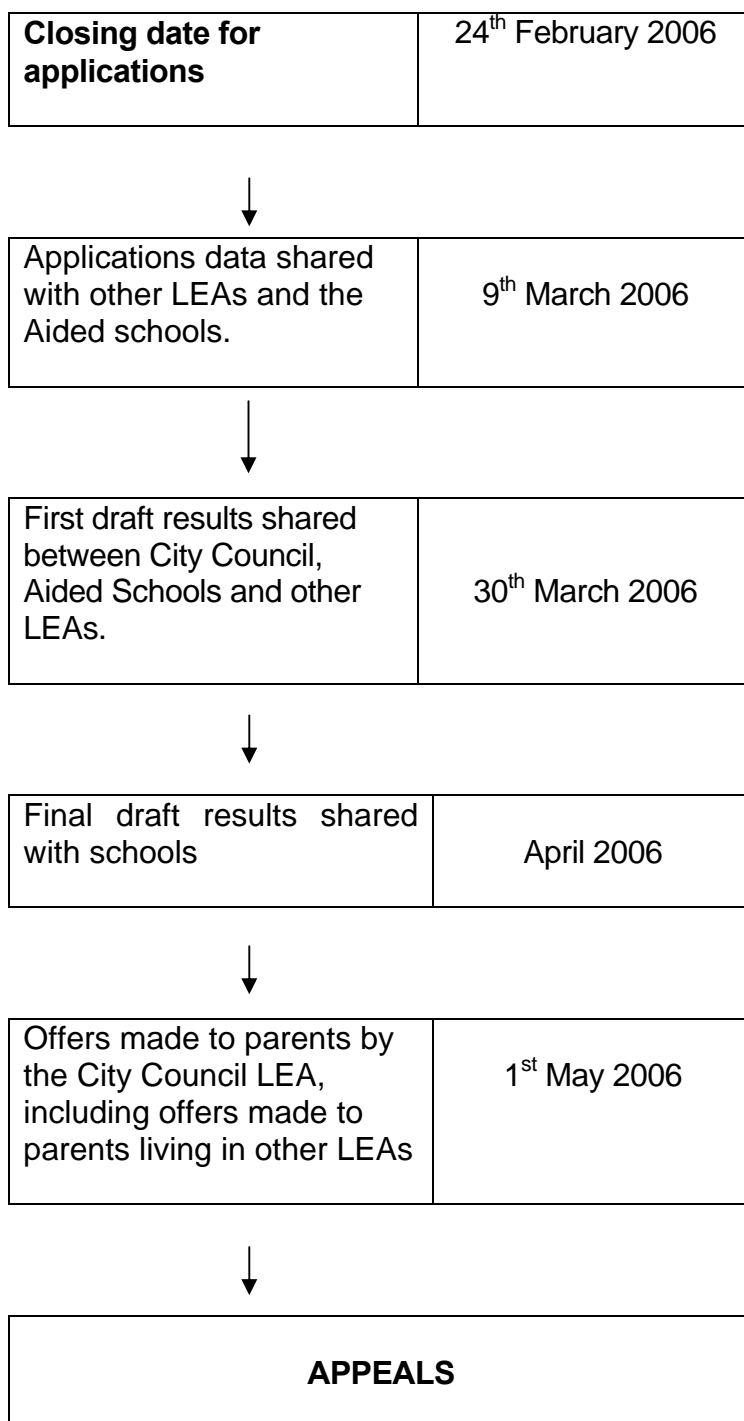
Late applications Late applications and requests for changes to preferences will be dealt with as follows:

Those applications received after 24th February deadline but before 1st May.:
When the LEA considers that applications are received late for a good reason, e.g. when a single parent has been ill for some time, or a family has moved into the area since 24th February, these will be considered along with the applications received before the deadline, providing documentary evidence of the reason for the lateness is also received.

Applications received after 1st May or for years other than the normal year of entry:
These will be handled as quickly as possible, in the order in which they are received.

Mid-Term Requests For mid-term requests for schools outside of the City or for Aided schools, applications should be made direct to the relevant LEA or to the governors of the school.

Scheme Timetable for September 2006 Intake



Annex 1

Appendix 7

Proposed admission policy for Foundation 1 Children

For entry in 2006/7 academic year for a part-time place

1. Only children aged 3 on the 1st September in the proposed year of entry will be considered (children born between 1/9/02 and 31/8/03). They will be considered together, regardless of age within the year group.
2. Places awarded will be for attendance for half days only (either each morning 9-11.30 am or each afternoon 12.30-3pm).
3. The number of half time places available will be as published in the booklet *Starting School in Leicester*.
4. Application must be made in writing by 1st June in the year the place is required and parents will be notified by 1st July. Applications received sooner than 1st January in the proposed start year will be returned for later re-submission as waiting lists are not maintained, and policies may change.
5. If there are too many applications on the 1st June, places will be awarded in the following priority order.

1 st	Vulnerable children (those who are on the Child Protection Register, or Looked After, evidenced with application)
2 nd	Children living in the priority area for the school
3 rd	Children with siblings attending the same site
4 th	Other children in order of straight line distance

6. If there are not enough applications by 1st June then no more places will be awarded until the second closing date of 1st August, when the process will be repeated. If the F1 class is still not full after that applications will be dealt with in the order that they are received.
7. There are no preconditions of entry and if necessary; parents will be advised about how to prepare for their child's first day.
8. Children born in the summer months, or who are developmentally late may have a starting date later than the first day of term up to the half term break, at the discretion of the Headteacher. However the place will be awarded to these children from the start of term and not be made available to another child.
9. Parents who have been unsuccessful will not have a legal right to appeal because the education for this age group is non-statutory. There is the alternative option of taking up a place in another setting in the private or voluntary sector.

Why is this system being recommended?

Some practices in the past have worked against equal opportunities, for example by using

- age banding,
- prioritisation by date of birth,
- prioritisation by date applied
- prioritisation by family history or connections
- developmental – ‘readiness’ for school

This revised admission policy introduces improved clarity on eligibility and processes for applicants, as well as a fairer priority order for oversubscription. If agreed in this consultation, it will be incorporated into the *Starting School in Leicester* booklet for 2006. It could also be adopted sooner for 2005 entry if agreed.

It is compatible with the policy for admission to F2 in operation in 2004 and appropriately simplified for the age group. This means that most children qualifying for a place in F1 will also qualify for a place in F2 for the following year.

Response to Admissions Arrangements Consultation 2006

Question 1: Looked after children (Appendix 1, Page 5)

- Yes - agree with proposal that for a child looked after, a place will be made available at the choice of the carer even if the school is already full
- No

Comment.....
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Question 2: Revised sibling rule (Appendix 2, Page 6)

- Agree with the proposal that defined schools on adjacent sites should be regarded as the same school for the purposes of applying the sibling rule.
- Agree with the proposal that sibling link should not apply for KS4
- No - disagree with proposal

Comment.....
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Question 3: New rule for mid-term admissions (Appendix 3, Page 7)

- Mid-term admissions should only be processed every term, 3 times a year
- Mid-term admissions should only be processed every half term, 6 times a year
- Status quo

Comment.....
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Question 4: Which is your preferred Model concerning oversubscription criteria for secondary admission? (Appendix 4, Pages 8-12)

- City Weighted Distance Model
- Modified Existing 2005 Policy (nearest to no change)
- Feeder School Model
- New Closest School Priority Areas Model

Comment.....
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Question 5: Do you agree that the Oversubscription List option should be removed for pupils in KS4? (Appendix 5, Page 13)

- YES – withdraw from years 10 and 11
- NO – continue operating the OSL for all years

Comment.....
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Question 6: Primary School Co-ordinated Scheme (Appendix 6, Pages 14-17)

Yes - agree with proposal

No

Comment.....
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Question 7: Model policy for admission to F1 (Appendix 7, Pages 18-19)

Yes - agree with proposal

No

Comment.....
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Name.....

Representing.....(School/Body)

These issues have been discussed at a Governors' Meeting held on
.....and are the views of the body named above.

Signed.....

Date.....

Please return these pages to: Carolyn Burt, Education and Lifelong Learning Department, Marlborough House, 38 Welford Road, Leicester, LE2 7AA **by Monday 28th February 2005 at the latest.**

ADMISSIONS ARRANGEMENTS CONSULTATION 2006 RESPONSES

Revised Looked After Children Proposal Q.1: Do you agree that for a 'child looked after by the Council' a place will be made available, even if a school is already full?

Revised Sibling Link Q.2: Do you agree with the proposal to (a) allow the defined schools on adjacent sites to be regarded as the same school when applying the sibling rule, (b) agree with the proposal to remove the option of the sibling link in KS4, (c) disagree with proposal.

New Rule for Mid-term Admissions Q.3: Do you agree with the proposal to allow new admissions at schools at defined times (a) every term – 3 start dates a year, (b) every half term – 6 start dates a year, or (c) to maintain the status quo.

Revised Oversubscription Criteria for Secondary Admissions Q.4: Which is the preferred Model concerning oversubscription criteria for secondary admissions? (a) City Weighted Distance Model, (b) Modified Existing 2005 Policy, (c) Feeder School Model, (d) New Closest School Priority Areas Model

Proposal to withdraw the option to be placed on an OSL for pupils in KS4 Q5: Do you agree with this policy?

Proposal for a co-ordinated scheme for Primary School operating for 2006 entry onwards Q.6: Do you agree?

Proposed Model Policy for Admission to F1 Q.7: Do you agree with this policy?

Table of Responses in alphabetical order of School or Body

<i>School</i>	<i>Name</i>	<i>Looked After Children Proposal Q.1.</i>	<i>Revised Sibling Link Q.2.</i>	<i>New Admissions to Schools at Defined Times Q.3.</i>	<i>Revised OSL for Secondary Admissions Q.4.</i>	<i>Withdraw Option to be placed on OSL for KS4 Pupils Q.5.</i>	<i>Primary School co-ordinated scheme Q.6.</i>	<i>Model Policy for Admission to F1 Q.7.</i>
Admissions Forum	K Sandhu	Yes	(a) & (b)	(a)	(c)	Yes	Yes	Yes
PRU		Yes	(a)	(c) – see comment	No response	No – see comment	Yes	Yes
Avenue Junior School	J Henderson	Yes	(a)	(c)	(b) – see comment	No	Yes	N/A
Belgrave St Peters	C Martin-Jones – Chair of Gov	No – see comment	(a) – not applicable to our school	(c)	(d)	No view expressed by Governors	Yes but with proviso	No
Braunstone Frith Junior	Keith Rose	No	No response	(a)	N/a	N/a	Yes	N/a
Caldecote Primary	Hazel Pulley	Yes	(a) & (c)	See Comment	(b) – see comment	Yes	Yes	No – see comment
Christ the King Catholic School	Ian Knight	Yes in principle – see comment	N/A	(a) – see comment	N/A	N/A	Yes – see comments	See comment

Coleman Primary School	Nigel Bruen	Yes	(a) & (b)	(b)	(b)	No	Yes	Yes
Crown Hills	G. Colby	Yes	(a)	(c)	None – see sep comment	Yes but only Yr 11	No View	No View
Evington Valley Primary School	Jill Griffin	Yes	(a) & (b)	(a)	(b) – see comment	See Comment	Yes	Yes
Fullhurst Community College	W. Morris	Yes	(a) & (c)	(a)	None of the models	Yes	No	Yes
Herrick Primary	P. Goffin	Yes	(a) & (c)	(c)	(c)	Yes	Yes	
Highfields Primary	J. Ridgewell (Acting Head)	Yes	(a)	(c)	(c)	No	Yes	Yes
Humberstone Junior	Carole Jefferson	No – see comment	(a)	(a)	(b) – see comment	No	Yes	Yes
Judgemeadow CC	David Powell	Yes	(a)	(c)	(b) – see comment	Yes	No response	No response
Knighton Fields Primary	Sue Houghton	Yes	(a)	(a)	(a)	No	Yes	Yes
Leicestershire LEA	Lisa Fish	Yes	No response	(c)	See Comment	No response	No response	No response
Mayflower Primary	P Fiedine	Yes	(a)	(a)	See Comment	Yes	Yes	No – See
Moat Community College	David Buckle	No – see comment	(a)	(c) – see comment	(a)	Yes	Yes	Yes
Mowmacre Hill Primary	I Nichol	No – see comment	(a)	(a)	See comment	No	Yes	Yes
NASUWT	J Mark	Yes	(a)	(c)	(b) – no comment	No response	Yes	Yes – see comment
Newry Junior	C Parkinson	Yes	(a)	(b)	(d)	No	Yes	Yes
Overdale Infant	Mrs Helen Lang	No – see comment	(a) – see comment	(c) – see comment	N/A	N/A	Yes	N/A
Overdale Junior School	Christine Gray	Yes	(a)	(b)	(c)	Yes	Yes	N/A
Queensmead Infant School	Clare Downing	See Comment	(a) & (b)	(b) – see comment	No Comment	No Comment	Yes	Yes
Riverside Community College	Bernadette Green	Yes	(a) & (b)	(b)	(b) – see comment	No – see comment	No – see comment	No response
Rushey Mead Primary	Aileen Jamieson	Yes	No response	(c) – see comment	(d)	No response	Yes	Yes – see comment
Slater Primary	R Wilford	Yes	(a) & (b)	(b)	(c)	Yes	Yes	Yes

Southfields Infants	Benna Odedra-Pinder	Yes	(a)	(b)	(a)	Yes	Yes	Yes
St Patricks Catholic Primary	M Olszewski	No	(a)	(c)	(a)	No	Yes	Yes but see sep comment
Stokes Wood Primary	Stephen Snelson	Yes – see comment	(a)	(a) – see comment	(d)	?	Yes	Yes
The Lancaster School	P D Craven	No	(a)	(c)	(b)	Yes	Yes	No response
Traveller Ed Service	M Hutchinson	Yes	(a)	(c) – see comment	(c)	Yes	Yes	Yes
Uplands Infant	Jill Fletcher	Yes – in principle See comment	(a)	(b) see comment	No response	No response	No response	(a) – see comment
Social Care & Health	Dave Starling	Yes	No response	(a) & (b)	No response	No response	Yes	No response
MELAS	Liz Vernon	No response	No response	(c) – comment in file	No response	No response	No response	No response

See next table for additional comments

Additional Comments

School	Comment
Avenue Junior School	Q4: Governors concern re possible adverse, environment and transport implications of the proposed feeder school scheme
Belgrave St Peters	Q1 As a small voluntary aided school, we do not intend to include this proposed change to our admission arrangements at the moment. The governors will review that decision again for arrangements for 2007 onwards. Q4: We are definitely opposed to the feeder school model on the grounds that it discriminates against Church of England aided schools such as ours. Q6: An earlier(12.1.04) timetable provided 4 weeks for voluntary aided schools to prioritise applications and send the results to the LEA. The latest timetable, in order to bring forward the offer date to parents (from 26 th May to 1 st May) has resulted in only 3 weeks for the prioritisation stage, which is very tight. We recommend that the closing date for applications is brought forward to 1 st February 2006 (with 1 st March as the date data to be shared with Admissions). Q7: As a voluntary aided school, we have enveloped our own policy for F1 admissions, based on our F2 admission policy (please let us know if you would like a copy for reference).
Braunstone Frith Junior	Q1: I would only agree if the class teacher agreed and full funding was made immediately available to the school.
Caldecote Primary	Q2: Advantage of sibling link; reduce stress to these children during transition. Impossible for parents to develop links with school and collect and deliver children. Q3: Each school should provide and administer their own policy. Q4: Feeder school model abhorrent and is unfair to primary schools, Review after BSF. Q7: Ref No. 5 – we disagree with the priority list. No. 3 should be No. 2 Families need their children to stay in one school.
Christ the King Catholic School	Q1: What would be the implication at KS1 for class size pledge? Would 30+ classes be authorised/acceptable? Q3: There would need to be an in-built flexibility to accept pupils mid-term, if they moved into the area and if there was a vacancy. Q6: (i) The timespan and deadline of 1 st May does not allow sufficient time for appeals. Could the closing date for applications be brought forward to 24 th Jan 06, thus allowing all dates to move forward? (ii) The proposed timetable does not offer places until May. This drastically reduces time for our programme of induction. (iii) Parents who will still believe that VA schools do not come into LEA jurisdiction, despite drip-feed of information. Q7: This policy excludes schools who have a 4+ system, rather than a nursery. It may create difficulties on transfer from F1 to F2 if the child transfers to a VA school.
Crown Hills	Q1: However, I also support, in the same way that a student moving into the catchment area should have a place made available even if the school is full. Q4: Status quo – but students from closest school should either have equal first choice with priority area students or their old priority area should be chunked and reallocated to other pa's. The final "chunking" should be subject to consultation. Q5: There are some who might want to move from County schools at start of KS4.
Evington Valley Primary	Q4: To allow time for further consultation modelling and clearer picture of the impact of BSF Q5: I feel unable to comment due to lack of knowledge re impact this would have on KS4 organisation.

Fullhurst Community College	<p>Q2: May create anxiety for younger siblings and additional stress on parents/carers who collect their youngsters from school.</p> <p>Q3: However, this could mitigate against new arrivals and families who are re-housed or re-located to different parts of the city. – Give consideration to providing discretionary powers to Governing Bodies to decide on mid-term admissions.</p> <p>Q4: None of the models address the current problem which is to fill school places and provide schools with a balanced intake – based on ability profile.</p> <p>Q5: Need to rationalise admission arrangements around Dovelands Primary School as well as Sandfield Close.</p> <p>Q6: This might mitigate against parental preference.</p>
Herrick Primary School	<p>Q2: June is too late. Admissions for FS1 are organised much earlier than June. Places are offered to children with siblings who attend our Playgroup first and then others on waiting list at end of Spring term. If children (*8) are not present on school register, our absence records will be affected.</p>
Highfields Primary	<p>We do not have a governors meeting scheduled until the last week of term. These are the collective views of the Chair/Head.</p>
Humberstone Junior	<p>Q1: Where there is no place, the Headteacher and Chair of Governors should agree whether or not to offer a place. This will allow the school to consider the individual child's and school circumstances.</p> <p>Q4: You have missed off St Marys, Hamilton</p>
Judgemeadow Community College	<p>Q4: Given the other changes in process in the city, it would cause huge problems to overlay admissions change at the level proposed by the other models. Suggest LEA work WITH all Secondary Headteachers throughout the year ready for next years modelling.</p>
K Sandhu Admissions Forum	<p>Q1: I agree with the LEA's view that these children are most in need of stability in their lives and should not be made to wait or put in uncertainty, or compelled to go through Appeals Panel.</p> <p>Q2: It makes sense when the schools are on adjacent sites that they are the same schools with the same name, such as Uplands – Infants & Juniors, SJN (girls), Lancaster School (boys) for sister and brother, convenient and appropriate.</p> <p>Q5: Moving in KS4 will be harmful to the education of the child as the options have already been done and it does need 2 years continuous, undisruptive education in one school environment – educational, social and physical.</p>
Lisa Fish – Leicestershire LEA	<p>Q1: Query rewording: what about LAC living in the city who are “looked after by another Authority” – Does the Greenwich judgement allow you to make the distinction between city LAC and LAC living elsewhere?</p> <p>Q3: We are concerned that delays to admittance would mean more applications to County schools.</p> <p>Q4: What effect would “pupils living in the Sandfield Close area would be assigned to Soar Valley” have on Roundhill High School, who we believe currently consider these pupils as catchment. Are we misreading this statement? Clarification please.</p>
Mayflower Primary	<p>Q4: The proposed list of schools on Page 12 is quite odd. Why feed Coleman into City of Leicester (proximity)? Why Avenue/Medway to Judgemeadow? (proximity)</p> <p>Q7: Timings am/pm – could these be made flexible, eg. 12:45-3:15 Applications in writing – what measure of detail? Literacy skills etc is one of our concerns. Date of application (1st June) is too late for our staff to visit parents and establish a relationship before the summer break.</p>
Moat Community College	<p>Q1: If the school is already full, it cannot be guaranteed that the child will get full access to their chosen subjects. If there are places elsewhere, these need to be considered first.</p> <p>Q3: Moat Community College processes so many mid-term admissions it would be impossible to provide induction if all schools arrived at once. We have an excellent system for induction at present. Children should not have to wait too long for a school place. For EAL children, our language support facilities could not process more than five students per week.</p>

Mowmacre Hill Primary	Q1: Potentially major implications for KS1 – it could mean the appointment of an additional teacher for one child Q4: We need parental choice to be a priority.
NASUWT	Q4: Sort out priority areas for all schools. Q7: Each morning or afternoon session to be 2½ hours long. No prescription re: times. FURTHER COMMENT; There needs to be meaningful urgent consultation with primary and secondary Headteachers.
Overdale Infant School	Q1: Should not apply where making a place available would exceed the legal requirement of no more than 30 in a class of KS1 pupils. This causes significant staffing, and therefore financial implications. We object to this in the strongest possible terms. Q2: This is long overdue and establishes parity between all through primary schools and split infant/junior sites. We wholeheartedly endorse this recommendation. Q3: Whilst this may be beneficial to schools with a high pupil turnover, it would serve no purpose at our school. Our turnover is very low and we would prefer to allow mid term transfers as they arise.
PRU	Q3: If the children were not admitted at any time, this could result in children being out of school for several weeks, eg. Particular groups of children would need to move at any time; children excluded from other schools, children at risk of exclusion (managed moves) traveller children, children coming out of detention centres, which service would pick up? The PRU's, would this overstretch PRU service? Q5: Whilst we agree it would be advisable not to move children at this stage, there are always exceptions such as managed moves, bullying etc.
Queensmead Infant School	Q1: First priority must be needs of child, and stability of school placement when appropriate, saying “yes” outright could be a problem where an extra child in KS1 takes class size above legal maximum. How are schools to be supported financially etc, if this happens. Q3: In general agree with ½ termly intake, but there will be need to be allowances for individual situations, eg. If move is from another area of the country.
Riverside Community College	Q4: Proposed designated feeder schools are incorrect. LEA should study data on students/parental choices for last two years and the uptake of spaces. The historical “best fit” model is wrong. Q5: This allows movement in Year 10. Year 11 oversubscription list should be abolished but some flexibility retained for schools to make decision whether to accept a student in Year 11. Q6: This seems a long lengthy process which is subject to great delays to child coming into school. What date/stage of process does “double offer” take place? When will city schools have confirmation of expected Year 7's.
Rushey Mead Primary	Q3: It is much more difficult to manage en-masse admissions than a “steady stream”. For primary-aged children travelling a distance is difficult – the proposed changes seem to assume all families have cars! Q7: (1) The timing of the sessions (am or pm) should NOT be stated. Different schools have different times (at RMPS it is 9.45-11.15 am and 12.45-3.15pm) – (2) Parents MUST NOT be given the impression that their child will start on the first day of term. Most schools have a staggered entry for the good of the children.
St Patricks Catholic Primary	Q7: As a model policy yes, but to be adopted by an individual school.
Stokes Wood Primary	Q1: Will there be exemptions to this rule? Headteachers need full information on social, emotional and behavioural issues. Schools need to be in full control of the transition process and this must be carefully planned if we are to avoid exclusions. Q3: A more structured approach will allow schools to gather information about children from their previous setting. For children who move within the city, this could include observation in their current classrooms.

Traveller Education Service	Q3: Traveller pupils need prompt access to school and admission at defined times would be inappropriate for highly mobile families. If the proposals were accepted, would the Director need to agree mid term admission of travellers?
Uplands Infant School	Q1: Agree in principle but this could cause problems in Foundation stage. What would happen to 1:15 ratio? Q3: The present situation is very difficult for schools with high levels of turbulence. However, children newly arrived from overseas need to be in school as quickly as possible. Half term admissions is a compromise. Overall, we feel that new arrivals into the city should be admitted immediately. Inter-school transfers within LEA should be every half term. Q7: Very much in favour. We spend inordinate amounts of time on F1 admissions as we can admit 120 three year olds. Often they are registered with more than one sitting and do not want a place when offered. Concerns that your time-scale will not give us much time to offer parents and children an introduction to our unit before admission.
Social Care & Health	Q1: We fully support the proposal that where a Looked After Child seeks a place at a school which is full, a place will still be made available and the school permitted to exceed the "Pupil Admissions Number". Q3: We support the proposal for admissions to schools to be a deferred times, subject to Looked After Children being in the exceptional cases category. Q4: We support the use of common admissions form and a co-ordinated allocations process with the County.

Annex 3

List of Consultees:

All Headteachers in Leicester City
All Chairs of Governors in Leicester City
Schools in Relevant Areas: <ul style="list-style-type: none">• All Saints CofE Primary School• Bishop Ellis RC Primary School• Richard Hill CofE Primary School• St John Fisher Catholic Primary School• St Peter and St Paul CofE Primary School• Abingdon High School• South Wigston High School• Guthlaxton Community College
Admissions Forum Members, including Leicester LEA
Senior Staff Members of Education & Lifelong Learning
School Development Support Agency
Core Branch of Pupil & Student Support
Trade Unions: <ul style="list-style-type: none">• NAFTHE• NAHT• NASUWT• NUT• PAT• SHA• UNISON• ATL• GMB
Brian Glover – Building Schools for the Future
Lorna Simpson/Anthony Nolan – Property & Planning
Guy Goodman – Legal Services
Heidi May – Connexions
Pauline Hinnett – Youth Inclusion Programme
Travellers Education Service
The Minority Ethnic Language & Achievement Service
Social Care & Health
Sue Harrison – Parents & Carers Council

Equality Impact Assessment - list of FPP

Service/Business Unit.....Admissions & Exclusions

DivisionPupil & Student Support.....

Department.....Education & Lifelong Learning....

Suggested list of FPP- can be taken from business/ service plans	High corporate/dept priority?	Likely to have a moderate or high risk of unequal outcomes or unmet needs?	Currently being developed or reviewed?
Admissions Policy for 2005	Important because it is the key to the processes by which the LEA delivers it's responsibilities towards parents under the School Standards & Framework Act 1998. Otherwise, not specifically referred to in the Strategic Plan.	The policy operates a system of priority areas that leaves four areas of the City with no school serving addresses in these areas. Parents living in these areas may apply for neighboring schools, but only have 6 th priority for their chosen school as against others living in the priority area, who have 3 rd priority for the chosen school. This is an unequal level of opportunity and affects 26% of each year's cohort.	Admission policy is reviewed annually and alternative models to eliminate this inequality have been included in the options, both for the 2005 Consultation and for the 2006 Consultation.

Part A

Equality Impact Assessment – Initial assessment screening

Questions to help identify inequality, unmet needs or unequal/adverse outcomes of chosen FPP.

Name (or area) of FPP Admissions Policy.....

In stating your answers please explain as follows:

If you tick box 1 or 4 please state reason why
 If you tick box 2 or 3 please state further action required

1. Have equality issues been integrated into the different areas of the **FPP**?

Yes	Partly	No	N/A
	√		

Criteria 1, 2 & 5 give an opportunity for vulnerable groups to be given higher priority to address disadvantage but those 26% living in areas of closed schools will have a smaller chance of obtaining a place in a City school.

2. Does the **FPP** incorporate objectives of the Corporate Equality strategy, Department Equality Action Plan?

Yes	Partly	No	N/A
	√		

.....

3. Do these objectives cover areas of Race, Gender and Disability? (impact of **FPP** on other equality areas can also be assessed e.g. sexuality, religion and/or belief, age and social class)

Yes	Partly	No	N/A
	√		

No attempt to identify race as such, but some of the areas having lower priority rating have high proportion of EM children. Gender is not taken into account except for two single sex schools. Disability is addressed by the SEN Priority 5.

Yes	Partly	No	N/A
	√		

4. Does the **FPP** make reference to (take into account) the diversity of the population it serves?

The policy aims to treat all applicants equally, except where advantage is given to certain vulnerable groups.

Yes	Partly	No	N/A
√			

5. Does the **FPP** include conducting EIA as part of the planning, review and evaluation processes?

.....

6. Does consultation of the **FPP** take place with

- Internal groups
- External groups/organisations
- Council departments

Yes	Partly	No	N/A
√			
√			
√			

Full list of Consultees is given in the report on the results of the Consultation.

7. Have decisions been made on the communication/distribution of information around the **FPP**?

Yes	Partly	No	N/A
√			

This is done in accordance with statutory requirements.

8. Do these take into account the different communication needs of the diverse groups and individuals?

Yes	Partly	No	N/A
	√		

Booklets are translated into 6 languages.

Equality Impact Assessment - Partial/Full Assessment

When considering undertaking a partial/full assessment, it is essential to seek the advice and involvement of the department Equality Officer, who may suggest further more specific questions to be asked around the FPP chosen for the EIA.

Any further questions can be written in the space below (use additional sheets if necessary)